■■ Microsoft

Microsoft Partner Agreement Overview

Onboarding to Partner Center for CSP for MPN Members & accepting the Microsoft Partner Agreement

Updated Feb 13, 2020

Onboarding to Partner Center

1. Follow the URL below to start the CSP onboarding process. Click **Next** to go to the first step.

https://partner.microsoft.com/en-us/pcv/register/joinnow/enrollmentwelcome/valueaddedreseller

Welcome to Partner Center!

As a Microsoft partner on Partner Center, you have at your fingertips an entire platform designed to make it easy to create and manage business profiles, manage referrals, and do business with customers and indirect providers.

To create a Partner Center account, you'll need to provide the following information. You may want to take a few minutes to gather these items before you get started:

- **Global administrator credentials for your work account**
  You'll need to provide the user name and password you use to sign into Office 365, Microsoft Azure, or Microsoft Dynamics CRM. If you don't have a work account, you can create one during the enrollment process.

- **The user name and password you use to sign in to the Partner Membership Center site**
  We use this information to link your organization's Microsoft Partner Network ID (MPN ID) with your new Partner Center account so that you can manage your membership benefits and data in Partner Center.

- **Your organization's legal business name, address, primary contact, and support details**
  We need this information to confirm that your organization has an established profile with Microsoft and that you are authorized to act on its behalf.

Please note that it can take us several days to review and verify the information you've provided. We'll email you when we've completed our review.

Next   Cancel

Note: **MPN and CSP are separate programs**. To continue transacting with CSP, you must onboard to CSP in Partner Center and then accept the MPA.

Onboarding to Partner Center

2. Click on the **Sign in** button to sign in with your Microsoft global admin work account.

Click the **Create one** link to set up a new Partner Center account.

If you follow the link on the previous page, the account you create here will have Global Admin rights and will generate a new AAD entry.

You will then use the newly created credentials to log in to the enrollment process.
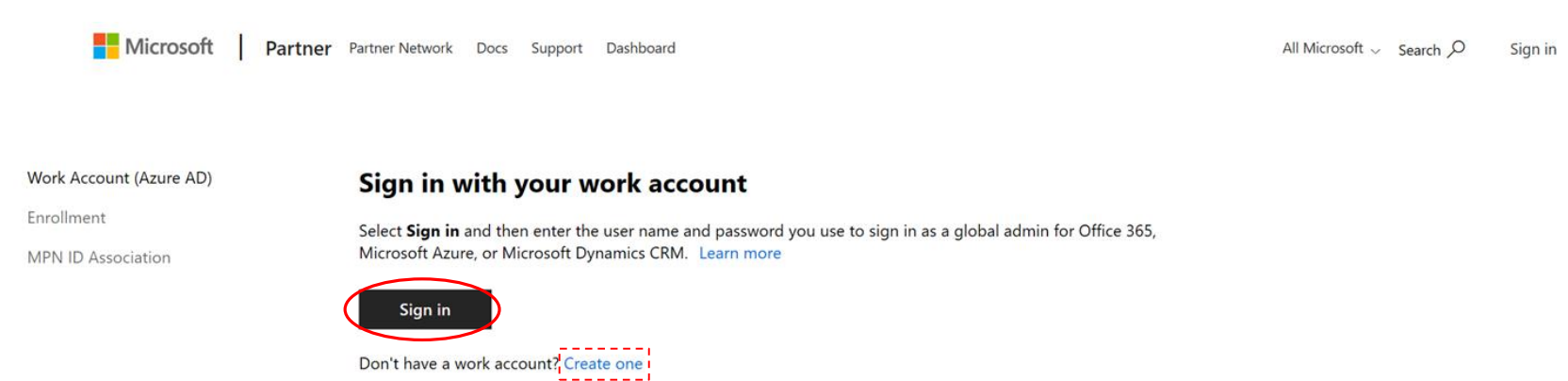
Note: **To accept the Microsoft Partner Agreement, you must log in with an account that has Global Admin rights**. The link from the previous slide will guide you to create an account with Global Admin rights. If you have an account that needs to have Global Admin rights added, please speak with your IT department.

Onboarding to Partner Center

3. Sign in using your account username and password (the ID for signing into an Office 365, Azure, or Dynamics account.

Example:
admin@partnerabc.onmicrosoft.com

Please note that you must sign in using an account that has global admin privileges, and one that you plan to use to manage your CSP Indirect Reseller account in the Partner Center.

