

Onboard as a CSP Indirect Reseller on Partner Center: Instructions

Why Microsoft Partner Agreement

Vision:

Provide a simple contracting experience that supports all offers with consistent and relevant terms across GTM entry points while enabling partners to sell/build through/with Microsoft.



- All partners in the CSP program including CSP Resellers are required to accept the Microsoft Partner Agreement
- Indirect Resellers participating in the CSP program need to work with Indirect Providers to onboard on Partner Center and to execute relevant terms
- Partner Center Dashboard will be the main method of communication for all partner types including Indirect Resellers



MICROSOFT PARTNER AGREEMENT

CORE TERMS

(the "Core Terms")

These Core Terms govern how we work together, generally, and, when combined with any Program-specific terms referenced in the Enrollment executed by Microsoft and Company, in the context of a specific Program. "Microsoft" and "Company" mean the respective entities designated in an Enrollment.

1. DEFINITIONS

"**Confidential Information**" means a party's non-public information, know-how, or trade secrets that (a) the party designates as being confidential; or (b) given the nature of the disclosure or circumstances surrounding the disclosure, the receiving party should treat as confidential.

"**Company Affiliate**" means any legal entity over which Company has direct or indirect ownership control of more than 50% of the equity interests of the entity (for so long as such ownership or control exists).

"**Data Protection Laws**" means any Laws applicable to Company or Microsoft, relating to data security, data protection, and/or privacy, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to processing of Personal Data and the free movement of that data ("GDPR").

2. PROPRIETARY RIGHTS AND CONFIDENTIALITY

2.1 Reservation of Rights. Except as otherwise expressly granted in the Agreement: (i) each party owns and retains all rights, title, or interest in and to its own respective intellectual and other proprietary rights, and neither party grants such rights to the other party; and (ii) all permitted use of Products is by license only, and is not subject to the "first sale" or similar doctrine under copyright or other applicable intellectual property rights Laws. Any use in the Agreement of words such as "distribute," "sell," "price," "fees," or similar words is for convenience only, and not to be construed to mean that title to any underlying intellectual property rights in the Products is being transferred.

2.2 Excluded License. A party's rights to any Products under any Agreement do not include any license, right, power, or authority to subject the Products to any of the terms of an Excluded License. A party may use or distribute Products with other material that is subject to an Excluded License only if such Products are used or distributed in a manner that does not subject, or purport to subject, the Products (or any intellectual property related to the Products) to the terms of an Excluded License.

