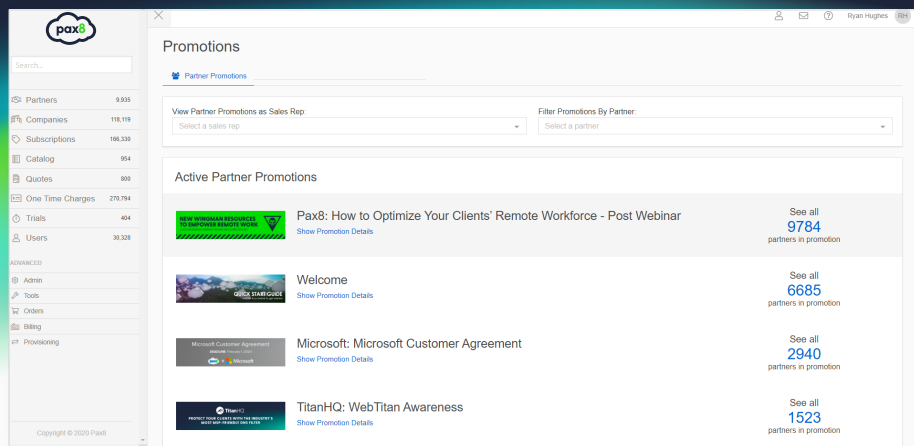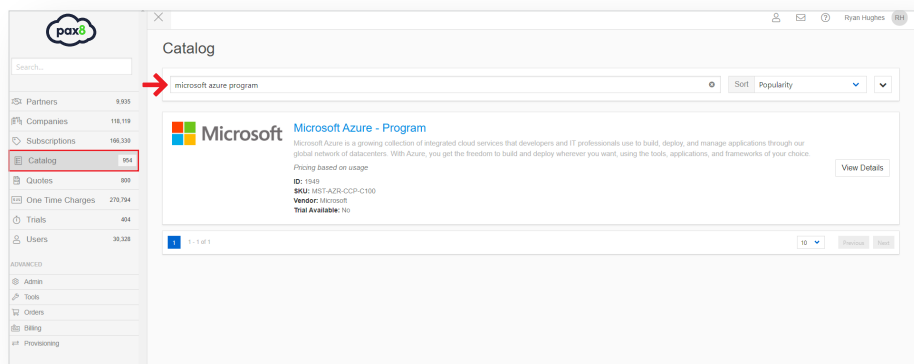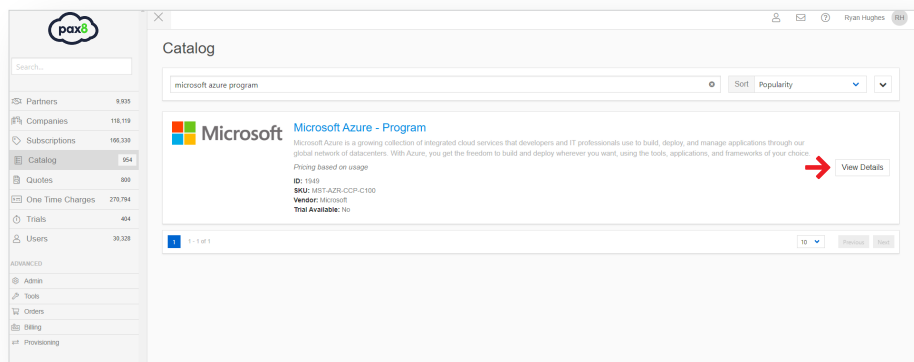# MICROSOFT AZURE – PROGRAM
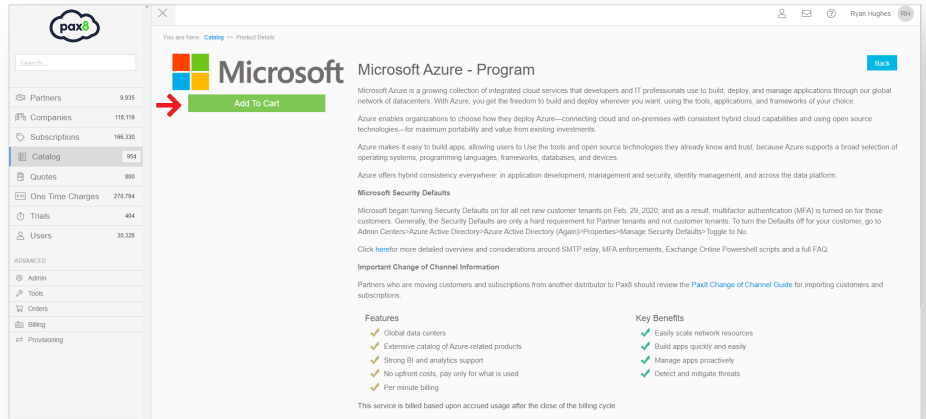## ORDERING GUIDE

