

# CSP Store – User Guide



First, you will need to login with your admin user account to U-BTech Digital Store:

<https://store.u-btech.com>

## Purchasing new subscriptions

On the home page you will be able to purchase an additional subscriptions and licenses:

### U-BTech Cloud Products

Set the required number of license next to the subscription you wish to purchase and click Purchase Subscription at the bottom of the page

Azure Active Directory Basic	<input type="text" value="0"/>	License(s)
Azure Active Directory Premium	<input type="text" value="0"/>	License(s)
Enterprise Mobility + Security E5	<input type="text" value="0"/>	License(s)
Exchange Online (Plan 1)		<a href="#">EDIT</a>

For example, if you want to purchase new subscriptions, you can simply add a wanted quantity in each row and then click on “Purchase Subscriptions” at the bottom of the page:

### U-BTech Cloud Products

Set the required number of license next to the subscription you wish to purchase and click Purchase Subscription at the bottom of the page

Azure Active Directory Basic	<input type="text" value="4"/>	License(s) ✓
Azure Active Directory Premium	<input type="text" value="8"/>	License(s) ✓
Enterprise Mobility + Security E5	<input type="text" value="2"/>	License(s) ✓
Exchange Online (Plan 1)		<a href="#">EDIT</a>

**Purchase Subscriptions**

## Changing the quantity of purchased subscriptions

If you want to change the quantity of the licenses that you already have, you can click on “edit” near the subscription and in the next page you will see the number of your current licenses:

### Edit Subscription

To add or remove licenses, Place the **Total** wanted quantity and click “**Update**”



The screenshot shows the 'Office 365 Business Essentials' subscription edit interface. At the top, it says 'Subscription Status: Active' and features the Office 365 logo. Below this, there are two main fields: 'Number of current licenses' with a value of 46, and 'Total wanted quantity' with a dropdown menu currently set to 46. Underneath these fields, there is an 'AddOns' section with three items, each with a license count input field: 'Exchange Online Archiving for Exchange Online D4C2907B-4940-412B-ABC6-14C31FADAFF8' (1 license), 'Exchange Online Advanced Threat Protection' (0 licenses), and 'Skype for Business PSTN Conferencing' (0 licenses). At the bottom of this section is a blue button with a checkmark icon and the text 'Update Subscription Licenses'.

In “Total wanted quantity” textbox, you can add or remove licenses and AddOns that you want. click on “Update Subscription Licenses” to complete the operation.

**The payment will occur according to the customer agreement with U-BTech company.**

**Please be careful when removing a license or a subscription. Make sure it does not assign to an active user in your organization. This will be at your own risk.**

## Subscriptions List

To see all of your purchased licenses, including a purchase history, you can choose “My subscriptions” in the drop-down menu at the upper left corner.



On the next page, you will see all of your subscriptions:

## Subscriptions

[Buy more subscriptions](#)

Subscription	Licenses	
<b>Exchange Online (Plan 1)</b>	846	<a href="#">Edit Subscription</a> ▼
<b>Office 365 Business Essentials</b>	46	<a href="#">Edit Subscription</a> ▲
Amount paid on 12/13/2016 - Added seats	1	
Amount paid on 1/8/2017 - Added seats	1	
Amount paid on 3/2/2017 - Added seats	39	
Amount paid on 4/2/2017 - Added seats	1	
Amount paid on 4/12/2017 - Added seats	1	
Amount paid on 4/13/2017 - Added seats	1	
Amount paid on 5/3/2017 - Added seats	1	
Amount paid on 6/26/2017 - Added seats	1	
Amount paid on 7/12/2017 - Added seats	1	
Amount paid on 7/25/2017 - Added seats	1	
<b>Total</b>		

## FAQ

- ❗ The product that I want to purchase is not listed at your store. What should I do?

Not all Microsoft product are shown in our store. If you need specific product, you can contact us at [Support@u-btech.com](mailto:Support@u-btech.com)

- ❗ When I'm trying to login to the store, I'm getting an error:

"You can't access this application. Csp Store needs permission to access resources in your organization that only an admin can grant. Please ask an admin to grant permission to this app before you can use it."

You will get this message if you will try to login with a non-admin user on your tenant. Please check your user permissions and try again.