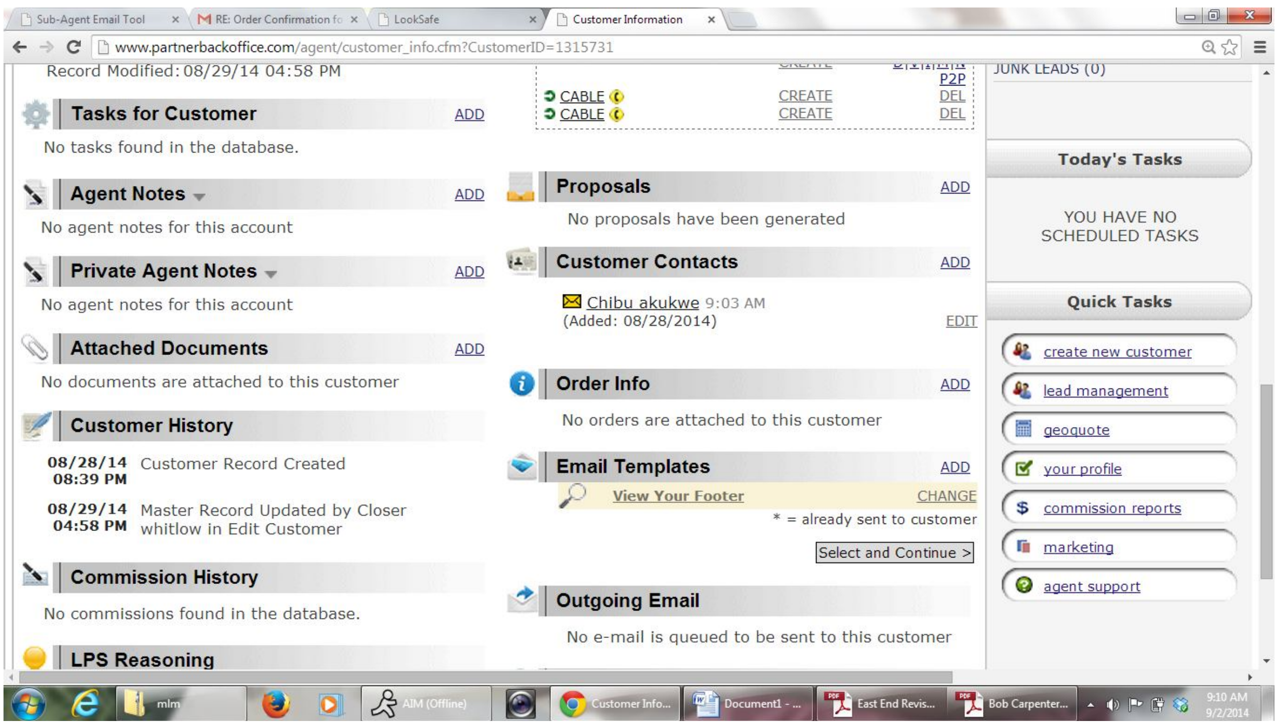
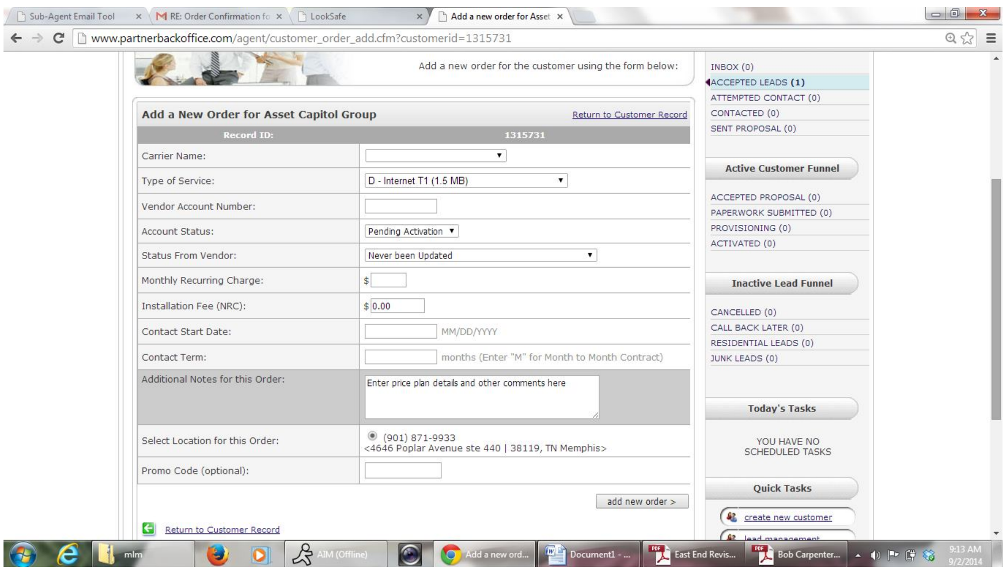
How to submit an order through your back office (in 3 simple steps):

1. Once you have a SIGNED Contract, you must upload the contract in your back office on the Customer Info page. There is a heading on the left labeled 'Attached Documents.' Click the ADD link and upload the signed Agreement there.



2. On the Customer Info Page there is a heading on the right labeled 'Order Info.' Click the ADD link to add the order. You will need to fill in the drop down boxes accordingly with the carrier info, type of service (example: DSL, T1, Business Cable).
   - Skip Vendor Account Number, Account Status, and Status from Vendor. These can be left blank.
   - Add Monthly Recurring Charge (example: $295.90). This is the monthly fee the customer is paying.
   - Add Installation fee if applicable
   - Estimate a requested start date for service
   - Enter contract terms in months (example: a 3 year term is 36 months)
   - Add notes if any
   - Click ADD NEW ORDER



3. ALWAYS email signed contracts to: orders@mitechpartners.com