

## **Ordering a new a license**

- Sign into Rocket Business Connect
- Select “Manage License” from the menu bar at the top of page
- Click on “Create new license”.
- Enter the end user company name in the end user field or new to create a new end user.
- Select a license type. For license type definitions, click on the link “License Type”.
- Press Submit.
- Click on the customer ID or the customer name. (If you click on customer name, you can view or edit customer information).
- Under the ‘Add Products’ section use the drop down menus to select: ‘Product’, ‘Platform’, ‘Edition’ and, if applicable, ‘Data Server’.
- Press Submit
- Select the desired version and OS combination by clicking on the OS release link.
- Verify information and enter the total number of users.
- Press Submit.
- A select add-ons section will appear if there are any add-ons available for the product.
- Select any add-ons desired.
- Press Submit until you are back to the initial current configuration screen
- Review the order. You can click “Edit” or “Remove” to make any necessary changes or click to add more products.
- Once you have all of the desired components of your order, Click “Check Out”
- Review pricing
- Add any notes for your records in the “Customer Comments” section, optional.
- Read the export statement and check the Export compliance box “I agree”.
- Press Submit.
- Record the transaction number, this is a confirmation.
- You will receive an email confirmation of the license change. This is the information to reference when authorizing your license for the new configuration.