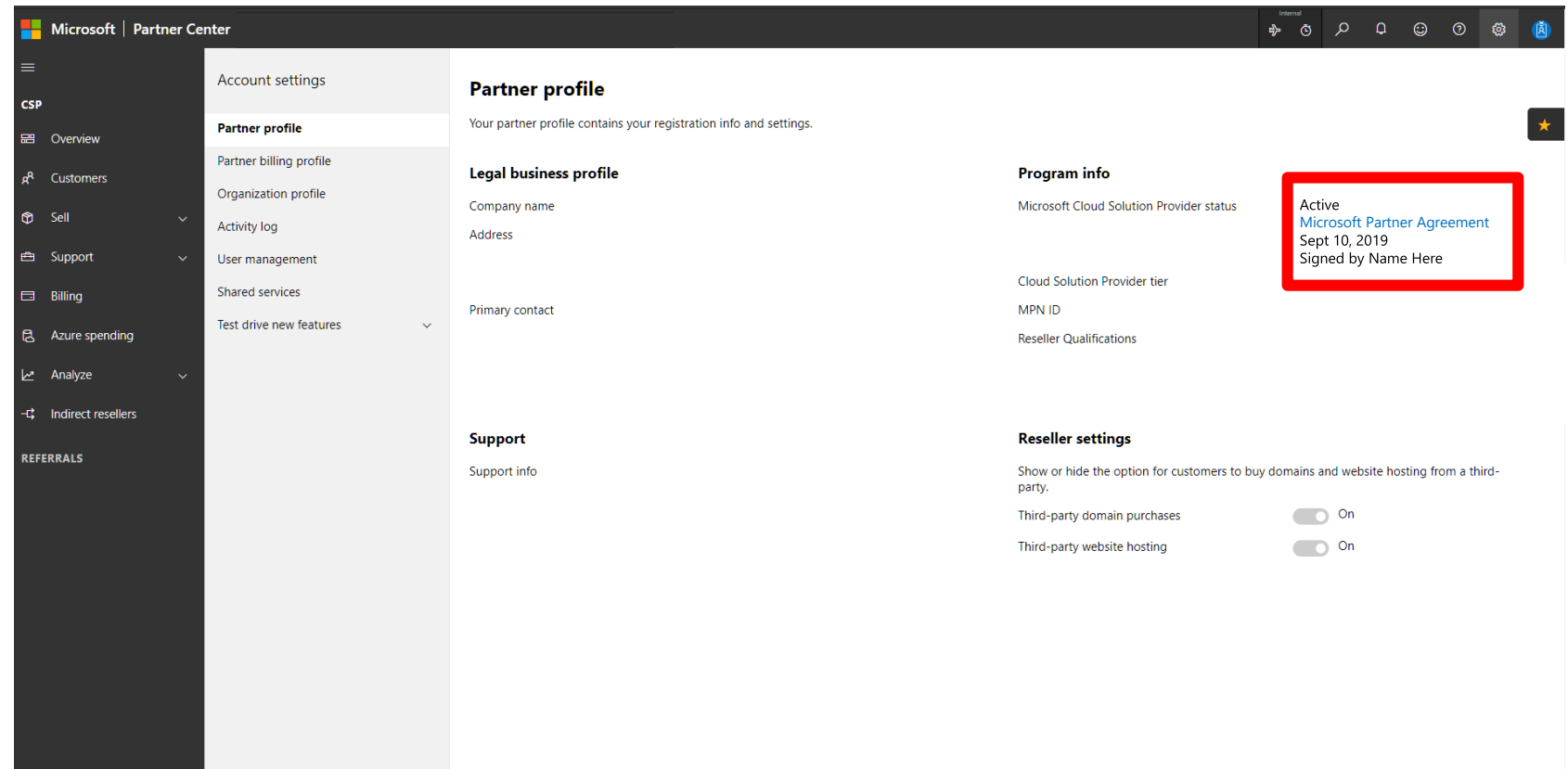
2.3 Proprietary Notices. Neither party will remove any copyright, trademark, patent, or similar notices from the other party's materials without express written consent from the other party.

2.4 Use of Marks. Except as expressly provided in the Agreement, or any separate license agreement that is incorporated into the Agreement by reference, the Agreement does not grant either party any right, title, interest, or license in or to any of trademarks, trade names, trade dress, or logos (collectively, "Marks") of the other party. Company may use Microsoft's corporate name, Microsoft Product names, and trademarks ("Microsoft Marks") in plain text (but not logos, trade dress, designs, or word marks in stylized form) to accurately identify and refer to Microsoft and its technology and services. However, in making such references, Company must refrain from use that is likely to cause confusion about Company's relationship

How do I know if I've signed the Microsoft Partner Agreement?

Within the "Partner profile" section of Partner Center it is possible to confirm:

- Which partner agreement has been accepted.
- When it was accepted.
- Who in your organization accepted the terms.



The screenshot displays the Microsoft Partner Center interface. The left sidebar shows navigation options under 'CSP' and 'REFERRALS'. The main content area is titled 'Partner profile' and includes sections for 'Legal business profile', 'Program info', and 'Reseller settings'. The 'Program info' section is highlighted with a red box, showing the following details:

- Active
- Microsoft Partner Agreement
- Sept 10, 2019
- Signed by Name Here

Onboarding to Partner Center

1. Go to: Open a new browser <https://partner.microsoft.com/en-us/pcv/register/joinnow/enrollment/welcome/valueaddedreseller> to start the CSP onboarding process. Check that you have all the requirements for onboarding, then click **Next** to go to the first step.

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

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Onboarding to Partner Center

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

Note: If you don't already have an account or want to create a new one, click the **Create one** link to set up a Partner Center account. You will then use the newly created credentials from the account form to log in to the enrollment process.

