

## How to Submit a Partner Order

Email [Halsey Sawyer](#) to request access to be able to submit a Partner Order.

Once you have the correct access – log into the [Support Portal](#).

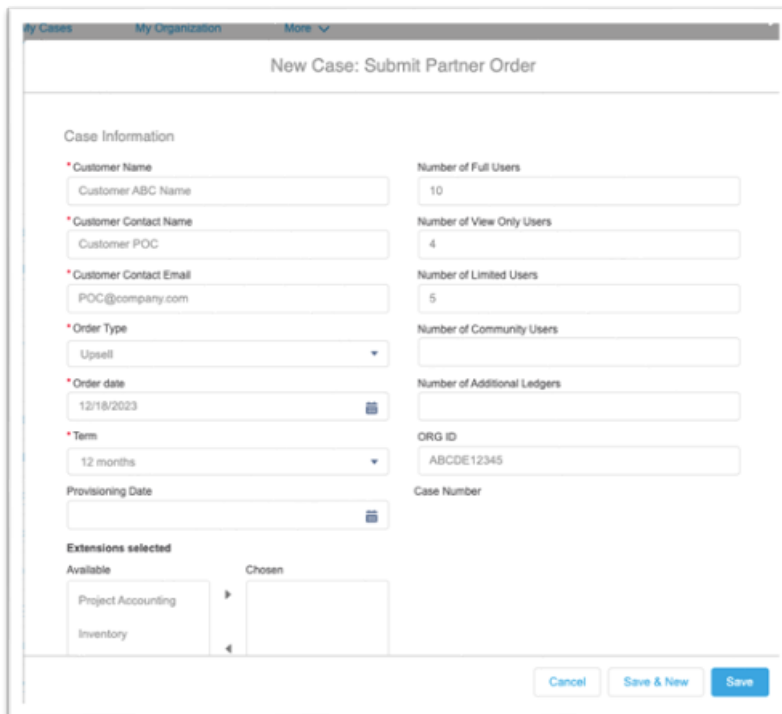
Go to My Cases – then create new case – Select Submit Partner Order.

Fill in the Customer and Order details (Shown below) and submit the Order.

**Required Fields: Customer Name, Contact, Email, Order Type, Order date, Term, # of licenses, Org ID.**

**Please include the customer's Website and Billing Address in the description**

- If you have a purchase order, please attach it to the case.



The Case will be assigned to our partner team, and they will process the order within 1-2 business days.

If you have any questions, please contact our Partner Team: [partners@accountingseed.com](mailto:partners@accountingseed.com).