

# USER MANUAL TO ORDER 3CX LICENSE

**Prepared by :** UR

**Date :** 31<sup>th</sup> May 2018

**Version :** 1.0

## INTRODUCTION

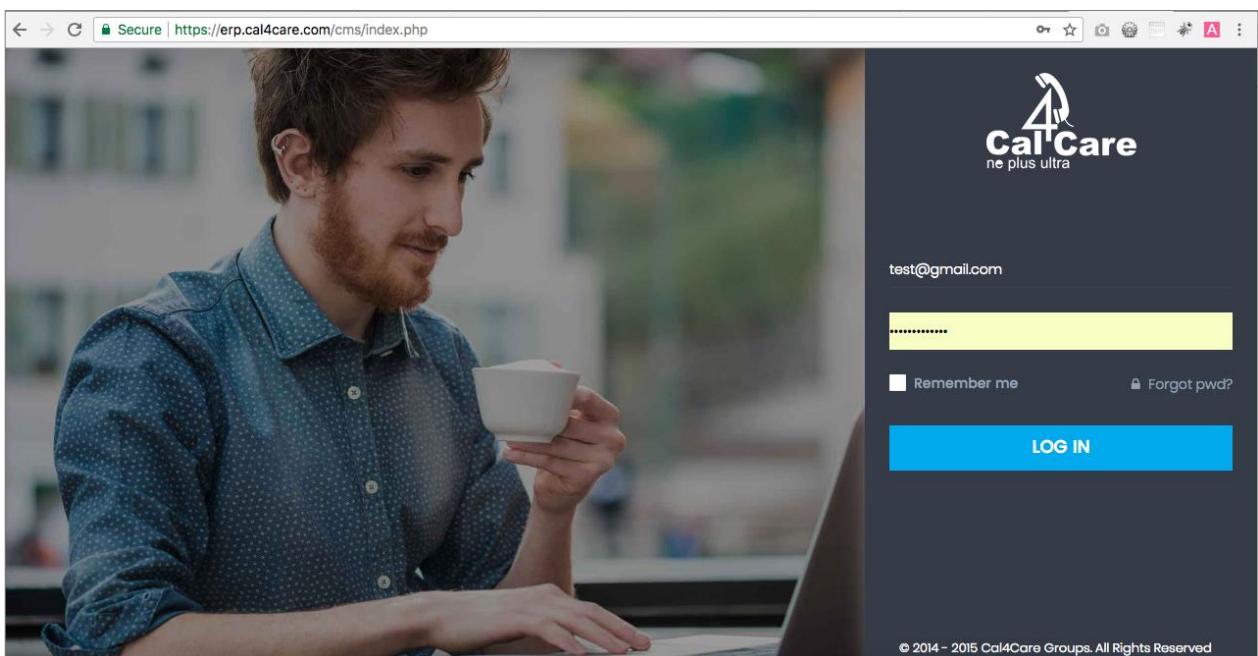
The 3CX Distribution Suite has three business portals.

