

# **For Direct Partners**

# Partner Portal User Guide

CE 24.4.1

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# 1 Preface

# 1.1 Welcome

Thanks for being a CloudAlly Partner. CloudAlly ensures that your client's data is well protected and always available for swift restore to keep your business operational and your employees productive. We give application administrators, IT leaders and audit teams the confidence and proof that their data is appropriately backed up, safe, and ready for recovery. CloudAlly strives to build real relationships with our partners and deliver exceptional service.

If you ever have a question or need additional help, please contact us at support@cloudally.com or search our Knowledge Base at <u>https://support.cloudally.com/hc/en-us</u>.

# 1.2 Audience

This guide is intended for Partners managing CloudAlly backup services for their customers.

- If you are a Distributor, you purchase your services from CloudAlly, and resell them to Managed Service Providers (MSP) or Value Added Resellers (VAR).
- If you are an Indirect Partner, you are an MSP or VAR who purchases your services from a Distributor.
- If you are a Direct Partner, you are an MSP, VAR, or an Affiliate who purchases your services directly from CloudAlly.

# 1.3 What's in this Guide

This guide is organized to help you find the information you need to manage your CloudAlly customer accounts from a single portal. It is divided into functional parts intended to support you as you manage your environment:

- Onboarding
- Getting Started
- Using the Partner Portal Dashboard



- Billing
- Settings
- Adding a New Account



# 2 Onboarding

Welcome to the CloudAlly Partner Portal! After you log in, you need to complete the screens below to get up and running.

# 2.1 Billing > Payment Screen

After you log into the <u>Partner Portal</u> for the first time, you will see the following screen:

CLO	DALLY Partner Portal C	E242	Payment: Please set up your	biling details. <u>Go to billing</u>						eseller,2431,28 v
(C) Dashboard	Dashboard									
Dilling Q Security Audit	Trial Status O In Progress	0 Expiring	0 Expired	Backup Status O No Backup	0 Successful	0 Partially Failed	0 Faled	Billing Status O Current	0 \$0.00 Due	0 \$0.00 Overdue
Settings	0 Total Accounts	anse or email					ccount Status 🗸 🗸	Bockup Status 🗸 🤇	(Billing Status	+ Add New Account
	Account N	ame	0 Email		0 Account	Status	t Backup S	Status 3 Billing	Status 0	Size 7 Amount 7
Learning Hub										

The message at the top of the screen instructs you to "Go to Billing." Click on that link, or click **Billing** in the navigation panel on the left.

### 2.1.1 Payment Preferences

You can choose to:

- Pay with a credit card
- Receive an invoice.



#### **Credit Card**

Payment preferences		
You can pay for your customers' subs	criptions with a credit card (), or request that we send you an invoice ()	
Pay with = 00 credit card	Send me s an invoice	

If you choose to pay with a credit card, the screen below will capture your credit card details. Payments are handled by a payment processor, Zooz - we don't actually store these credit card details.

~ Credit Card Details			
Card Holder's Name:	Card Holder's Name:		
Card Number:	Card Number	MM / YY	CVV

#### About Using a Credit Card

We charge your credit card on the payment day each month for:

- The total monthly subscriptions, plus
- All new annual subscriptions that began that month, and all renewing subscriptions for the following month.

If you prefer individual annual billing, we will charge separately for each new account on the day that the subscription began, and we will charge for renewing accounts on the annual subscription renewal date.



#### Invoice



If you choose to receive an invoice, the screen below will capture your billing details.

- Billing Details				
Currency:	USD ×	Title:	Mr	M
* First Name:		* Last Name:		
* Billing Email:		Company Tax Id:		
* Company Name:		" Address Line 1:		
* Country:	Start to type	State:	NA	4
° City:		* Zip Code/Postal Code:		
* Phone number:				
Payment Day:				0

#### Notes about Invoices

We provide a consolidated invoice for monthly subscriptions, and a consolidated or individual invoices for annual subscriptions. If you choose consolidated billing, your email will also contain a report of the billing details for each subscription.

Invoices are due in 30 days and are payable by credit card, PayPal, or bank transfer.

The invoice is sent by email, and includes a payment link to the PayPal payment gateway.

#### 2.1.2 Billing Preferences

You can choose to subscribe each of your customers to a monthly or annual billing plan, depending on your business needs and relationships.



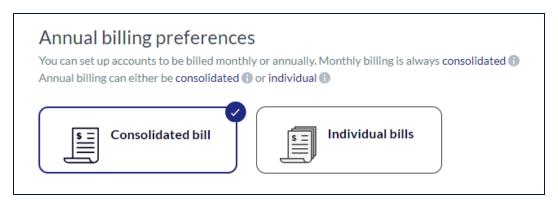
#### 2.1.2.1 Monthly Billing

Monthly billing is always consolidated - all of your customers with monthly subscriptions are included in one bill. The bill is paid either via recurring credit card charges or via invoice, depending on your selected payment method.

#### 2.1.2.2 Annual Billing

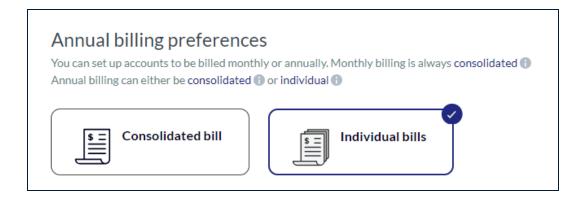
For annual billing, you can select to have one consolidated bill for all of your customers or individual bills.

#### **Consolidated Bill**



The consolidated bill contains a single amount for all new annual subscriptions that began that month, and all renewing subscriptions for the following month. Depending on your payment preferences, each month we either charge your credit card, or send you a consolidated invoice which is due in 30 days.

#### **Individual Bills**





Each account that is set up to be billed annually is billed individually.

Depending on your payment preferences, we either charge your credit card, or issue an invoice for each account on the day that the user subscribed.

For renewing subscriptions, we will charge your credit card at the date of renewal, or issue an invoice 30 days before the renewal date.



# 3 Getting Started

Welcome to CloudAlly, which will provide your customers with a cloud-native, full cloud-to-cloud backup and recovery solution!

To help you manage your customers, CloudAlly has developed the Partner Portal.

CloudAlly's 2-tier Portal consists of:

- 1. A **Partner Portal**, for you to create and manage your customer backup accounts. This includes account setup, backup activation, subscriptions and billing.
- 2. **Customer Backup Accounts**. By default, you have access to your customers' accounts to manage their backups. You can add the customer to the account to co-manage backups. If needed, CloudAlly can remove your access so that only the customer can access the account. There is no billing information displayed in the customer's backup account.

To get started, log into your portal at: <u>https://partners.cloudally.com/</u> with the credentials sent to you by email.



# 4 Using the Partner Portal Dashboard

The navigation panel enables you to access the following functionality:

- Dashboard
- Billing
- Settings
- Learning Hub
- Partner Zone
- Support

This section gives an overview of the main elements of the navigation panel and available operations in each of the sections.

# 4.1 Partner Dashboard

The Partner dashboard provides a summary of the following information:

Dashboard									
Trial Status			Backup Sto	itus			Billing Status		
1	0	0	18	0	0	0	13	0	4
In Progress	Expiring	Expired	No backup	Succeeded	Partially Failed	Failed	Current	\$0.00 Due	\$46.80 Overdue

There are three sections:

- Trial Status
- Backup Status
- Billing Status

#### 4.1.1 Trial Status

The Trial Status indicator shows the total number of accounts whose trial periods are active, expiring, or expired.

• The green **In progress** status shows the total number of accounts that have trial periods.



- The orange Expiring status shows the total number of trial accounts that are about to expire. The expiring status starts 5 days before the trial period ends. After the trial period is over, the account will be automatically deleted, and the customer will no longer have access to the backup files.
- The red **Expired status** shows the total number of accounts where the trial period ended without the user signing up for a subscription.

### 4.1.2 Backup Status

The Backup Status indicator shows the number of backups and the status of each:

- No backup (grey)
- Successful (green)
- Partially Failed (orange)
- Failed (red)

#### 4.1.3 Billing Status

The Billing Status indicator shows the total number of accounts and the billing status of each.

- The green Current status shows the total number of accounts that are fully paid up for the services.
- The orange **Due** status shows the total number of accounts that owe money, and the total amount to be paid.
- The red **Overdue** status shows the total number of accounts that are overdue in their payments, and the total overdue amount.