1. Log in to the Pax8 Platform.

2. Click on *Catalog* from the menu on the left and then type *Microsoft Azure Program* in the catalog search field.

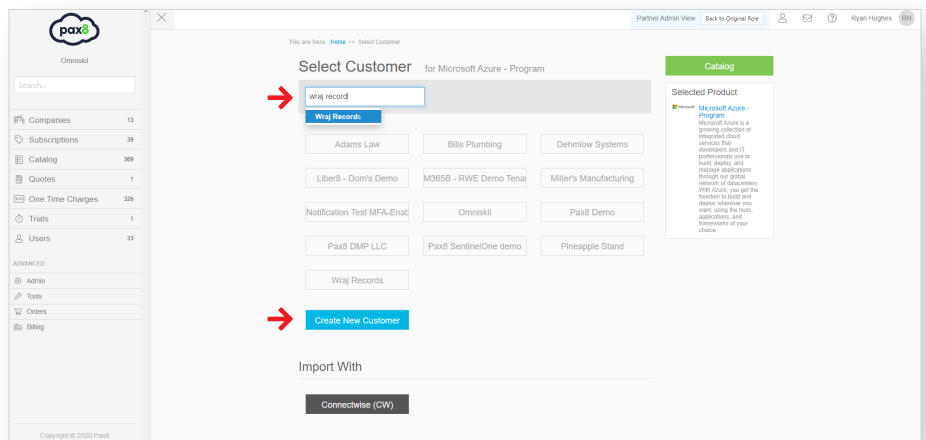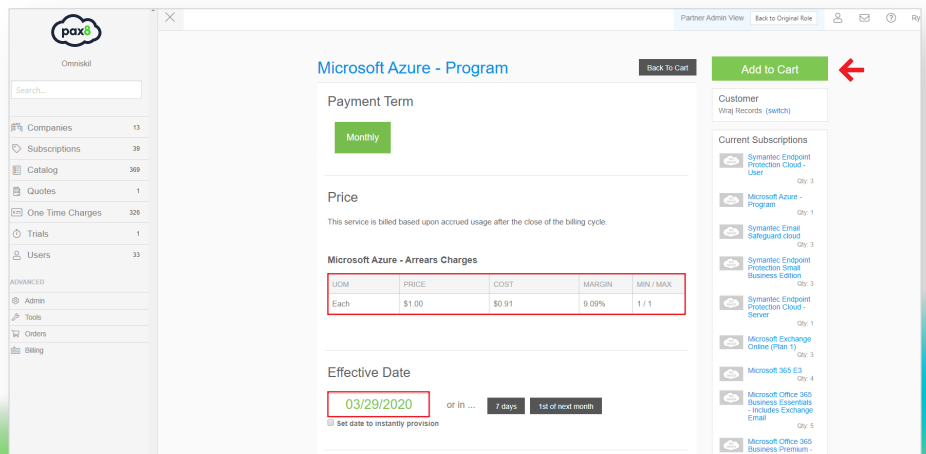**3.** Click *View Details*.