1. The Admin portal
2. The Master portal
3. The CMS portal

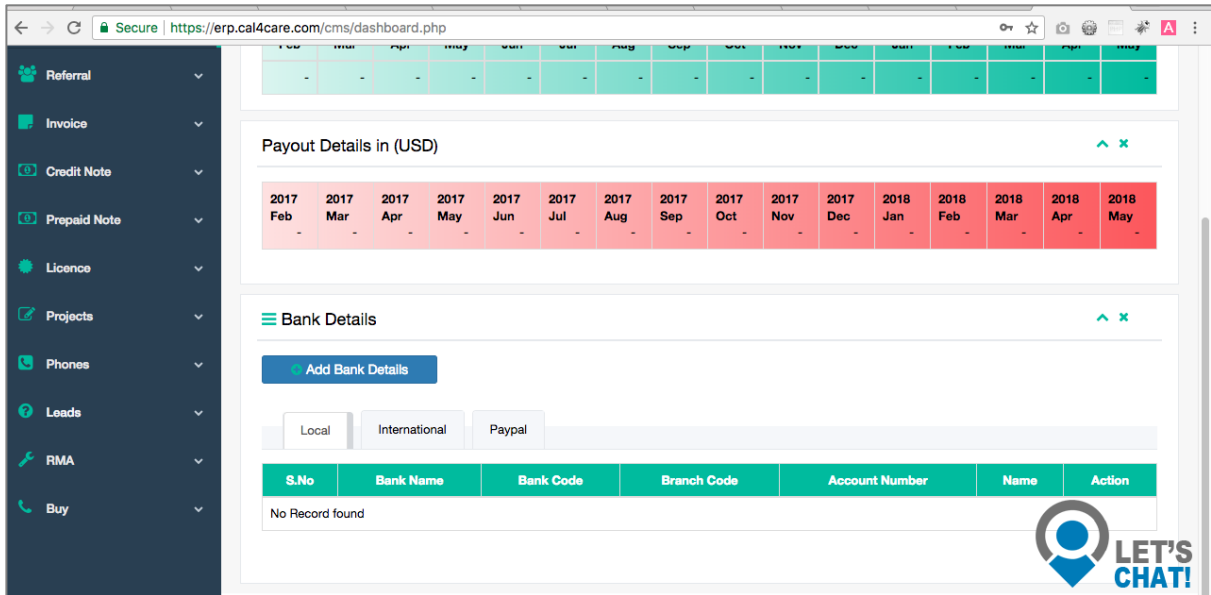
The Admin portal helps with the management of the master and the CMS portals. The Master portal helps in customer and invoice management and overall license management, and the CMS portal is responsible for placing orders and helps in customer license management for the 3CX license.

Below we have the user manual for the **CMS Portal**:

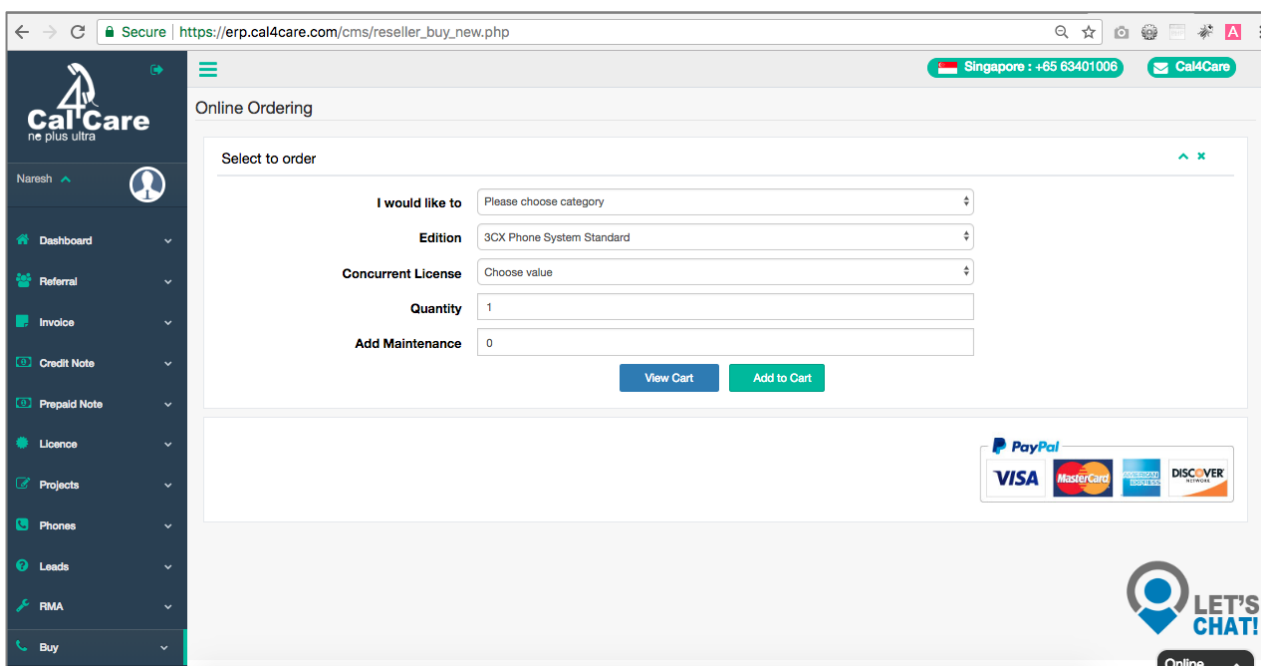
1. Enter your credentials (username and password) and click the LOG IN Button to log into your CMS Portal