# 4.1.4 List of Accounts

Nboard Status 2 1 Expiring 2 43 Total Accounts 2 Search by account name or Account Name @ Cameron Williamson	Email \$	5 3 Partially Failed Failed (Account Status )	Bockup Status	Add New A Subscribe > Size §	lecount
2 1 Expiring of 43 Total Accounts Search by account name or Account Name ()	2 0 9 Expired No Backups Successformer remail Email \$	I Partially Failed Failed		(Subscribe ~)	~
Search by account name or Account Name	Email \$			(Subscribe ~)	~
Cameron Williamson					
cameron minanison	cameron.williamson@cloudrein.com	Trial Started	Successful	127.4 MB	Ċ
Brooklyn Simmons	brooklyn.simmons@cloudrein.com	Trial Started	Successful	127.4 MB	Ċ
Jane Cooper	jane.cooper@gmail.com	Monthly Subscribed	No Backups	127.4 MB	Ċ
Esther Howard	esther.howard@gmail.com	Annual Subscribed	Partially Failed	127.4 MB	0
Leslie Alexander	leslie,alexander@gmail.com	Unsubscribed	Successful	127.4 MB	Û
Jenny Wilson	debbie.baker@gmail.com	Inactive	Successful	127.4 MB	合
Guy Hawkins	guy.hawkins@gmail.com	Monthly Subscribed	No Backups	127.4 MB	Ċ
	Jane Cooper Esther Howard Leslie Alexander Jenny Wilson	Jane Cooper     jane.cooper@gmail.com       Esther Howard     esther.howard@gmail.com       Leslie Alexander     leslie.alexander@gmail.com       Jenny Wilson     debbie.baker@gmail.com	Jane Cooper         jane.cooper@gmail.com         Monthly Subscribed           Esther Howard         esther.howard@gmail.com         Annual Subscribed           Lestie Alexander         lestie.alexander@gmail.com         Unsubscribed           Jenny Wilson         debbie.baker@gmail.com         Inactive	Jane Cooper         jane.cooper@gmail.com         Monthly Subscribed         No Backups           Esther Howard         esther.howard@gmail.com         Annual Subscribed         Partially Failed           Leslie Alexander         leslie.alexander@gmail.com         Unsubscribed         Successful           Jenny Wilson         debbie.baker@gmail.com         Inactive         Successful	Jane Cooper     jane.cooper@gmail.com     Monthly Subscribed     No Backups     127.4 MB       Esther Howard     esther.howard@gmail.com     Annual Subscribed     Partially Failed     127.4 MB       Leslie Alexander     leslie.alexander@gmail.com     Unsubscribed     Successful     127.4 MB       Jenny Wilson     debbie.baker@gmail.com     Inactive     Successful     127.4 MB

Below the dashboard, there is a list of accounts with a variety of information.

- Account Name: the name you have provided while creating a new customer's account.
- **Email**: the email of the customer.
- Account Status: show the status of the account. It displays Monthly or Annual.
- Backup Status: shows the status of the backups: No Backups, Successful, or Failed.
- Size: the total size of all backups in the customer's account.

#### 4.1.5 Features

The Partner Portal dashboard enables you to:

- Click through to an existing customer's account by clicking on the highlighted Account Name field.
- Set up a new CloudAlly customer account by clicking + Add New Account.



58 Total Accounts	+ Add New Account
© tearish by account leaves or anial	(Account Status v) (Backup Status v) (Subscribe v) (2)

- Delete a trial account before it expires, or a subscribed account, by clicking on the trash icon at the end of the row.
- Subscribe trial accounts by selecting one or more accounts, and then clicking
   Subscribe > Annual or Subscribe > Monthly
- See the payment details of each customer by clicking their **Billing Status**.

ling				
ling > Status > Jacob And				
Payment Status: Due				
Amount Due: €75.60				
Subscription: Annual (4	1123)			
Due Payment:				
Issue Date	Status	Due Date	Total Amount	
Jan 17, 2023	Due	Feb 17, 2023	€75.60	

- Export a CSV file that lists all of your customers' entities that were backed up, including the status of each entity (active, inactive, or archived). And for Microsoft Exchange mailboxes, the file will list whether each one is licensed or unlicensed.
  - To export a usage report, select one or more accounts (you can use any of the accounts table filters to select your list), and then click the **Export Usage Report** button, next to the **Subscribe** button.

				+ Add New Account
Account Status	$\overline{}$	Backup Status	~	(Subscribe 🗸

• After you confirm the usage report, you will be sent an email with a zip file attachment containing the CSV file.



#### Filters

- In the Search field, you can search for an account name or email address.
- You can also filter by:
  - Account Status
  - Backup Status, or
  - Billing Status.

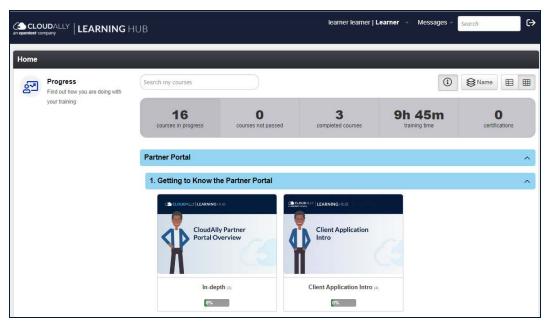
# 4.2 Learning Hub

CloudAlly provides you with a rich collection of instructional videos, which will teach you how to perform tasks such as backup activation and setting up an account. You can access the Learning Hub from the Navigation Panel.

CLOUDALLY											
Dor board	shboord	4									
Q1	rial Stat	tus			Backup Status						
rega.		0	0	0	49	6	0	0			
	in 9	ropes	Equip	Expired	- No Beckup	Successful	Partially Failed	Faied			
										~	
1.5	58 Tot	al Accounts								(+	Add New Account
										C	
	( ) See	rch by account nam	e ar empli -					Accou	unt Status v Back		
	(6 per	nch by secount nam Account Nam			j. j	Email			ant Status 🔹 (Bool		iteorite 🕡 @
		Account Nam				Ernall Dob. Smithige.a4xoftware.comices	confl.com			kup Status 🔍 🌘	iteoritei 🕡 @ E Size
		Account Nam							Account Status	kup Stotus 🗸 🗿	e Size
	0	Account Nam 9 Bub Smith 9 Alex Douglas				Bob SmithigcaAsoftware.comice	ionsoft.com		Account Status	Rup Status	2 Sze 73.31 ( 15.57 (
		Account Nam 9 Dub Smith 9 Alex Douglas				0ob Smith@ca4software.onmicn Nex Douglas@ca4software.onmi	icrosoft.com microsoft.com		Account Status     Annual Subscribed     Monthly Subscribed	Rectup Status           Successful           Successful	ateorite 🕡 @

After you click Learning Hub, you will see the following screen:





Scroll through the videos, select one that meets your needs, and click play .





# 5 Billing

The *Billing* section aggregates the tools and settings for the billing and payment processes. The section consists of four sub-sections:

- Status
- History
- Payment Details, and
- Unpaid Bills

Status	History	Payment Details	Unpaid Bills
S	↓	G	O CS
Billing status of clients	View history of payments	Change your payment details	Due and Overdue payments

# 5.1 Status

The first time you enter the Billing Status screen you will need to select your default monthly billing method of either:

- 1. **Credit Card** This will generate a single automated monthly credit card charge for all of your accounts that are subscribed monthly, or
- 2. **Invoice** This will generate a single invoice due in 30 days and payable by credit/debit card or PayPal.



illing			
illing > Status			
Please choose how to	be charged for your monthly su	scription customers — by Credit Card or by sending manual Invoice.	
	ubscriptions will be charged indiv		
			CREDIT CARD INVOICE
earch:	Billing: All ~		
Name	Billing Status	Total Amount	
Direct Accounts (0)	Successful	60.00	
		Page 1	
			() Help

After you set up the payment method, and you begin to add customers, you will see the following *Billing Status* screen. It displays the billing status of all your customers, what type of subscription they have, when their subscription will renew, how much they owe, and how much the system projects they will need to pay during the next billing cycle.

ling > Status						
tal Amount Due: 6201.98 Total Forec	ast Amount: 6415.81					
Account Name	÷ Email	Billing Statuses 💲	Subscription	Renewal Date	Amount Due	Next Payment Forecas
Agata Brown	Agata.Brown@ca4software onmicrosoft.com	Due	Annual	Jan 9, 2024	€75,60	€226.80
Alex Douglas	Alex.Douglas@ca4software.onmicrosoft.com	Due	Annual	Jan 9, 2024	475.60	€75.60
Bob Smith	Bob Smith@ca4software.onmicrosoft.com	Current	Annual	Jan 9, 2024	×	€50.40
Sarah Johnson	Sarah, Johnson@ca4software.onmicrosoft.com	Current	Annual	Jan 9, 2024	5°	€17.10
Ida Taylor	ida.Taylon@ca4software.onmicrosoft.com	Due	Annual	Jan 9, 2024	€17.10	€17.10
Mila Scott	Mila.Scott@ca4software.onmicrosoft.com	Due	Annual	Jan 9, 2024	#17,10	€17.10
Jacob Anderson	Jacob Anderson@ca4software.onmicrosoft.com	Current	Monthly	Feb 25, 2023	30	€171
Scarlett Davis	Scarlett Davis@ca4software.onmicrosoft.com	Overdue	Monthly	Feb 28, 2023	63.42	£171
Rosy White	Rosy.White@ca4software.onmicrosoft.com	Overdue	Monthly	Feo 25, 2023	€3.08	€154
Jessica Miller	Jessica Miller@ca4software.onmicrosoft.com	Current	Monthly	Feb 25, 2023	*	€171

The **totals** summarize how much is due currently, and the total forecast amount for the next billing cycle.

