LEOTEK®

Agent Portal

User Guide

Leotek's Agent Portal allows you to view the current status of your order and retrieve related information. If you need information that is not available through the portal, please call our Customer Service Department at 408.380.1788. For technical support, please e-mail customerservice@leotek.com.

1. System Login

Portal Link: https://agentportal.leotek.com

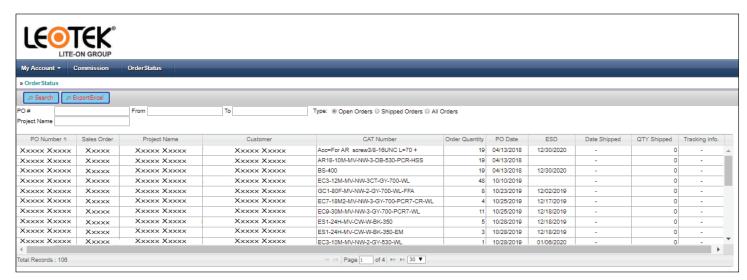Enter your assigned Account ID and Password in the login screen to access the system.

Note: You can change your password in "My Account" tab once you log in to the system.

Recommended browser: Chrome.

2. What Can I Do in the Portal?

The system allows you to track **Commission** and **Order Status.**

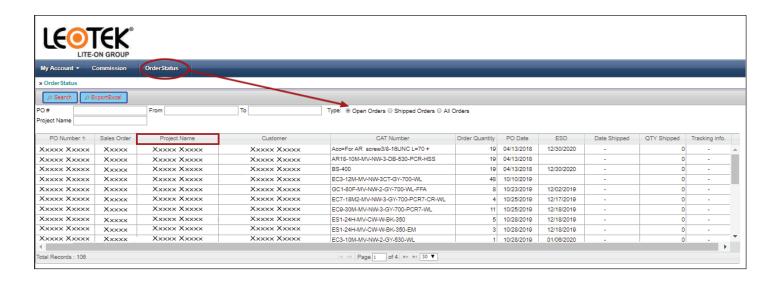# 3. How to Check Order Status

3.1 Check Orders

Type: You can filter your orders by **Open Orders, Shipped Orders or All Orders.**
By default, you will see your current open orders on the main screen.

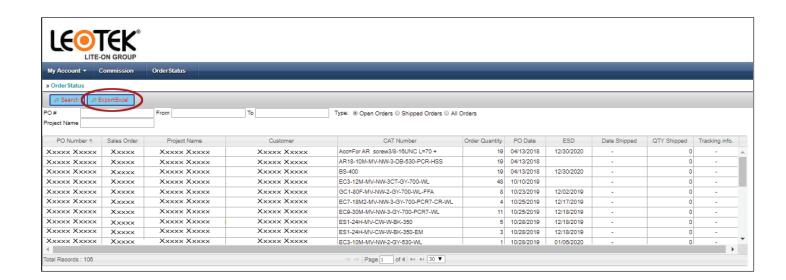To view order status, select the type and click the **Search** Button.

To narrow the search, you can enter PO number, key word of project name, or a date range.

To sort the search result, you can click on any column header.

3.2 Export Data

To export the search result, click **"Export Excel"** button.
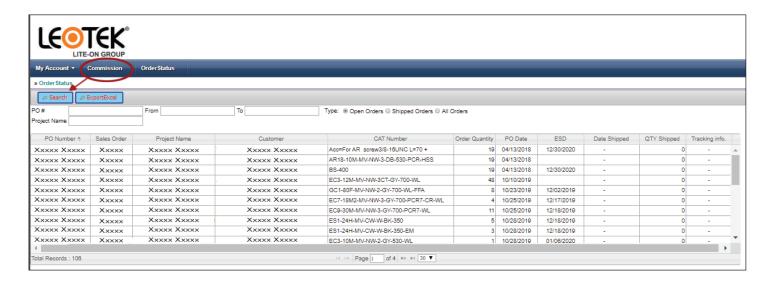
4. How to Check Commission

4.1 Check Commission

Click **Commission** tab, then click **Search** button.

To narrow the search, you can enter PO number, Billing number or date range.

To sort, you can click on any column header.

4.2 How to Export Data

Refer to 3.2 for exporting data.

5. How to Change Your Password

Click **My Account** tab and then select **Change Password** to set your new password.