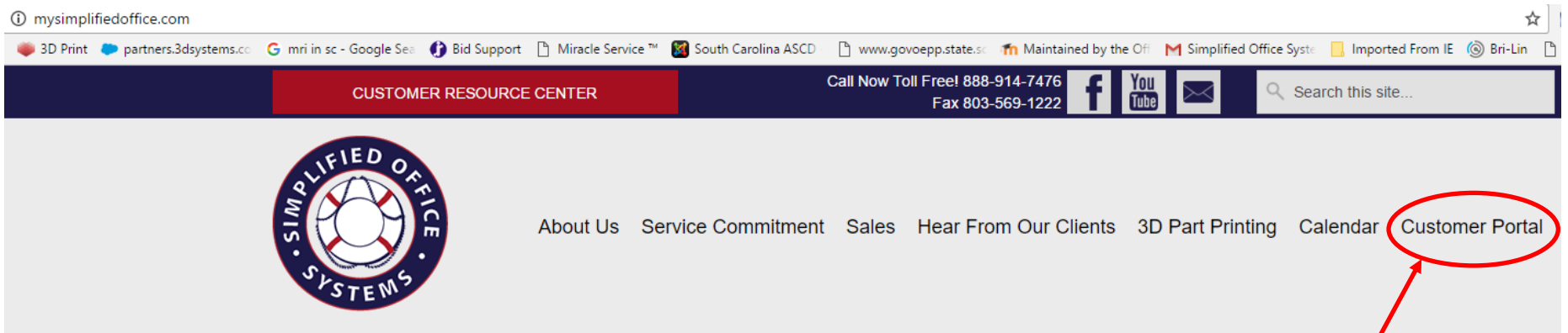


The following instructions are for the SOS Customer Portal

if you have any questions, feel free to contact us at 888 914 7476

Start by going to the main SOS webpage—www.sos.works or www.mysimplifiedoffice.com



Visit the main SOS webpage and look here for the link to our Customer Portal—click [Customer Portal](#) to enter.



CUSTOMER PORTAL

Enter your Customer ID and Password to login.

Customer ID:

Password:

Login

[Cannot access your account?](#)

This is the access point for the Customer Portal—enter your Customer ID (found on your invoice) and your password. If you can not recall your password, click on the Cannot access your account link.

Once all info is entered, click on **Login**



CUSTOMER PORTAL

JOB'S ▾

METER READINGS

ORDERS ▾

REPORTS

PROFILE

LOGOUT

Click on the METER READINGS link to go to the page for your machine listing.

WELCOME TO SIMPLIFIED OFFICE SYSTEMS CUSTOMER WEB PORTAL

Main Street School
134 Main Street
Beauty, SC 12345

Phone: (706) 254-2525

Fax: (760) 254-2525

Contact: Kevin Hunter

Email: Kevin.hunter@sos.works

[Change Profile](#)

You will be brought to this page—if your contact info, address or email has changed, you can update your profile here.



CUSTOMER PORTAL

JOB

METER READINGS

ORDERS

REPORTS

PROFILE

LOGOUT

Serial Number:

Unit ID:

Model Class:

Order By:

Serial Number	Unit ID	Description	Location	Model Class / Number	Last Reading Date
76691016		EZ 221 Duplicator		Duplicator /EZ221	01/31/2017

You will see a list of the serial numbers for your machines. Click on the one that is due and follow the instructions on the next page.



CUSTOMER PORTAL

JOB

METER READINGS

ORDERS

REPORTS

PROFILE

LOGOUT

Meter Readings for Serial Number: 76691016

Service Contract: Customer PO#:

Equipment Email:

Meter Name	Meter Location	Last Reading	Last Reading Date	Current Reading	Current Date
Copy	Inside front cover	3195480	01/31/2017	<input type="text"/> *	<input type="text"/> *
Masters	Inside front cover	39199	01/31/2017	<input type="text"/> *	<input type="text"/> *

* required field

Please enter the new meter information in the Current Reading column and enter today's date. You can not enter a meter reading lower than the Last Reading to the left. When your meters and dates are entered, press save.