The **Billing Status** column gives a quick summary of the billing status of each of the customers' accounts.

- **Current** means that the customer has paid and does not owe any money.
- Due means that within 30 days, their bill will become due.
- **Overdue** means that the due date has passed, or the credit card charge has failed.



• None means that the customer is still during the trial period, or within the first month of their subscription, and a bill hasn't been issued yet.

You can drill down to the billing summary by clicking the **Account Name**. Below is an Annual Subscription page:

Billing Billing > Status							
Note: The billing stat	us is usually updated within a few min	utes after the payment is comp	olete. If the status has not upd	ated after 24 hours, please contact	support.		
Subscription Annual	Payments status Amount Due \$253.00						
Overdue Invoices							
Issue Date	Status	Due Date	Effective Date	Total Amount	Download Invoice	Email Invoice	
Mar 18, 2023	Overdue	May 18, 2023	Apr 18, 2023	\$253.00	41197 ±	8	Pay Invoice
	Billing > Status Note: The billing stat Subscription Annual Overdue Involces Issue Date	Billing > Status           Note: The billing status is usually updated within a few min           Subscription           Annual           Payments status           Annual           Overdue Invoices           Issue Date         Status	Billing > Status       Note: The billing status is usually updated within a few minutes after the payment is composited within a few minutes after the p	Billing > Status       Note: The billing status is usually updated within a few minutes after the payment is complete. If the status has not upd Subscription Annual       Subscription Annual       Payments status Annual       Overdue Involces       Issue Date     Status       Due Date     Effective Date	Billing > Status           Note: The billing status is usually updated within a few minutes after the payment is complete. If the status has not updated after 24 hours, please contact           Subscription         Payments status           Annual         Payments status           Coverdue Invoices         Effective Date         Total Amount	Billing status is usually updated within a few minutes after the payment is complete. If the status has not updated after 24 hours, please contact support.       Subscription Annual     Payments status Annual     Payments status Annual     Payments status Annual       Coerdue Invoices     Status     Due Date     Effective Date     Total Annual	Billing Status         Note: The billing status is usually updated within a few minutes after the payment is complete. If the status has not updated after 24 hours, please contact support.         Subscription Around       Payment's status Around       Payment's status Around Due \$25300         Overdue Invoices       Effective Date       Total Around       Download Invoice       Email Invoice

And this is a monthly subscription page:

ug > Status					
lote: The billing stat	us is updated once a day. If	you made any recent payments it	will be reflected in the next 24 hours.		
Subscription Monthly	Payments status Amount Due \$51.52				Update credit card detail
Unpaid Bills				Augustation and	
Jun 20, 2022		Due Date Jun 20, 2022	Effective Date	Total Amount \$12.88	
May 20, 2022		May 20. 2022	Jun 1, 2022	\$12.88	
Apr 20, 2022		Apr 20, 2022	Mar 1, 2022	\$12.88	
Mar 20, 2022		Mar 20, 2022	Apr 1, 2022	\$12.88	

- The Subscription field indicates whether a customer has chosen a Monthly or Annual subscription.
- The **Payment Status** field indicates whether the account is up to date or in arrears.
- The **Issue Date** is when the invoice was issued.
- For annual subscriptions, the **Status** field indicates that the account is either Due or Overdue.
- The **Due Date** is when the payment is due.
- The **Effective Date** is the date that the subscription period begins.
- The **Total Amount** summarizes how much is owed.



- For annual subscriptions, you can pay by credit card, download a PDF of your invoice, you can have CloudAlly send the customer an email copy of their invoice, or the customer can pay the invoice directly by clicking Pay Invoice.
- For monthly subscriptions, the customer's credit card is automatically charged. If there is a problem, they should update their Credit Card Details.

# 5.2 History

The *History* page allows you to view previous payments, and enables you to download PDFs of your past invoices/receipts by clicking the **Reference Number**.

For bills that are consolidated, you can download a detailed payment report by pressing the **CSV** button.

and a	Billing					
	Dilling - History					
	Reference Number	Account Name	Issue Date	Due Date	Amount	
	80025 🔿 CSV 🛓	Consolidated bill	January 24, 2023	January 24, 2023	687.50	
	87198 /0 CSV <u>#</u>	Coroolidated bill	January 24, 2023	January 24, 2023	624,60	
	87168 🙃 CSV 🛓	Consolidated bill	January 23, 2023	January 23, 2023	0.0	
	87037 🗢 CSV 🛓	Consolidated bill	January 17, 2023	January 17, 2023	68.20	
	87036 CSV ±	Consulidated bill	january 17, 2028	January 17, 2023	61.71	
				Page 1 of 1		Showing 1-5 of 5



# 5.3 Payment Details

The *Payment Details* page contains your credit card number and billing address for monthly subscriptions.

- Credit Card Details				
Card Number:	Select			
			ADD NEW CAR	ACINATI CANO     Depts can
- Billing Details				
Currency:	00	Title:	Mr	
" First Name:	500	* East Name:	Smith	
* Oiling Email:	bob.smith@ca4software.onmicrosoft.com	Company Tax Id.	12345	
* Company Name:	Bob's Company	* Address Line 1:	123 Main Street	
Address Line 2:		Address Line 3:		
* Country:	Argentina	Stater		
* City:	Anytown	*Zip Code/Postal Code	12345	
* Phone number:	2011234567	Email Invoice/Receipt:	Unk O Attachment	
Payment Day:	35			

You will enter your billing details as part of your portal setup process. From the *Billing > Payment Details* page, enter your payment details, and click **Update Billing Details**.

To subscribe to accounts by monthly auto-renewing credit card payments, you will also need to complete the credit card information. CloudAlly uses a PCI compliant payment processor and does not store credit card information on the system. Leave this information blank if you want to be billed by monthly or annual invoices.

At the bottom of the *Payment Details* page, you can choose the Payment Day for the consolidated invoices. The invoices for individual monthly subscriptions and annual subscriptions are issued according to the date of their creation.



# 5.4 Unpaid Bills

	is usually updated within a few minutes					warme			
zte: The billing status	is usually updated within a few minutes a	after the payment is con	piete. If the status has	not updated after 2	4 hours, please contact	support.			
<sup>9</sup> a/ment status Total Arnount: €8,838.70	Overdue: €102.70 Due: €8,736.00	Open Invoices 6 payments							
Inpaid Bills Payment Method 🛛 🗘	Account Name 0	Billing c Status	Subscription ‡	Issue Date	Due Date	Total ÷ Amount	Download	Email	
nvolce	Consolidated	Overdue	Monthly	Feb 17. 2023	Mar 17, 2023	689.00	50222 C	sv ®	Pay Invoice
wolce	Consolidated	Overdue	Monthly	Jan 17, 2022	Har 17. 2023	€33,70	50197 C	sv ©	
	Consolidated	Due	Annual	May 9, 2023	Jun 9, 2023	£1,932.00	50353 C	sv 🛛 🕲	Pay Invoice
wolce							50354 C		
nvolce	Consolidated	Due	Annual	May 9, 2023	Jun 9. 2022	63,060.00	* 3	e B	Pay Invoice

The Unpaid Bills page looks as follows:

At the top of the Unpaid Bills page, there is a summary of:

- Payment Status: total amount due, with a breakdown of how much is due and how much is overdue
- For those who pay their subscriptions using an invoice: How many Open Invoices there are.