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

Next

Onboarding to Partner Center

4. Complete the CSP Indirect Reseller enrollment form.

Important note:

When completing the enrollment form please ensure that you enter the correct registered legal business name, address, and phone number and that each are up-to-date. This will assist you in going through any of our verification processes.

Inaccurate information will delay the verification process, possibly causing a disruption in your CSP Transactions.

Onboarding to Partner Center

5. A pop-up message will say that an email will be sent to the email address you provided on the form. Click **OK** to complete the enrollment submission.

Provide an official company email address associated with the registered legal business name and address provided on the enrollment form.

Email addresses from web-based email services will not be accepted.

However, Microsoft will do its best to work with you if you do not have an official company email address.

Verifying primary contact's email address

We'll email ____ @microsoft.com to verify that this email address belongs to your company ____ @microsoft.com must respond before we can continue to review your application.

Important: We don't accept email addresses from Web-based email services such as Gmail, Yahoo! Mail, iCloud Mail, AOL Mail, or Outlook Mail.

If ____ @microsoft.com doesn't get our email, go to **Account Settings** and select **Resend verification email**.

To change the primary contact's email, select **Cancel** and then change the email address to one associated with your company's domain name.

OK   Cancel

Onboarding to Partner Center

6. Your primary contact will receive an email asking them to verify email ownership. They will need to complete this step as part of the enrollment verification process.

Onboarding to Partner Center

7. Once your primary contact clicks to confirm the email address, you'll see a confirmation page in the CSP onboarding portal to let you know that the email address has been verified.

Onboarding to Partner Center

8. Enter the company name or MPN ID for the business location you're enrolling and click the **Search** button so it can be found in our system. Select the location you want to associate with your Indirect reseller account.

If you skip this step, you must complete it before your account can be activated.

Associate your MPN ID to your Partner Center account

We need to link your organization's Microsoft Partner Network ID (MPN ID) with your new Partner Center account so that you can manage your membership benefits in Partner Center.

Be sure to choose the MPN location for the organization profile linked to your incentives, membership benefits, and competencies, if eligible, so we can align this important information under your Partner Center account. The MPN location must be associated with an organization profile that is active and located in the same country/region as your Azure AD tenant.

You can complete this step later, but your account won't be fully active until you complete this association. For additional assistance, contact Microsoft support.

Enter your company name or MPN ID

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Select the location to associate to this account

Cloud Solution Partner, Redmond, WA, US

⦿ Cloud Solution Partner, Redmond, WA, US

[Associate my MPN ID] [Skip for now]

Onboarding to Partner Center

9. You will see a confirmation of the submission of your enrollment form on the Dashboard page of the Partner Center. Click on **Account Settings** to monitor your legal business entity verification progress.

Welcome, Test!

We're reviewing your Partner Center account application. We'll email your organization's primary contact when we've finished reviewing your application. Please note that it can take several days to complete our review. Go to Account settings for more details about the status of your application.

Current tasks

New! Partner Center status

Get Real-time status on Partner Center Website Operations.

View now

Quick links

Partner search

Find solutions built by Microsoft partners. Create a business profile to help customers and partners find you (admin credentials required).

Find other Partners

User accounts

View users

My permissions

My Profile

In most cases, the authorization process will take a couple of days. In certain cases, it may take longer time to validate and authorize, and resellers may be notified to provide additional information.

Onboarding to Partner Center

10. You can check the progress of your legal business entity verification by clicking on **Partner Profile** in **Account Settings** or by checking the **Partner Settings** from the mobile **Gear icon**.

Onboarding to Partner Center

11. Once legal business verification is completed, the status will update to **Authorized**.

Partner profile

Your partner profile contains your registration info and settings.

Legal business profile   Update

Verification status	Authorized
Organization name	Microsoft Corp.
Address	One Microsoft Way Redmond Washington 98052 United States
Primary contact	Anthony Test email@microsoft.com 206-555-1212

Support   Update

Support info	www.test.com test@test.com 206-555-1212

Onboarding to Partner Center

12. You will then receive an email stating that your application has been approved. You'll also need to accept the agreement terms by clicking on the **agreement terms** link.

Microsoft Partner Center <msftpc@microsoft.com>

Approved: Your Partner Center application has been approved.