Microsoft | Partner Partner Network Docs Support Dashboard

All Microsoft Search Sign in

Work Account (Azure AD)

Enrollment

MPN ID Association

Sign in with your work account

Select **Sign in** and then enter the user name and password you use to sign in as a global admin for Office 365, Microsoft Azure, or Microsoft Dynamics CRM. [Learn more](#)

2 Sign in

Don't have a work account? [Create one](#)

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.



Sign in

3 | 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.

Enrollment details

Market: United States
Global admin: Test@ .onmicrosoft.com

Legal business profile

Verify or provide your organization's legal business profile details.

Organization name *	<input type="text" value="Legal Business Name"/>	
Address line 1 *	<input type="text" value="123 Legal Business Address"/>	Address line 2 <input type="text"/>
City *	<input type="text" value="Redmond"/>	State/Province * <input type="text" value="Washington"/>
		ZIP/Postal code * <input type="text" value="98052"/>

Primary contact

Provide the details of the person in your organization we should contact about your application. We'll use this information to verify that this person works at your organization.
Important: We don't accept email addresses from Web-based email services such as Gmail, Yahoo! Mail, iCloud Mail, AOL Mail, or Outlook Mail.

Primary contact first name *	<input type="text" value="Primary Contact First Name"/>	Primary contact last name *	<input type="text" value="Primary Contact Last Name"/>
Primary contact email *	<input type="text" value="primarycontactemail@microsoft.com"/>	Phone number *	<input type="text" value="206-555-1212"/>

Customer support info

Provide your customer support information so that customers can easily reach you when they need help.

Support website *	<input type="text" value="www.supportwebsite.com"/>	Support email *	<input type="text" value="support@support.com"/>
Support phone *	<input type="text" value="206-555-1212"/>		

By selecting **Enroll now** below, I confirm that I am authorized to act on my company's behalf and I understand that Microsoft will verify the information I've provided. I acknowledge that my organization is capable of providing administrative and technical support.

Enroll now

Cancel

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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.

Important note:

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, including .onmicrosoft.com addresses, 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 [redacted]@microsoft.com to verify that this email address belongs to your company. [redacted]@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 [redacted]@microsoft.com doesn't get our email, go to **Account Settings** and select **Resend verification email**.

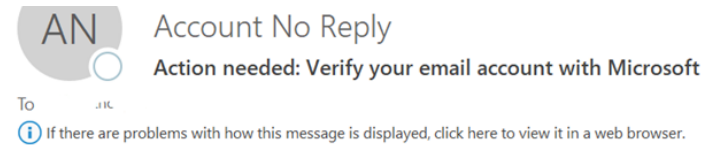
To change the primary contact's email, select **Cancel** and then change the email address to one associated with your company's domain name.

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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.



Hello Test Test,
Verify your email address

You are receiving this email because you (or someone from your organization) recently signed up for a new Partner Center account or updated an existing account using this email address.

Select **Verify email address** below to confirm that you (or someone from your organization) signed up for a new Partner Center account, or updated an existing account using this email address.

Otherwise, select **I do not approve my organization to sign up for a Partner Center account with this email.**

[Verify email address](#)

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[I do not approve my organization to sign up for a Partner Center account with this email](#)

This mailbox is NOT monitored. Please DO NOT reply to this message.

This message includes important information about a Microsoft program, service, or product that your organization currently participates in, subscribes to, or previously purchased.

Microsoft respects your privacy. Please read our [Privacy Statement](#) for more information.

Microsoft Corporation
One Microsoft Way
Redmond, WA 98052 USA

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.

Email successfully verified

Thank you for verifying your email address. We will now continue reviewing your organization's application.

Close

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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.

Note: 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

 ✕ 🔍

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

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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

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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](#)

Onboarding to Partner Center

10. You can check the progress of your legal business entity verification by clicking on **Partner Profile** in **Account Settings**.