**Note:** If CloudAlly is unable to charge your credit card (e.g., because it has expired), you will be notified by email. Additionally, a message will appear in the application header to remind you to go to the *Unpaid Bills* page so you can review your billing details, and then update your credit card information if necessary.

Below this summary, the *Unpaid Bills* table lists all of the accounts for which payment wasn't received, what the billing status is, what type of subscription they have (annual or monthly), when the bill was issued, when it was due, and the total amount owed.

For subscriptions that pay by invoice, it is possible to either click **Email Invoice** to have the invoice sent to the account, or pay directly by clicking **Pay Invoice**.



If you click **Pay Invoice**, you will be directed to the following screen, where you can pay your invoice via PayPal or by credit card.

		Choose payment method
	COUDALLY an operation transport	
		Pay With PayPal
CloudAlly		On the Paypal page, you can also pay by credit, without the need for a user account
bob.sm	hith@ca4software.com, 1	
year b	ackup starting September	
28, 20	22, HR MS 365 Bundle Plan -	
Compr	rehensive Microsoft 365	
Backu	p Billed Per User	
Buyer	bob.smith@ca4software.com	
Due date	Apr 17, 2023	
Total	\$1,890.00	
business and	Green invoice is not part of the interaction between the Its customers, and is not liable for the goods & services ne business, and/or the business' use of the customer's	

If the account name says "Consolidated," this means that numerous customers appear together, either in a single invoice or a credit card charge. It is possible to download a detailed breakdown of each customer, their related services, and the amounts due, in CSV format.

Payment Method 🗘	Account Name	÷	Billing Status	Subscription ÷	Issue ‡ Date	Due Date	Total Amount	Downloa	ad
Invoice	Consolidated		Overdue	Monthly	Feb 17, 2023	Mar 17, 2023	€69.00	50222 *	CSV ≛

If you are paying by invoice, CloudAlly will send you an invoice by mail, and the following friendly reminder will appear at the top of the application.

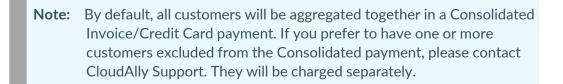
( c	LOUDALLY Partner Portal	Reminder: Please pay your subscription.	Updated ov: Jul 18, 2022 ×	? 🔒 Bob Smith 🗸
Dashboard	Billing Hilling - Unpaid Bills			
Billing	Note: The billing status is updated o	nce a day. If you made any recent payments it will be reflecte	d in the next 24 hours.	



Should you fail to make your payment, you will be reminded with a message like this, on all screens in the Partner Portal:

( cic	OUDALLY Partner Portal	Unpaid Bills: Please pay your subscription.	Updated on: Jan 29, 2023	? 🕹 Bob Smith 🗸
Dushboard	Billing Hilling - Unpaid Bills			
Billing	Note: The billing status is u	pdated once a day. If you made any recent payments it will be reflec	ted in the next 24 hours.	

A Partner may choose to exclude various customers from the Consolidated invoice, so these names appear separately.





# 6 Settings

Manage your Account settings, Partner Portal Users, Security Settings, and Notifications settings:

Partner Account	User Management	Security	Notifications	Integrations
0	0	$\bigcirc$	$\wedge$	Ę.
<u>_</u> @	420	~		~~~~
ange your account settings	Manage other users	Manage security settings	Manage system notifications	Manage integrations with tools and services

# 6.1 Partner Account Settings

CLO	UDALLY Partner Portal		Bob smith@ca4software.onmicrosoft.com Bob Smith Log Out E
<b>O</b> Iashboard	Settings Settings > Account		
Diling	Account email:	bob.smith@ca4software.onmicrosoft.com	
curity Audit	Archive location :		
⊗ Settings	Partner ID :		
	Account Name :	Bob Smith	
	Address:	123 Main Street, Anytown USA	
	Phone number:	89321544	
		Settings for New Customer Accounts	
	Trial with expiratio     Trial with auto-sub		
ming Hub		nnual	
\$	Auto-subscription	rithout trial	
tner Zone			Save 🔘 Hel
(D) Support			

Update your portal account email ID, name, address, and phone number here. You can also set which subscription setting will be the default for all new customer accounts.

Click **SAVE** to apply the changes.

The storage location was set when your portal was configured during the registration process and it will be used as the default when setting up new accounts.



If you wish to change the storage location, you can do so by sending a request to our <u>Support team</u>. You can choose one of the data centers provided by CloudAlly, or you can use your own AWS storage.

### 6.1.1 Setting the Default Subscription Type

On the **Settings > Account** page, you can select which of the three subscription options will be the default for all new accounts that you add. You can always override the default, but it is convenient to pre-select the option that you anticipate will be your most common one:

- Trial with expiration
- Trial with auto-subscription (Monthly or Annual billing)
- Auto-subscription without trial (Monthly or Annual billing)

CLO	IDALLY Partner Portal	i	Bob smith@ca4software.onmicrosoft.com Bob Smith	Log Out 🖯
O Dashboard	Settings Settings > Account			
Dilling	Account email:	bob smith@ca4software.onmicrosoft.com		
Security Audit	Archive location :			
() Settings	Partner ID:			
	Account Name :	Bob Smith		
	Address:	123 Main Street, Anytown USA		
	Phone number:	89321544		
		Settings for New Customer Accounts		
	Trial with expiratio     Trial with auto-sub			
Learning Hub	Monthly A	Innual		
\$	Auto-subscription	without trial		
Partner Zone			Save	1 Help

# 6.2 User Management

You can add other internal Partner Portal users as needed via the User Management function. The page provides full permission management and account access controls for each user you add to your Partner portal.

To add a new Partner portal user, click + **Add new user**, or click the pencil icon to edit an existing user's settings.



Settings			
Settings >> User Management			
The following external credentials of You can remove the credentials anytime if you		-	+ Add new user
Email	Туре	2FA Authentication	
Bob.smith@ca4software.onmicrosoft.com	Email		
		Page 1 of 1	Showing 1-1 of 1

- 1. Add the new user's email address.
- 2. Select the type of credentials from the drop-down list: Azure, Email or Google+.
- 3. If you selected Email, add the user's password.
- 4. Select the user's role from the drop-down list.
  - a. If you choose Administrator, then all of the Operations and Accessible Accounts will be selected.
  - b. If you choose Custom, then you can selectively add permissions.

6 Dashboard	Settings Settings > User Management >	New				
D Billing	Email:	admin@company.com	Туре:	Email	v.	
Security Audit	Password		Role	Administrator	÷	
(C) Settings	Credentials					
	· Partner Portal Ope	erations	Accessible Accounts			
	General					
	View Partner Porta	l settings page 🕕	Search For		Status: All	
		nd manage payment details 🔘	Account Name		Status	
	View billing notifica	2019 E 0 B 0 S 12 S 6 12 S 6 12 S 6			0.000	
	🧭 View dashboard 🔞		2 14907.tst.user.ann		Active	
	View security audit					
	Add new Accounts		2 14907.tst.user.ann2	2	Active	
	Subscribe Accounts		✓ 14907.tst.user.ann3	NC units and ALC	Active	
	Manage Notificatio	ns	V 14907.tscuser.anns	a(customeraws)	ALLINE	
	~ Account Operation	15	2 14907.tst.user.ann	4.gcp	Active	
Learning Hub	General					
	View Account settin	ng page 🐵	I4907.tst.user.mon		Active	
Ŷ	View billing page as	nd manage payment details	14907.tst.user.mon	0	Active	
Partner Zone	View support page	0	a 14907.tscuser.mon	12	ALUNE	( ) Help
0	-					Save Cancel

To save changes, click **Save**.

You will be returned to the *Settings* page. To complete the process, the user must confirm their email address using the link sent via email. This is a security measure, which ensures that the user's email address is valid.



CLO	DALLY A Invoice Overdue: Please pay your	annual subscription. bi	ling status 🔘 Uppers	t on: May 07, 2023		? 🔒 Bob Smith
lomepage	Settings					
belle	Settings > User Management					
8	The following external credentials a	en europatha Univ	of the second Classed Allis and assessed			
jobs.	You can remove the credentials anytime if you					
6	too can remark the creations in print if you	been to one only y	on commity spectrums			0
lecovery						(+) Add new u
	ion message has been sent to milica-bottswers.com/crosoft.com	Туре	2FA Authentication			
	ink in the message to confirm the	Email	0			
& Activity	jetica.miller@ci4software.onmicrosoft.com	Email	•	00	Resent Email Confirmation	
wenning,	Sarah Johrson@ca4software.ormicrosoft.com	Email	•			
0						

The link is valid for 24 hours. If they did not confirm within this time period, or did not receive the confirmation email, click **Resend Email Confirmation**.