Microsoft

Your request has been approved

Organization:
MPN ID:

We've approved your application. The last thing you need to do before using or transacting in Partner Center is sign the agreement terms.
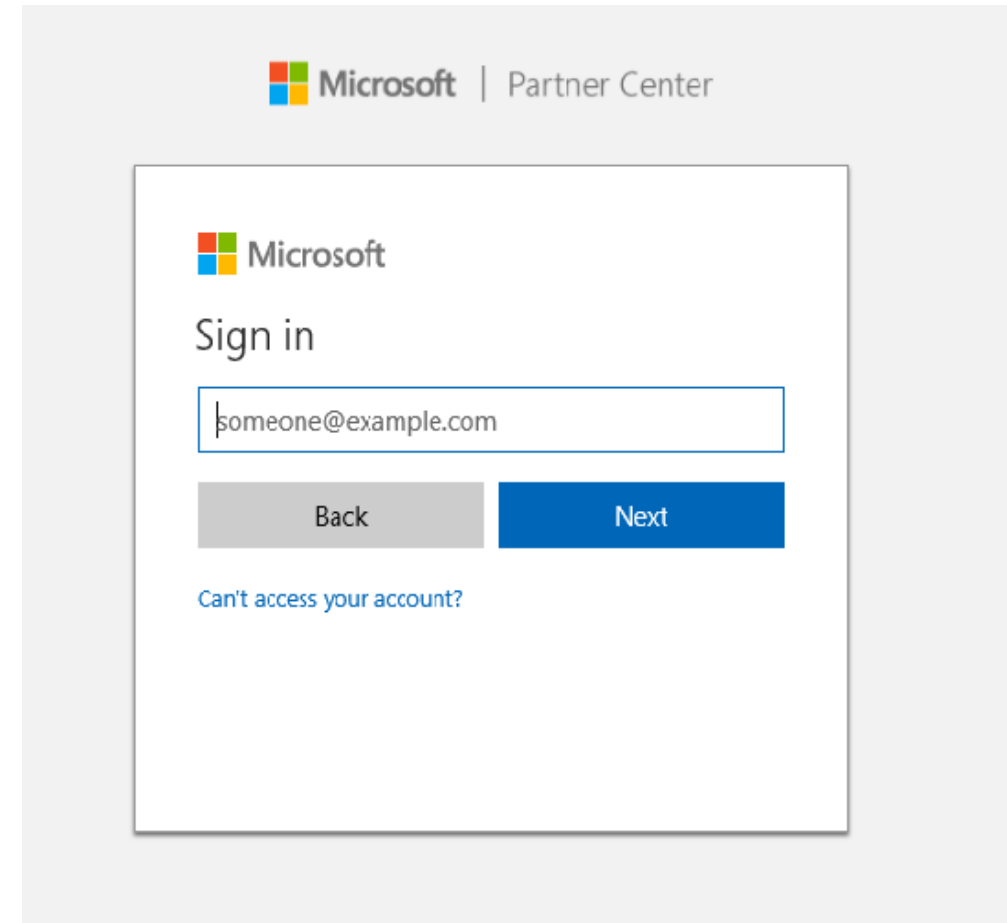
If you've received this email in error, contact support

Thank you!
Your Partner Center Team

Onboarding to Partner Center

13. The link will take you to the Partner Center sign-in page. **You must sign in with the Global Admin credentials you used to submit your enrollment**.

Onboarding to Partner Center

14. Review the agreement terms. Click **Accept and continue** to proceed. This will activate your Indirect Reseller account.

This agreement is separate from the Microsoft Partner Network (MPN) agreement.

Agreement

By clicking the **Accept and continue** button below, I confirm that I am authorized to act on my company's behalf, and will be bound by the Microsoft Partner Agreement.

Accept and continue

Current tasks

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View now

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Find solutions built by Microsoft partners. Create a business profile to help customers and partners find you (admin credentials required).