The screenshot shows the Microsoft Partner Center dashboard. The top navigation bar includes the word "Dashboard" on the left and the Microsoft logo on the right. A left-hand sidebar contains a menu with four items: "Account settings", "Partner profile", "Organization profile", and "User management". The "Partner profile" item is highlighted with a red circle containing the number "10". The main content area is titled "Partner profile" and contains the following information:

- A heading "Partner profile" followed by the text "Your partner profile contains your registration info and settings."
- A section titled "Legal business profile" with an "Update" link.
- A "Verification status" section showing "Pending".
- A vertical progress indicator with four steps:
 - Verification Started**: Indicated by a green checkmark icon.
 - Email Ownership**: Indicated by a yellow clock icon. Below this step, there is explanatory text: "Verification email sent to primary contact, currently v-dawidn@microsoft.com. The primary contact should verify their email address before we can continue with our review." Below this text are two links: "Wrong email address? [Update primary contact.](#)" and "Email not received?. [Resend verification email.](#)"
 - Employment Verification**: Indicated by a grey circle icon.
 - Business Verification**: Indicated by a grey circle icon.
 - Decision**: Indicated by a grey circle icon.

Note: 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

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

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Onboarding to Partner Center

12. You will then receive an email to let you know that your application has been approved. You'll also be asked 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.



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](#)

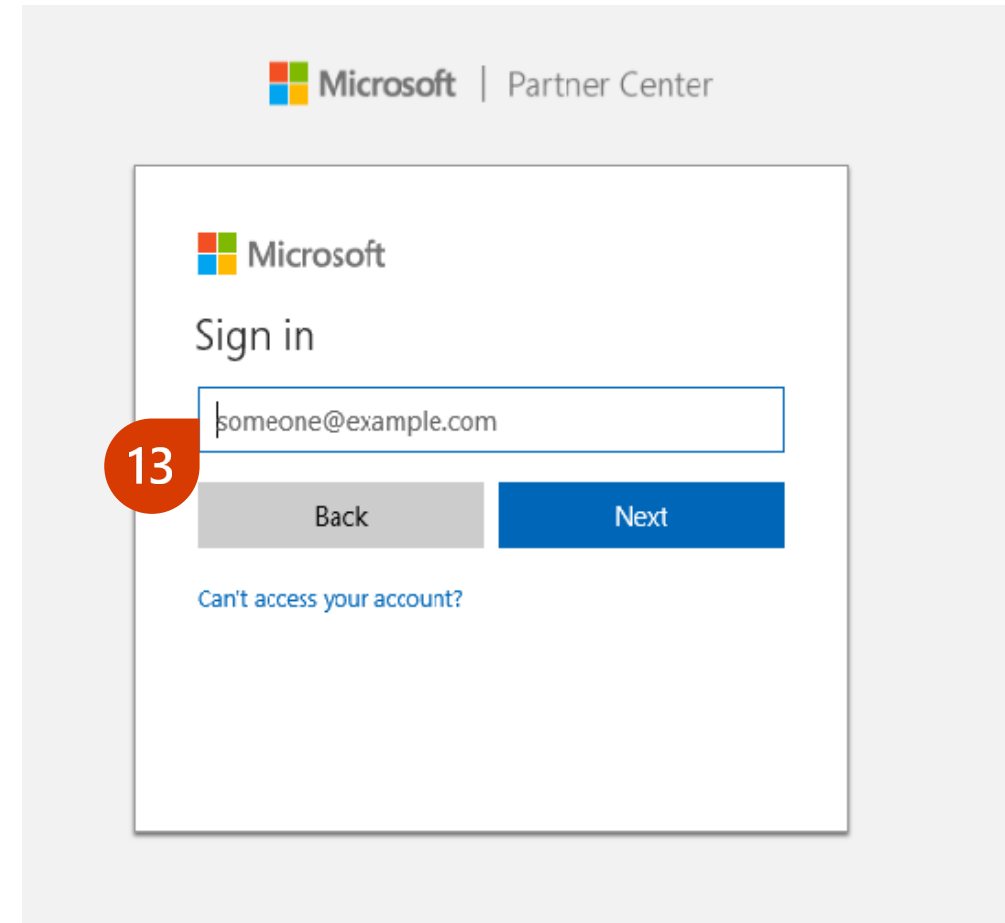
12

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 step will activate your Indirect Reseller account.

Note: 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

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Current tasks

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