By default, all of your customer accounts will be accessible to the new Partner Portal user. You can limit that access by clearing the Account Name box in the Accessible Accounts section, and manually selecting those accounts that the user should be able to access. The accounts that are not accessible for the users are not displayed in their dashboard.

The next step is to select the overall Partner Portal Operations options. To activate the Account Operations options below, you will need to first select View dashboard and/or Add new Accounts.

Dashboant	<ul> <li>SETTINGS</li> </ul>			
Billing	Settings >> User Management >>			
	Email	Type:	Email	
Settings		Role	Cuitom	
		NOT	Custors	
	Credentials			
	··· Partner Portal Operations	Accessible Acco	unts	
	Ceneral			
	Update the Partner Portal account settings	Search For	Status All	
	View billing page and manage payment details	Account Na	ame Status	
	View dashboard Add new Accounts			
	Subscribe Accounts	West 1	Active	
	Manage Notifications	E.test.3	Active	
		2	Active	
	~ Account Operations			
	Conecal General		Active	
	Update the Portal account settings and unsubscribe from the Portal		Active	
	View trilling page and manage payment details		Active	
	View support page			
	View account activity		Active	
	Show all support lickets Manage Notifications		Active	
	View backups page		Active	
	M Ann Pervalo helle			

**Note:** Selecting the role "Administrator" enables all services and operations, but doesn't affect the list of accessible user accounts.

Once the Account Operations options are activated, you can then select the specific functions that this user should be able to perform.



Visit our Partner Zone

# 6.3 Security Settings

In this area, you can update your portal password, set up two-factor authentication, or set up IP restrictions.

CLOU	PALLY Partner Portal	Bob.Smith@ca4software.onmicrosoft.com	Bob Smith	Log Out 🖯
Cepticard District Billing	Settings Settings - Security - Password IP Restrictions -			
(C) Seeings	Personal Password Policies Change your Couldry account password CHANNEE PASSWORE You can also use Two-Factor Authentication ActivAtE 37A			
	Enforce The Following Password Policies On All Partner Portal Users  Enforce The Factor Authentication on all Partner Portal scars @ Password Expirator:  The State Stat			
			SAVE	Circle

You can enable the password expiration option for all your users – the expiration policy will be enforced on their accounts.

### 6.3.1 Changing your Partner Portal Password

You can change your existing account password as follows:

- 1. From the Navigation panel, select **Settings** and then **Security**.
- 2. On the Password screen, click CHANGE PASSWORD.

The Change Password screen is displayed.

Change password	×
Current Password:	
New Password:	
Confirm New Password:	
	SAVE Cancel



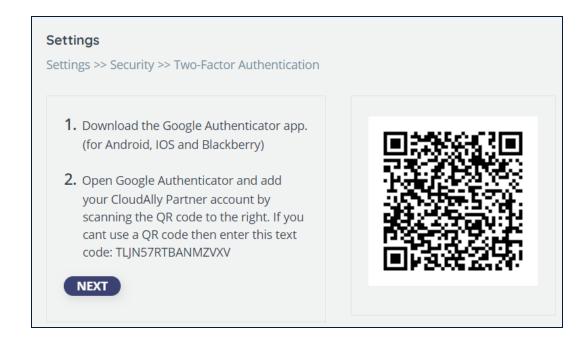
- 3. Enter the current password in the **Current Password** field.
- 4. Enter the new password in the New Password field.
- 5. Re-enter the new password in the **Confirm New Password** field.
- 6. Click **SAVE**. You can now use this password to access your Partner Portal account.

#### 6.3.2 Two-Factor Authentication

Two-factor authentication provides additional security to your CloudAlly account and your backup data. Perform the following procedure to enable two-factor authentication:

1. Click **ACTIVATE 2FA** element from the Navigation Panel of the CloudAlly web application.

The Two-Factor Authentication page is displayed.



- 2. Download an Authenticator app, depending on your platform (Android or iOS).
- 3. Open the Authenticator app and add your CloudAlly account by scanning the QR code provided in the CloudAlly web application.



If you cannot use a QR code, then enter the text code provided in the CloudAlly web application.

A six-digit code is generated.

4. Click Next.

Enter the 6-digit code that the application generated.

5. Click enable to complete the process of activating the Two-factor authentication.

From now on, every time you sign in to your CloudAlly account, you are asked to enter a 6-digit code from your authentication app, after you click **SIGN IN**. Click **VERIFY** to verify the code and access the application.

#### 6.3.3 IP Restrictions

Need fine-grained access control of your endpoints? You can restrict access to the Partner Portal based on the users' IP addresses. This is especially helpful to enforce security policies and prevent unauthorized access by limiting backup/restore requests to company-approved IP addresses, such as an office IP, or a particular VPN.

#### **Setting Up IP Restrictions**

To enable IP restrictions in your account, first create the list of trusted IP addresses.

#### **IMPORTANT!**

It is strongly recommended to use this feature only if you have a static IP address, to prevent users from being locked out.

1. In the *Settings* panel, click **Security**, and then **IP Restrictions**.



(Scloud	Portner Po	Vortal	Bob.Smith@ca4software.onmicro	isoft.com Bob Smith Log.Out 🗄
O Deshboard	Settings Settings + Security			
Balang	Password	IP Restrictions		
() Settings	IP Address Ri	estrictions Settings		Your IP Address: 79.177.28.252
	Once you configure You can define a sir	ingle IP address or a range of IP addresses. O	tress restrictions, any user attempting to log in via an iP address that is not trusted will be blocked.	
	Trusted IP Addr	resses (31)		+ Add IP Address
	IP Description	IP Address		Actions

- 2. Click + Add IP Address.
- 3. Enter one or more IP addresses:
  - a. Enter individual addresses separated by commas, and an optional description.

Ac	dd New IP Address		Your IP Address: 79.182.2.247	,
Ent	ter IP Address description		(optional)	
C	Dn Prem			
You	u can add one or more IP a	ddresses, or a range of	IP addresses:	
۲	Trusted IP Address(es)			
	Separate multiple IP addresses	with ",".		
	79.182.2.247,79.182.2.250,	79.182.2.253		
	Example 192.168.10.5			
	Trusted IP Address Range			
	From	То		
		-		
	Example 192.168.10.0 - 192.168	3.10.255		
			Cancel Save	

b. Or, enter a range of contiguous addresses, and an optional description.



Add New IP Address	Your IP Address: 79.182.2.247
Enter IP Address description	(optional)
VPN	
You can add one or more IP addresses, or a range o	of IP addresses:
Trusted IP Address(es)	
Separate multiple IP addresses with ",".	
Example 192.168.10.5	
Trusted IP Address Range	
From To	
79.182.2.247 - 79.182.2.250	
Example 192.168.10.0 - 192.168.10.255	
	Cancel Save

4. Once you enter at least one address, the **Trusted IP Addresses** toggle will be turned on. You can always return to disable IP restrictions later on.

Deshboard Deshboard	Settings Settings > Security Password	IP Restrictions	IP Restrictions Enabled × Access to your account is now restricted to musted IP addresses.
Sectings	IP Address restricti Once you configure You can define a sir	Strictions Settings In address to control who can access your access based on their thadhess. In a left of trades to a control with a dealer thad the set of the thadhess is a set of address that is not trusted will be blocked, get a dealers or a range of thadhess. Or who we have the set of the the blocks or a range of thadhess. The dealers set of the set of	Your IP Address: 79.177.28.252
	Trusted IP Addr	esses 💽	+ Add IP Address
	IP Description	IP Address	Actions
	Main Office	79.177.28.252	20
Partner Jone Support			() Chat

You can edit your list of addresses by clicking the pencil icon, or delete ones that you no longer want on your trusted list by clicking the trash icon.

**Note:** If you forget to include your own IP address on the trusted list, IP restrictions cannot be enabled.

Your account is now protected from access by users who are not on your list.



#### **Blocking Access**

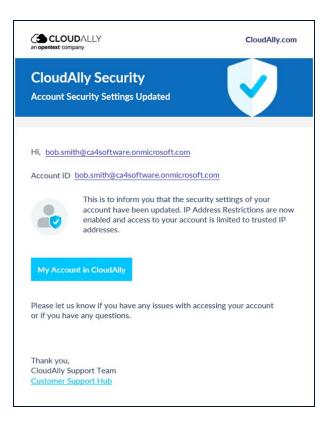
If a user tries to access your account from an untrusted IP address, the following "access denied" error message will appear:

john.doe@compa	ny.com	
		ø
orgot your password?	Access Denied	
	Sign In	
	or	
G	Sign In with Google	
	Sign In with Microsoft	



#### 6.3.4 Email Notifications

Whenever you enable or disable IP restrictions, or modify the addresses, CloudAlly will send you an email notification, letting you know what has changed. It is also logged in the Security Audit. (See <u>"Security Audit"</u>.)