Find other Partners

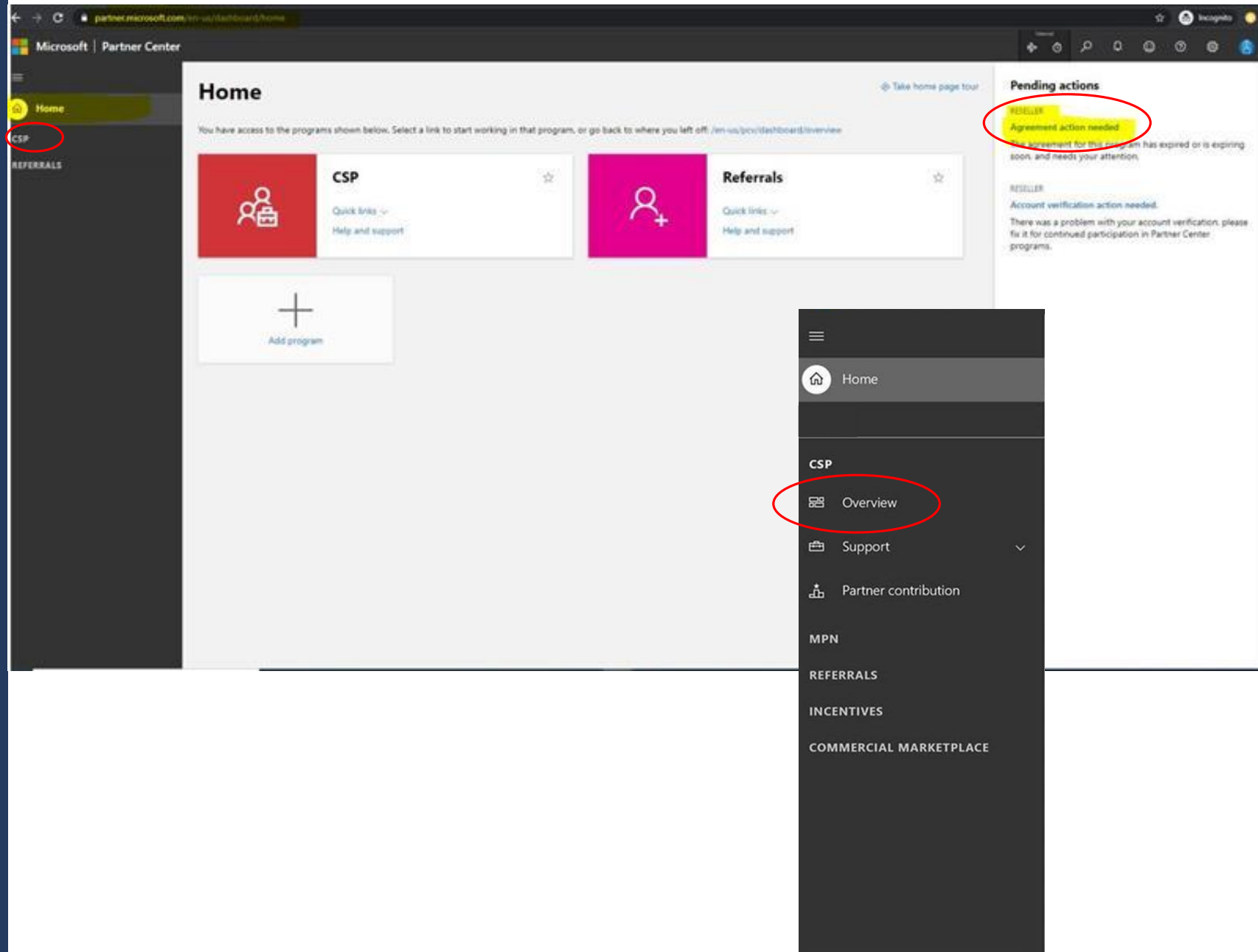**User accounts**

View users

My permissions

My Profile

Verifying Acceptance Status

15. You can also navigate to accept the MPA from the Home page.

https://partner.microsoft.com/dashboard/home

Locate the CSP tab on the left of the page; click **CSP** and click the **Overview** subtab.

If the agreement is not signed, you will also see it in the **Pending actions** pane on the right.