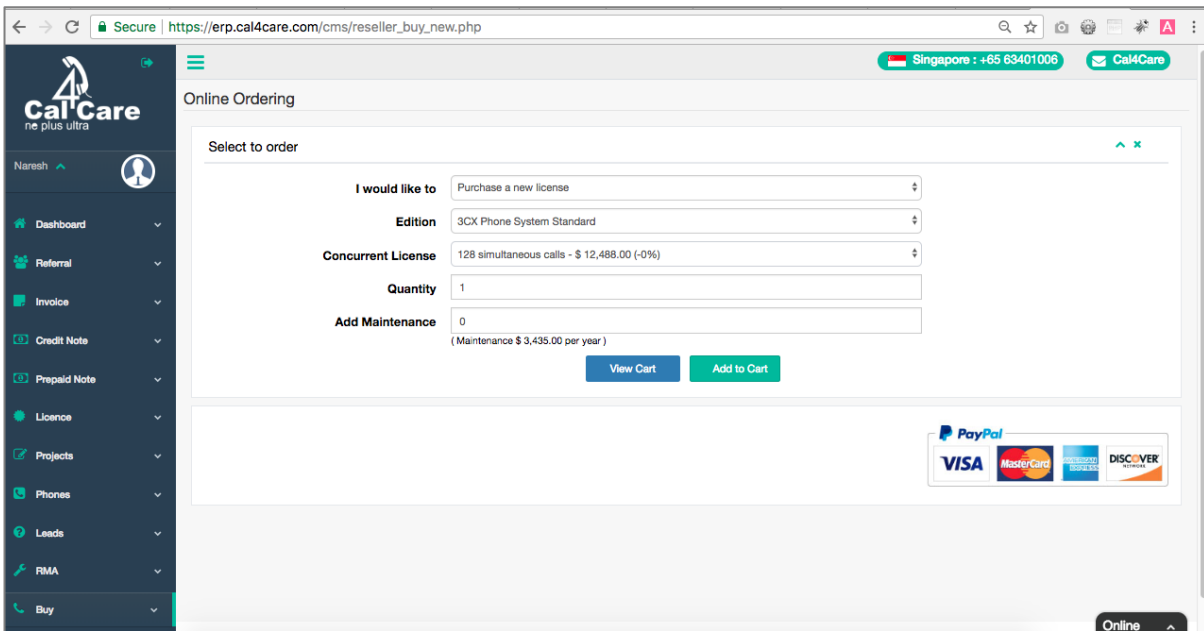
- You reach your home page, the dashboard page, which gives us the overall statistics of referrals, invoices and license keys. You can opt to view and remove information on referral payments and monthly payments and bank information for local, international and online payments.



- The Buy section in the left section of the page, takes us to the Online Ordering page where you can choose your mode of license purchase, be it, to purchase new licenses or renewals or upgrades.



- If you choose to purchase a new license, you get the below options of choosing the edition, the concurrency of the license, quantity and maintenance charge of the license. From here you can choose to view your cart or add your chosen products to the cart.