# 6.4 Security Audit

The *Security Audit* page provides a history of all the security-related actions that you and your customers performed. The events that are recorded include:

- Subscribed to plan
- Sign-in
- Account accessed
- Changed account name
- Changed security settings
- User Management, such as new account name or address, or deletion of users



- Change billing details, such as credit card update
- Notification, such as export security audit

The page includes the date of the event, the type of activity, the status of the activity (completed or failed), the user performing the activity, and a more detailed description.

You can filter the actions by:

- Date range
- User activity type sign-in, account accessed, billing details update, permissions changed, settings changed, notification, and trial canceled.
- Status
- Account alphabetical list of all Partners' accounts,
- and the user performing the activity.

The Security audit table can be exported as a CSV file by clicking the **Export** icon. Any filters that are selected on the screen will also affect the exported file.

CLOU	DALLY Partner Portal					🕹 Alex Douglas 🗸
O Dashboard	Security Audit					
Q Security Audit	Stort date · End date	User Activity	✓ Status ✓			✓ Q Performed by ✓
٢	Date	User Activity	Status	Account	Performed By	Description
Settings	Nov 27 2023 06:16 PM	Sign-in	Completed		alex.douglas@ca4software.onmicrosoft.com	Native Sign in (OK) Chrome from ip 89.138.0.116.
	Nov 27 2023 02:46 PM	Settings changed	Completed	<u>ئ</u>	alex.douglas@ca4software.onmicrosoft.com	Updated notification preferences for pasta@mari
	Nov 27 2023 02:45 PM	Sign-in	Completed	÷	alex.douglas@ca4software.onmicrosoft.com	Native Sign in (OK) Chrome from ip 89.138.0.116.
	Nov 23 2023 06:04 PM	Account accessed	Completed	rosy.white@ca4software.onmicrosoft.com	alex.douglas@ca4software.onmicrosoft.com	Accessed account rosy.white@ca4software.onmicr
	Nov 23 2023 05:53 PM	Account accessed	Completed	bob.smith@ca4software.onmicrosoft.com	alex.douglas@ca4software.onmicrosoft.com	Accessed account bob.smith@ca4software.onmicr
	Nov 23 2023 05:53 PM	Sign-In	Completed	2	alex.douglas@ca4software.onmicrosoft.com	Native Sign in (OK) Chrome from ip 89.138.0.116.
	Nov 23 2023 02:43 PM	Account accessed	Completed	scariet.davis@ca4software.onmicrosoft.com	alex.douglas@ca4software.onmicrosoft.com	Accessed account scarlet.davis@ca4software.onmicr.
	Nov 23 2023 02:43 PM	Sign-in	Completed	<b>4</b> 1	alex.douglas@ca4software.onmicrosoft.com	Native Sign in (OK) Chrome from ip 89.138.0.116.
	Nov 23 2023 01:48 PM	Sign-in	Completed	÷.	alex.douglas@ca4software.onmicrosoft.com	Native Sign in (OK) Chrome from ip 89.138.0.116.

#### 6.4.1 Setting Security Audit Permissions

You can restrict access to the Security Audit page by removing the checkmark from the *View Security Audit* option for a particular user on the User Management page.



	JDALLY Partner Por	tal			Bob.smith@ca4software.onmicrosoft.com Bob Smit	h Log Out 🗗
© Déshboard	Settings Settings > User Manage	ment > Bob.smith@ca4software.onmicrosoft.com				
Billing	Email:	Bob.smith@ca4software.onmicrosoft.com	Type:	Email		
Security Audit			Role	Custom	~	
() Settings	Credentials					
	~ Partner Porta	l Operations	Accessible A	ccounts		
	General	r Portal settings page 🕕	Search For		Status: All	
	View billing p	page and manage payment details	Account	Name	Status	
	View databa	word 🙃	Agata Bro	wn	Active	
	Add new Acc	counts	Alex Doug	fas	Active	
	Manage Not		🖬 Bob Smith	í.	Active	
	~ Account Oper	rations	Charles W	lison	Active	
Learning Hub	General	it setting page 🔞	Jessica M	ler	Active	
Sartner Zone		page and manage payment details. 💿	Scarlett D	avis	Active	() Help
@ Support					Save	Cancel

# 6.5 Notifications

This page provides a set of tools for control over the flow of the notifications including the backup summary report, restore and export recovery notifications, trial accounts report, and backup exception notifications.

You can control the general settings of the Backup Summary Report notification, such as:

- Whether the CSV backup report is included as an attachment or provided via a link in the email
- The format of the reports consolidated into a single file (default for new Partners) or individual files per customer.

Note: Existing Partners who already receive individual files per customer will continue to do so. Partners may change this option on the Settings > Notifications page.

- The frequency of the reports (daily, weekly or monthly)
- Whether to receive the full report, or only receive it in case of backup failure.



This page displays the summary of all recipients' notification settings and allows you to add new recipients or edit existing recipients as needed.

C CLO	UDALLY Partner Portal							8	Alex Douglas ~
O Dashboard	Settings Settings > Notifications								
D Biling	Summary Report	Report form	at			Report Frequency:			
Security Audit	CSV Attachment     Download Link	<ul> <li>Consolida</li> </ul>	ated file - all customers in a sin il file per each customer	igle file		Once A Day v	in case of backup f	ailure	
									Save
	Send Notifications To:							(+) A(	dd new recipient
	Email	Display Name	Summary Report	Recovery Notification	Exceptions Notification	Auto Discovery Notification	Trial Accounts Report	0	Action
	pasta@marinara.com	Pasta	1	1	~	~	~		00



- 1. Click + Add new recipient.
- 2. Enter the Email of the recipient and the Display name. The Display name is used in the report email to address the recipient.
- 3. Select the required notification types:
  - a. Summary report
  - b. Recovery notification
  - c. Exceptions notification This notification is sent both when there are backup errors and integration errors. (For integration information, see "Integrations" below.)
  - d. Auto discovery notification
  - e. Trial Accounts report
- 4. Click Save.

O Dashboard	Settings Settings > Notifications >	Denis Sangi 6			
Billing © Security Audit	User Info Email	bob.smith@ca4software.onmicrosoft.com	Display Name	Bob Smith	
Settings	Notifications	Recovery Notification     Exceptions Notification     Auto	Discovery Notification 🛛 🕑 Trial Accounts F	Report	
					Sove Concel

To edit an existing recipient's notifications settings, click on the icon to the right of the recipient you wish to edit.

# 6.6 Integrations

The Integrations page displays all of the available integrations to external services and systems, with an option to connect either as a self-service, or by calling Support and providing additional details. The page also includes details about the REST API integration with an option to generate API tokens.

The following types of integrations may be configured on this screen:



Page 37

- SIEM (Security Information and Event Management)
- RMM (Remote Monitoring and Management /PSA (Professional Services Automation)
- API enables integrating with the CloudAlly REST API.

#### 6.6.1 SIEM: Splunk

CloudAlly enables you to integrate with SIEM systems in order to help you increase operational efficiency by unifying threat detection, investigation and response workflows.

#### 6.6.1.1 Splunk

The first available CloudAlly SIEM integration is with Splunk, using the Splunk HTTP Event Collector (HEC).

Versions Supported:

#### 6.6.1.2 Which Events are Sent to Splunk?

You can choose to send one or more of the following to Splunk:

**Note:** CloudAlly sends events to Splunk periodically, approximately every 10 minutes.

- Customers' activity events, such as backups and restores
- Customers' Security Audit logs (see "Security Audit" on page 33)
- Partner Portal events from the Partner Portal Security Audit.

#### 6.6.1.3 Pre-requisite: Setting Up Your Splunk Account

Before you can connect your CloudAlly Partner account to Splunk, you first need to establish an account with Splunk and configure the Splunk HTTP event collector.

Perform the following steps in the Splunk Admin Console.