Verifying Acceptance Status

16. Instead of navigating to the Overview subtab, you can follow the URL below.
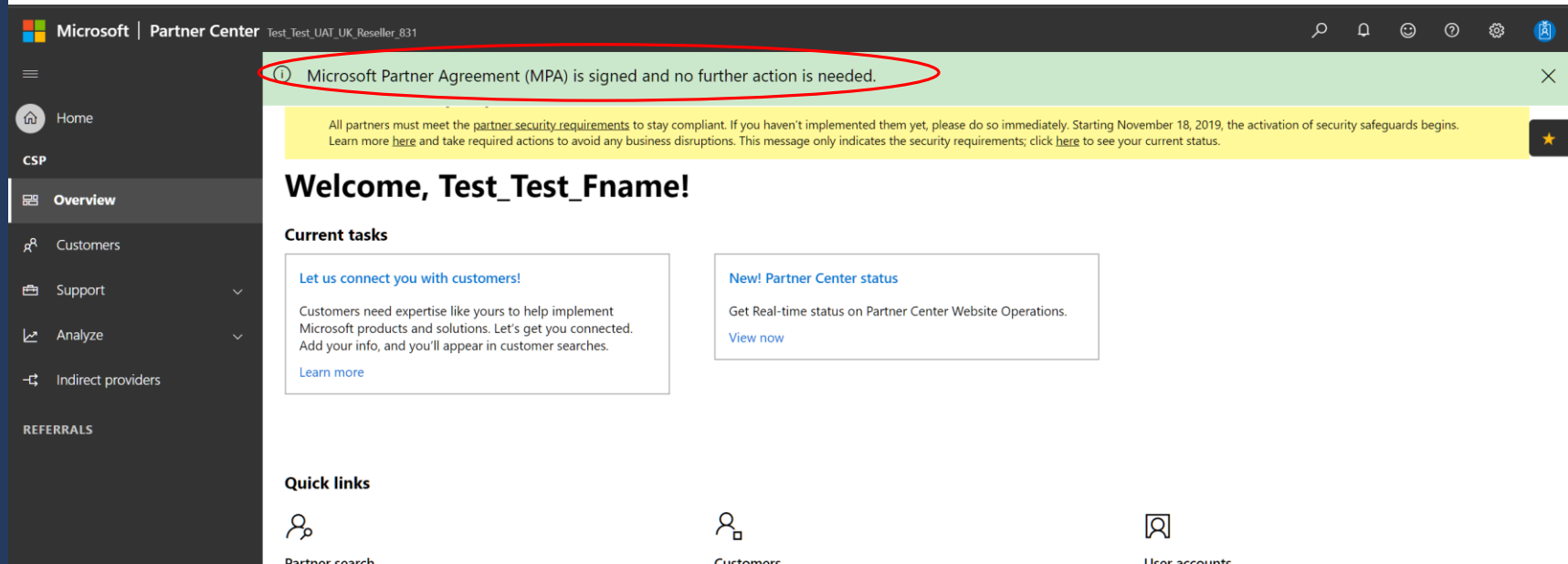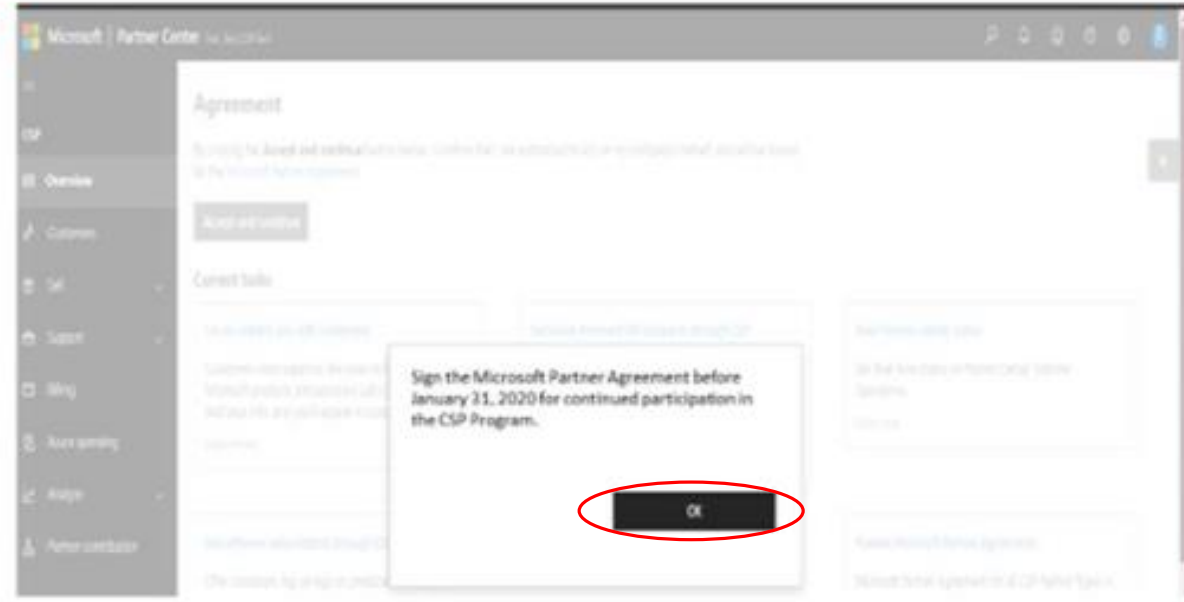
https://partner.microsoft.com/pcv/dashboard/overview

If your company has not accepted the agreement, you will see a pop-up notification.*

If your company has accepted the agreement, you will see the green banner to the right.*

*Only accounts with Global Admin credentials will be able to view Microsoft Partner Agreement status or accept the agreement.

Microsoft

Thank you

View this deck, FAQs in multiple languages, and other Indirect Reseller resources in the CSP Gallery

https://partner.microsoft.com/resources/collection/indirect-reseller-onboarding-for-mpa-in-csp#/

For questions, please reach out to your Provider.