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.

![Image of Order Status](leotek.png)

3.2 Export Data

To export the search result, click “**Export Excel**” button.

![Image of Export Data](leotek.png)
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.