Secure | [https://erp.cal4care.com/cms/reseller\\_buy\\_new.php](https://erp.cal4care.com/cms/reseller_buy_new.php) Singapore : +65 63401006 Cal4Care

Online Ordering

Select to order

I would like to: Purchase a new license

Edition: 3CX Phone System Standard

Concurrent License: 128 simultaneous calls - \$ 12,488.00 (-0%)

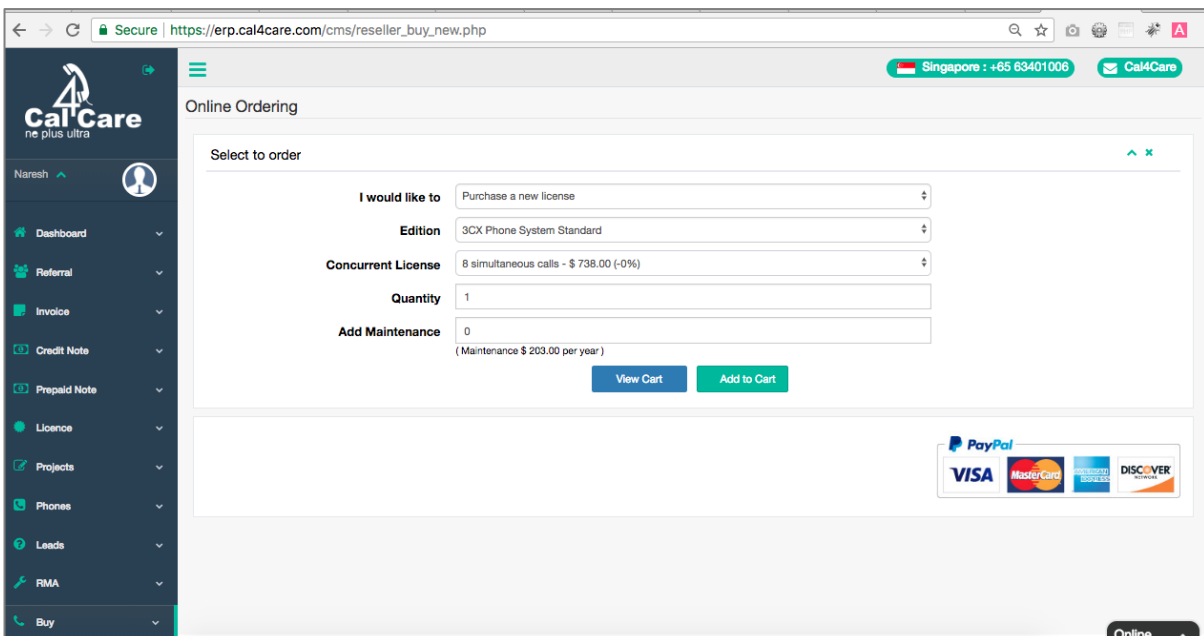
Quantity: 1

Add Maintenance: 0  
(Maintenance \$ 3,435.00 per year)

View Cart Add to Cart

PayPal VISA MasterCard DISCOVER

Online



Secure | [https://erp.cal4care.com/cms/reseller\\_buy\\_new.php](https://erp.cal4care.com/cms/reseller_buy_new.php) Singapore : +65 63401006 Cal4Care

Online Ordering

Select to order

I would like to: Purchase a new license

Edition: 3CX Phone System Standard

Concurrent License: 8 simultaneous calls - \$ 738.00 (-0%)

Quantity: 1

Add Maintenance: 0  
(Maintenance \$ 203.00 per year)

View Cart Add to Cart

PayPal VISA MasterCard DISCOVER

Online

5. If you choose to upgrade an existing license, then

Online Ordering

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Select to order ^ x


**I would like to**

**License Key**


**Verify**

View Cart
Add to Cart

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6. Then enter the license key you wish to upgrade and click on verify