4. Click *Add To Cart*.

5. Enter the name of the company in the *Quick Customer Select* field and then click on the company name when it populates.
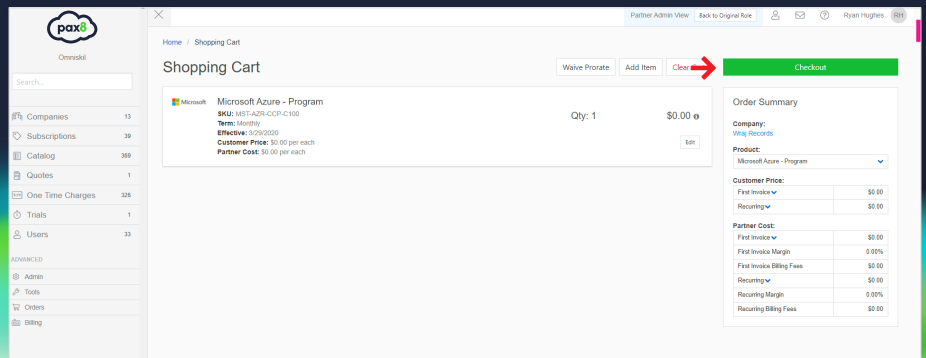
*If this order is for a new customer, please click on *Create New Customer* at the bottom of the screen and add the new customer first.
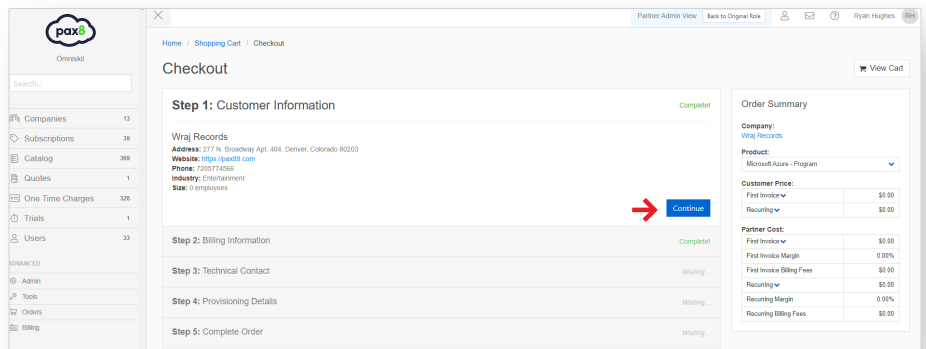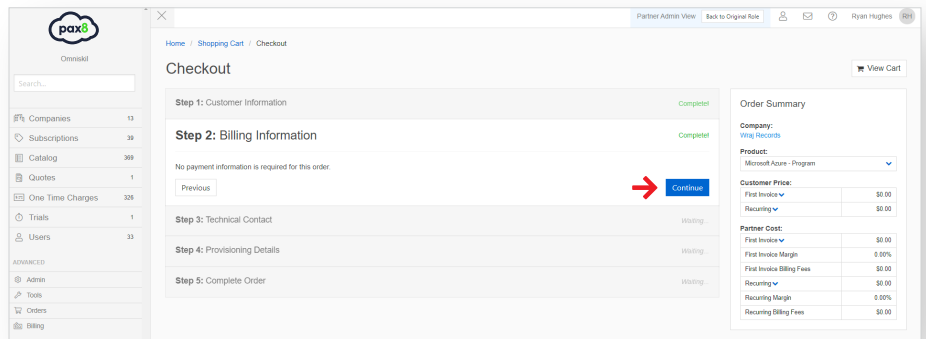

6. Click *Add To Cart*.

7. Click *Checkout.*

7. Click *Continue.*

8. Click *Continue.*

9. Select the contact that will receive the order confirmation email.

*If the desired contact is not listed, please add them by clicking *New Contact.*

10. Complete provisioning details part one.

11. Complete provisioning details part two.

12. Complete provisioning details part three.

13. Click *Complete Order.*

HAVE QUESTIONS?
Please contact your Azure Specialist at Pax8!