1. Navigate to Settings>Data Inputs>HTTP Event Collector.

splunk-enterprise	upi •	0	dror ben yer •	Messages •	Settings +	Addedy *	Hutp*	Field
Data inputs	and directories, network ports, and scripted inputs. If you want to set up forwa	rites and secondary bet	want han Schutk is	status, to b Form	wettenin west over	alara i		
	Local inputs							
	Type			Inglades	Ac	Serve		
	Files & Directories Index a local file or monitor an entire directory			wi	+ Acc	new		
	HTTP Event Colector Receive data over HTTP or HTTPS			15	+ /6(3)	new /		

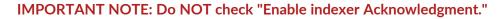
- 2. Under the **Global Settings** option:
  - a. Enable the HTTP Event Collector by setting All Tokens to **Enabled**.
  - b. Choose **json** as default source type.
  - c. Check Enable SSL.

All Tokens	E.	Enabled		Disabled	
Default Source Type			_json •		
Default Index			Default 🔻		
Default Output Group			None 💌		
Use Deployment Server					
Enable SSL					
HTTP Port Number ?	8088				

3. Under the **New Token** option, create a new token and copy the value - it will be used in the Partner Portal.



Name	Splunk Token	
Source name override ?	optional	
Description ?	optional	
Output Group (optional)	None -	



- **Note:** A separate SIEM integration can be configured directly in the customer account in a similar way, sending customer account events to Splunk. If needed, the Partner can configure the SIEM integration on behalf of his customer.
- 4. Find Your HEC URL.: The standard form for the HEC URL varies, depending on the Splunk software type you have. Find the standard form on this page: <u>Set up</u> and use HTTP Event Collector in Splunk Web.
- 5. Verify that you have set up an **SSL certificate** issued by a commonly accepted certificate authority (CA) on the Splunk HEC endpoint.

#### 6.6.1.4 Setting Up Splunk in the Partner Portal

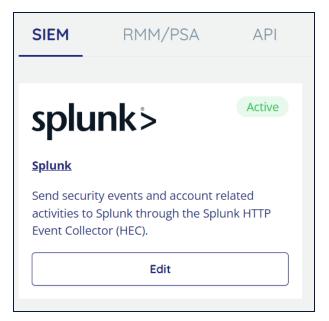
- 1. From the Partner Portal navigation pane, click **Settings > SIEM**.
- 2. Click **Splunk > Connect**. Complete the fields on the following screen:



Splunk SIEM Integration	③ Splunk HEC Setup
Splunk HTTP Event Collector URL(HEC)* Please verify Splunk SSL Certificate.	
https://splunk.company.com:8088/services/colle	ector/event
Splunk Token*	
123456789-abcd-efgh-1u2j3k4l5m6n	
Event Source (Optional)	
Enter your event source	
Send Activity Events	
Send Audit Log	
✓ Include Partner Account Events	
(	Cancel Save

- a. Enter the Splunk HTTP Event Collector URL.
- b. Paste the token value that you copied into the Splunk Token field.
- c. Optional: Add the **Event Source**, which is the override value to assign to the event data.
- 3. By default, there are 3 options at the bottom that are selected. You can deselect any that are not relevant for you:
  - a. Send customer activity events
  - b. Send customer audit log
  - c. Include your Partner account events
- 4. Click Save. The Splunk tile will now be Active.
- 5. To delete the integration, click **Edit > Delete**.





### 6.6.2 RMM/PSA: Autotask and Backup Radar

🖸 Dashboard	Settings Settings > Inte	grations		
G Billing	SIEM	RMM/PSA	API	
Q Security Audit		otask		🕲 Backup Radar
រដូវ Settings	order to cer	laily backup reports to A htralize business operat driven decisions.		<b>Backup Radar</b> Your consolidated task-level reports and customers' back up health statuses will be seamlessly integrated with Backup Radar.
		Connect		Connect

CloudAlly has integrated with two remote monitoring and management companies, Autotask and Backup Radar. Your consolidated task-level reports and customers' back up health statuses will be seamlessly integrated with either Autotask or Backup Radar's dashboards. A quick look on the dashboard will alert you to any issues across your entire customer base.

To enable this feature, subscribe to either Autotask or Backup Radar, and then contact CloudAlly Support.



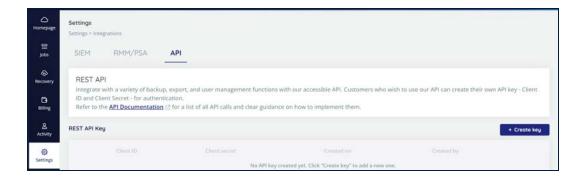
#### 6.6.3 API

The third option on the Integrations page enables you to connect to the CloudAlly API.

CloudAlly has a robust API, that enables you to perform billing management, backup, restore, and download management, Partner Portal management, and user management functions. It enables you to automate processes and integrate with the CloudAlly solution. The API can be used for many common business scenarios, such as exporting the data of customers who leave your company as part of the off-boarding process.

The REST API screen will be blank if you have never created an API key. If you have created one in the past, you will see it on the screen.

**Note:** The Created On Date is not available for client IDs created prior to CloudAlly release 24.4.1.



### 6.6.3.1 Creating a Key

The first step towards integrating with our API is generating your own Client ID and Client Secret for authentication. Click **+Create key**.

The Client ID and Client Secret will be generated, so that you can copy them for use in the headers of your API calls.



0.5	y the "Client Secret" before you click on <b>Clo</b> , you will not be able to see it again and will h	
Client ID	12345-67890-abcde-fghij	민
Client Secret	*****	0

**IMPORTANT!** Ensure that you copy the "Client Secret" before you click Close. If you do not copy it, you will not be able to see it again and will have to create a new one.

If you need to delete your API key, click the trash icon.

tings > Inte	erations						
TO BE COMPE	0.000						
SIEM	RMM/PSA	API					
DECT A							
REST AN	9						
Integrate	with a variety of backup		iser management fi	inctions with our accessible AP	l. Customers who wish to use ou	r API can create their own API key -	- Client
Integrate ID and Cli	with a variety of backup ent Secret - for authent	ication.				ir API can create their own API key -	- Client
ntegrate D and Cli	with a variety of backup ent Secret - for authent	ication.		unctions with our accessible AP r guidance on how to impleme		r API can create their own API key -	- Client
ntegrate D and Cli Refer to ti	with a variety of backup ent Secret - for authent he <u>API Documentation</u>	ication.					
ID and Cli	with a variety of backup ent Secret - for authent he <u>API Documentation</u>	ication.					- Client

#### 6.6.3.2 Next Steps

Once you have generated an API key, the next step is to call the Authentication API using the Client ID and the Client Secret.

For each user, you need to create a unique access token and refresh token.

The complete list of CloudAlly API calls can be found here.



Visit our Partner Zone

# 7 Adding a New Account

From the Partner Portal dashboard, you can create a new account for each customer using a unique email ID.

**IMPORTANT!** It is recommended that an email address that does not send email to the customer be used. It is also recommended that aliases be used over shared email addresses. Theses email addresses cannot be reused within the CloudAlly partner portal for multiple customers - each must be unique.

# 7.1 Adding a New Customer Account

								Dashboard	Dashboard
					Backup Status			Trial Status	۲
	0		0	6	49	0	0	0	Settings
	failed	Failed	Partially Failed	Successful	No Backup	Expired	Expiring	In Progress	
0									
+ Add New Account							S	0 Total Accounts	
ackup Status v) Subscribe v)									
	(Account Status V)						name of armall	O Seerch by account n	
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			osoft.com	Email Bob.Smith@ca4software.onmicr			Name		
Backup Status © Size ©	Account Status						Name	Account N	
Backup Status © Size © Successful 73.31 G8	Account Status     Annual Subscribed		icrosoft.com	Bob Smithijica4software.onmice			Name th	Account M	
Backup Status         Size 1           ③ Successful         73.31 GB           ④ Successful         73.57 GB	Account Status     Annual Subscribed     Monthly Subscribed		nicrosoft.com	Bob-Smithi@ca4software.onmicr Alex.Douglas@ca4software.onm			Name th ugan Wilson	Account 1 Bob Smith	ming Hub ther Zone

From the Partner Dashboard, click + Add New Account.

This will take you to the Add New settings screen.