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Online Ordering

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Select to order ^ x

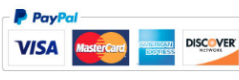
**I would like to**

**License Key**

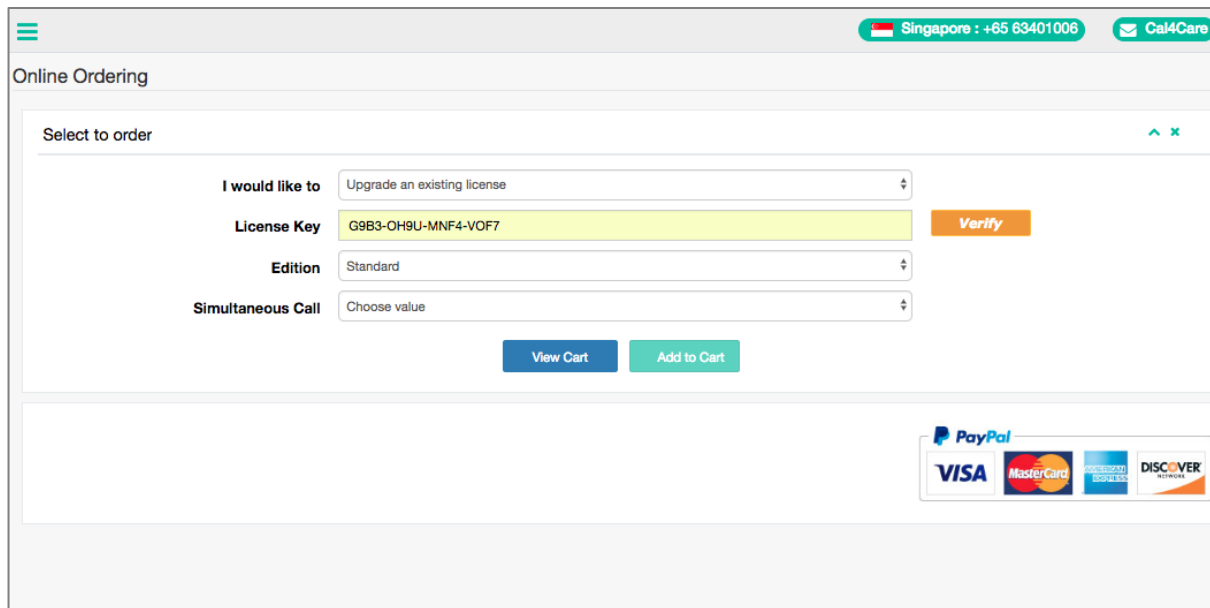
**Verify**

View Cart
Add to Cart

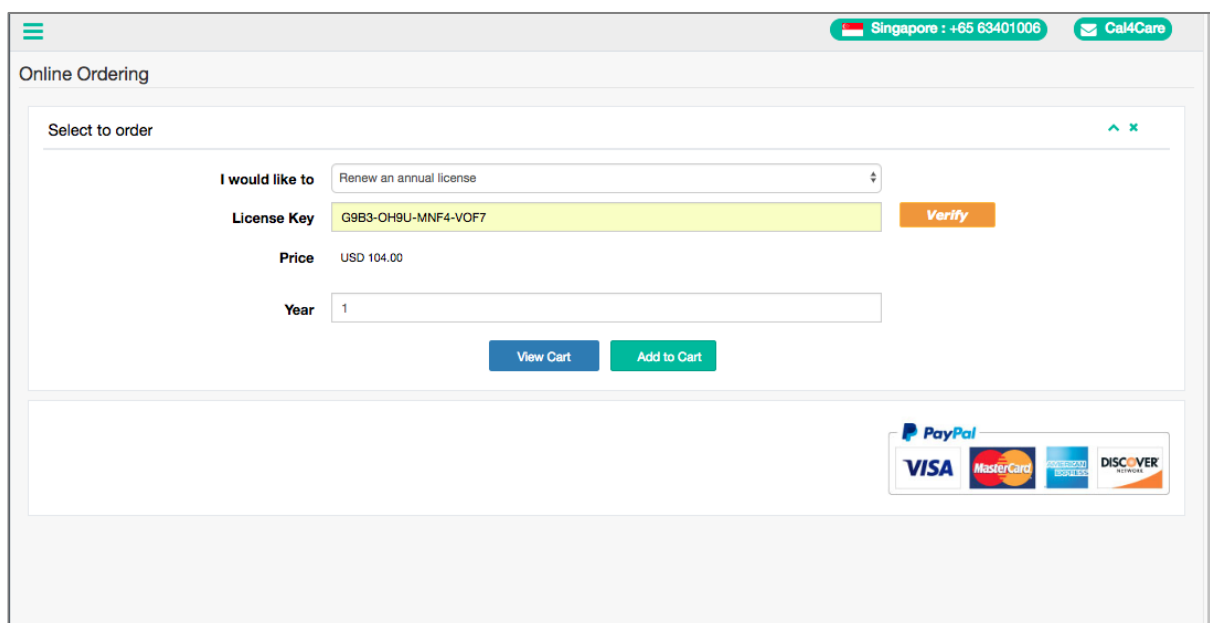
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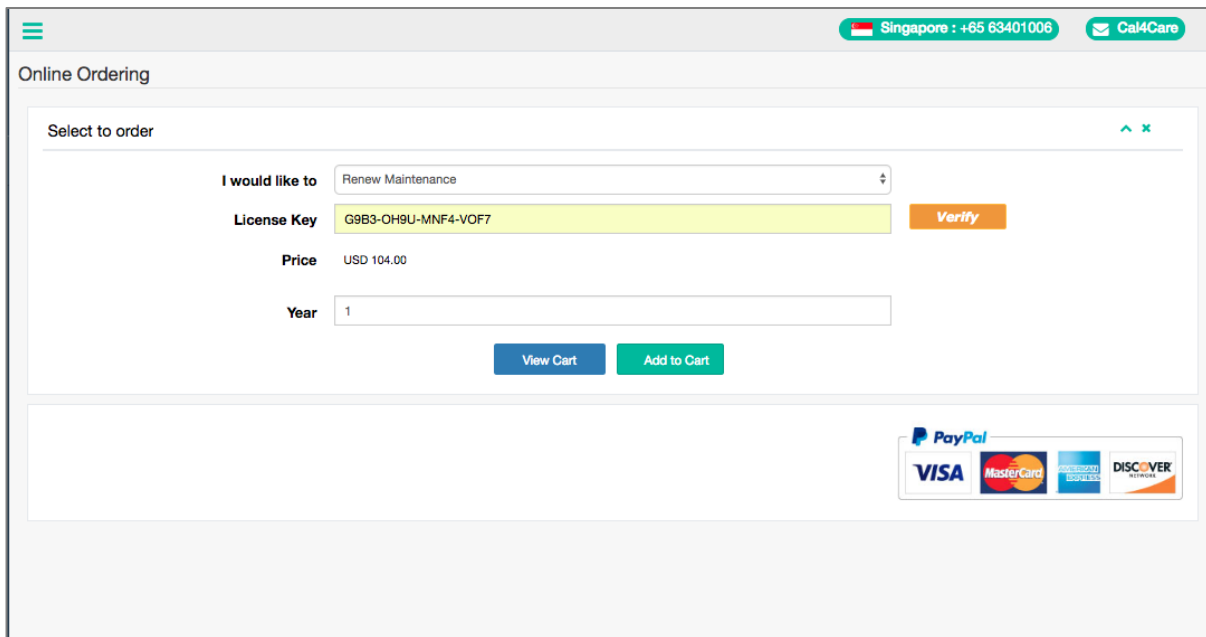
- Once you click verify, details of that license key drops down, with the edition and enter the simultaneous calls that you require.



- If you choose to renew your annual license, enter your license key, click verify and you get the price of that product and enter your number of years required for the annual license renewal.



- If you choose to renew maintenance, enter your license key and click verify. Then you get the price and then enter the number of years required to renew the maintenance for.



- After filling up your cart, click Add to Cart Button which takes you to Your Cart Page. You can view your cart items, choose to remove items or add other products. Once, you decide to purchase your items, click the Proceed Button.