### 7.1.1 User Settings

Complete the following fields about your new user:

- Account Name
- Account email
- Password

User Settings		Storage Settings	Subscription Settings
Partner ID		Data Center Location	O Trial with expiration
DDEVR001		Asia Pacific (Tokyo)	<ul> <li>✓ ● Trial with auto-subscription</li> </ul>
Account name			O Monthly    Annual
Bob Smith			Auto-subscription without trial
Account email bob.smith@ca4software	e.onmicrosoft.cc		
Password			
	Ø		
etype password			
	Ø		

### 7.1.2 Storage Settings

Select the Data Center Location. If you chose to store the customer's data in one of the custom storage options (Customer AWS S3, AWS S3 Compatible, Google Cloud, or Azure), you will be asked to provide the credentials for the connection.



torage Settings	
lorage settings	
Pata Center Location	
Europe (Ireland)	$\sim$
US East (Northern Virginia)	
Canada (Central)	
Europe (Ireland)	
Europe (Frankfurt)	
Europe (Paris)	
United Kingdom (London)	
Asia Pacific (Sydney)	
Customer AWS S3	

### 7.1.3 Subscription Settings

After the 14-day trial period, users are granted a 7-day grace period to subscribe, after which time their backed up data will be deleted. After receiving requests from Partners whose users didn't realize that they needed to actively subscribe in order to preserve their data, CloudAlly now presents three subscription type options.

- 1. Trial for 14 days, with an expiration after the trial.
- 2. Trial for 14 days, with auto-subscription after the trial. There are two billing methods:
  - a. Monthly
  - b. Annually
- 3. No trial period auto-subscription directly. There are two billing methods:
  - a. Monthly
  - b. Annually



Add New		
User Settings Partner ID RESEL001 Account name Account email Password Retype password Ø	Storage Settings Data Center Location Europe (Ireland) V	Subscription Settings Trial with expiration Trial with auto-subscription Auto-subscription without trial Monthly Annual
		Cancel Add

2. Click **Add** to complete the new trial account setup.

A new account has been created, and the account will be added to your dashboard.

### 7.2 Activating Backups for New Customer Accounts

The next step in setting up your new direct account is to activate their backups. **To activate backups**:

# 1. From the Partner Portal Dashboard, click the Account Name.

- 2. You will be logged in to the user's account. Click + Add Backup Task.
  - a. See the CloudAlly <u>User Guides</u> for instructions per service for how to add a new backup task. After you add the task(s), then you will need to select them and Activate them.
  - b. You can also add a customer admin if needed to the account at that time via the User Management function, including the ability to manage permissions and remove the billing summary screen from their view.



Note: You have the option of turning on high-frequency backups for any of your customers' tasks, on the *Backup Settings* page > **Backup** Frequency drop-down menu. To enable this option for a customer, contact your Partner Account Manager or CloudAlly Support.

# 7.3 Subscribing a Trial Account

Trial accounts must be subscribed before the end of the 14-day free trial period. Accounts can be subscribed:

- Monthly: By either consolidated invoice or consolidated automatic credit/debit card charge, depending on which billing method you selected when you first set up the partner portal.
- Annually by invoice (per account) due in 30 days and payable by credit/debit card or PayPal.

Invoices over \$1,000 USD can also be paid by international bank transfer if needed.

You can subscribe to all your trial accounts directly from the Dashboard by clicking **Subscribe > Annual** or **Subscribe > Monthly**:

2	7 T(	tal A	ccounts						(+) Ad	id New Account
			by advocant Autrie or en-	42		Account Statu	s v Backup Sta	tus 🗸 (Billing Stat	vs ~)	Subscribe ~
ludit .			Account Name	t mail	+	Account Status	Backup Status	Billing Status 0	Amount	Annual Monthly
5		0	Agata Brown	Agata.Brown@ca4software.onmicrosoft.com		Annual Subscribed	O Successful	Current	€448.00	124.98
		0	Alex Douglas	Alex.Douglas@ca4software.onmicrosoft.com		Annual Subscribed	<ul> <li>Successful</li> </ul>	Current	€28.00	1.84
		0	Bob Smith	Bob Smith@ca4software.onmicrosoft.com		Annual Subscribed	Ealed	Current	675.60	8.69
		0	Charles Wilson	Charles Wilsons@ca4software.onmicrosoft.com		Annual Subscribed	<ul> <li>Ealed</li> </ul>	Current	€56.00	130,93
		0	Jessica Miller	Jesska.miller@ca4software.onmicrosoft.com		Monthly Subscribed	🧭 Successful	Overdue	€44.80	156.83
		0	Scarlett Davis	Scarlett.davlo@ca4software.ormicrosoft.com		Monthly Subscribed	Successful	Querdue	€1.90	1.57
Hub		1	Jacob Anderson	Jacob.anderson@ca4software.onmicrosoft.com		Monthly Subscribed	🧭 Successful	Overdue	63.80	3.99
ione .										() H

Only the trial accounts will be affected by this action. The accounts that are already subscribed with another type of subscription remain as they are.



# 7.4 Managing Your Subscriptions

You can check the current billing status of each account directly from the *Billing Status* screen, as well as review the individual billing amounts, next payment forecast, and next payment due date.

To review the billing status, select **Billing > Status**. The status screen displays each account, the billing status (Current, Due, Past Due, Trial, etc.), and the total billing amount.

Click the account name to drill down to the account level for a detailed view of the billing information.

BILLING				
Billing >> Status >> iii >> text 3				
		🕗 All b	ills on track	
Previous payments: paid				
Payment forecast: \$1.20, Feb 5th 2020 Subscription: Monthly				
Payment forecast: Due on Feb 5th 2020				
Service	Quantity	Unit Price	Total Amount	
OneDrive, Active ( Scloudally1.onmicrosoft.com)	2.55 GB	\$1.20	\$1.20	
		Page	t 🚺 of t	Showing 1-1 of 1
		Total:	\$1.20	

### 7.4.1 Canceling a User's Subscription

To cancel a user's subscription, drill down into the customer's account from the Dashboard.

From the Navigation Panel, go to **Settings > Account**, check the box "I approve the removal of my data from CloudAlly" and click **REMOVE ACCOUNT**:



Account Name	partner-102@	
imail	d .c @ .	
Data Center Location	EU (Ireland)	
Partner ID	DDEVR002	
This includes removing a	CloudAlly service plan, please use the option below a l your data at CloudAlly	Cance

**IMPORTANT!** All data of the removed account will be deleted.

### 7.4.2 Changing Subscription Type

Contact support if you wish to change your default billing method (credit card or invoice), or if you wish to change a customer's account from monthly to annual or vice versa.



# 8 Helpful Resources

# 8.1 About CloudAlly

Founded in 2011 as one of the world's first cloud-to-cloud backup services for Google Apps and Salesforce, CloudAlly led the industry with the first commercially available Microsoft cloud backup in Q1 2014. ISO 27001 and HIPAA certified CloudAlly adheres to industry-standard best practices for information security management, including EU-GDPR compliance.

# 8.2 Knowledge Base

Search through articles in our Knowledge Base at <u>https://support.cloudally.com</u> to find answers to the most common user questions.

## 8.3 Support

Support - If you have any question or need further help, do not hesitate to contact us via email at <a href="mailto:support@cloudally.com">support@cloudally.com</a>. or visit our customer support hub: <a href="https://support.cloudally.com">https://support.cloudally.com</a>.

### 8.4 Privacy

CloudAlly takes privacy seriously. Read our Privacy Policy at <u>https://www.cloudally.com/privacy-policy</u>

# 8.5 Security

CloudAlly provides a secure online backup solution with internationally recognized accreditation for information security management. Read how we protect your data at <u>https://www.cloudally.com/resources/secure-saas-backup/</u>



# 9 Support Pages

The Support option at the bottom of the Navigation Panel redirects you to our support hub. In the support hub, you can find articles covering some of the most common questions and providing instructions.

	← Back to CloudAlly	Free Trial	Open a Ticket	Sign in Partner Sign in
	How can we help?			
Search this help center			Q	
	SharePoint SharePoint OneDrive OX Dropbox			
He	ere to help you	ı		
	team is available 24 hrs 365 Day			

CloudAlly provides multi-channel support options:

#### **Phone Numbers:**

USA: +1 (424) 304-1959 AU: +61 2 8599 2233 UK: +44 114 303 2758

#### Email Addresses:

General Inquiries: Info@cloudally.com Customer Support: Support@cloudally.com Sales: Sales@cloudally.com



Open a ticket and the support team will contact you to help you with any question or problem.

	Our support team is availa	ble 24 hrs 365 Days a Year.	
<b>\</b>	2		
Ticket	Call	Chat	Email
Open a new ticket or view your existing tickets	Our agents are available to assist by telephone.	Click to chat with our customer support agents.	Email us with your customer support inquiry.
Open a Ticket	Call Us	Chat With Us	Email Us

Browse the articles, instructions, and tutorials in the Help Topics section. These materials are especially useful for new users as they explain the settings and procedures of backup activation, management, and recovery.

Kr	owledge Base
Ø Getting Started	菌 My Account
Backup Solutions	E User Guides
Videos	Copyright & Legal