Your Cart Page Your shopping cart contains the following items: 3CX Reseller Id : 206590

<input type="checkbox"/>	Code	Description	Price (USD)	Qty	Discount (USD)	Amount (USD)
<input type="checkbox"/>	3CXPS	3CX Phone System Standard (8 Sim.calls)	738.00	1	0.00 (0 %)	738
<input type="checkbox"/>	3CXPS	Maintenance for 3CX Phone SystemStandard (4Sim.calls) (G9B3-OH9U-MNF4-VOF7)	104.00	1	0.00 (0 %)	104
Net Total						842.00
Tax Value						58.94
Grand total						900.94

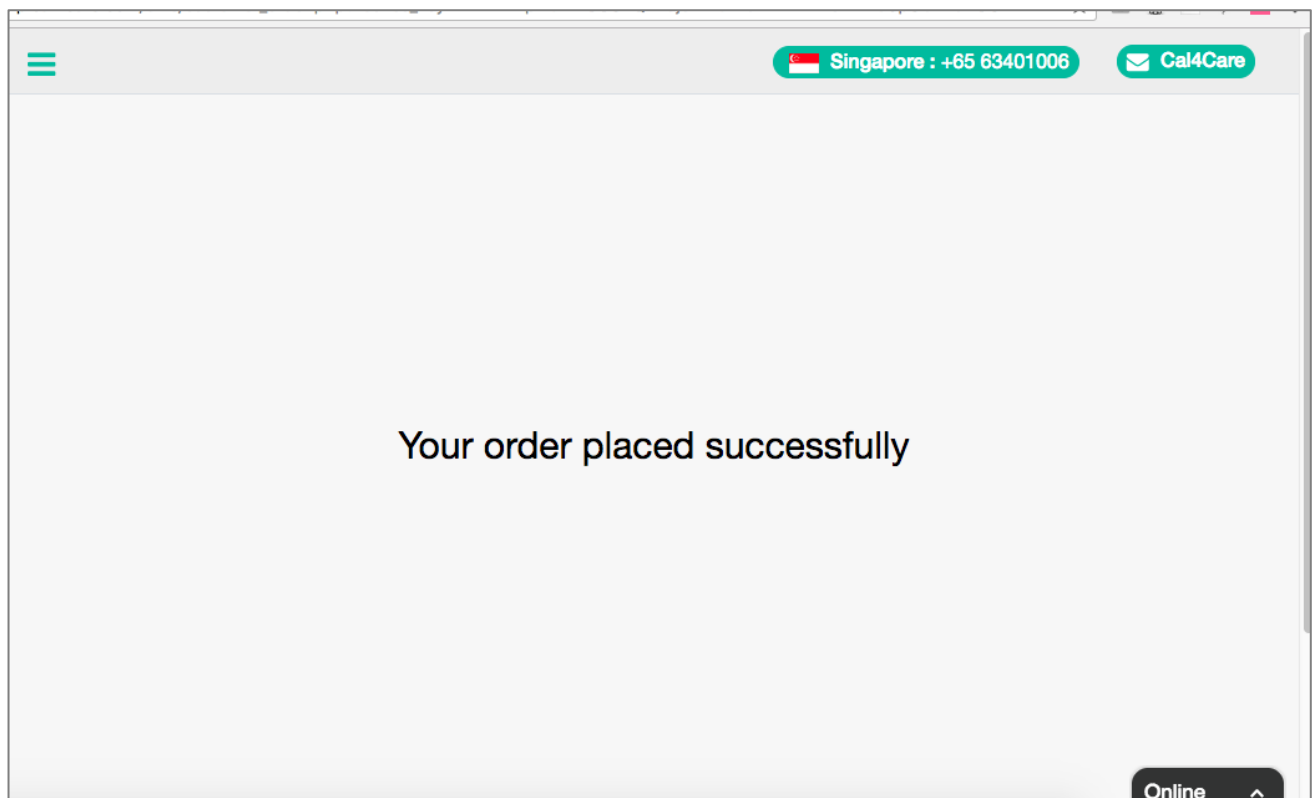
[Remove selected](#)

You may add product support by clicking on the back button and selecting an appropriate package.

[Another Product](#) [Proceed](#)



11. . Once, we click the proceed button to make the purchase, we go the payment details page, where we can add a coupon code which will be verified and then we can choose the mode of payment, credit or debit, multisafepay or offline payment and then proceed to payment accordingly.



12. The Logout icon in the top left corner in the left section, will assist you in logging out of this portal.

- END -