Onboarding Steps for the Reseller Registration Portal:
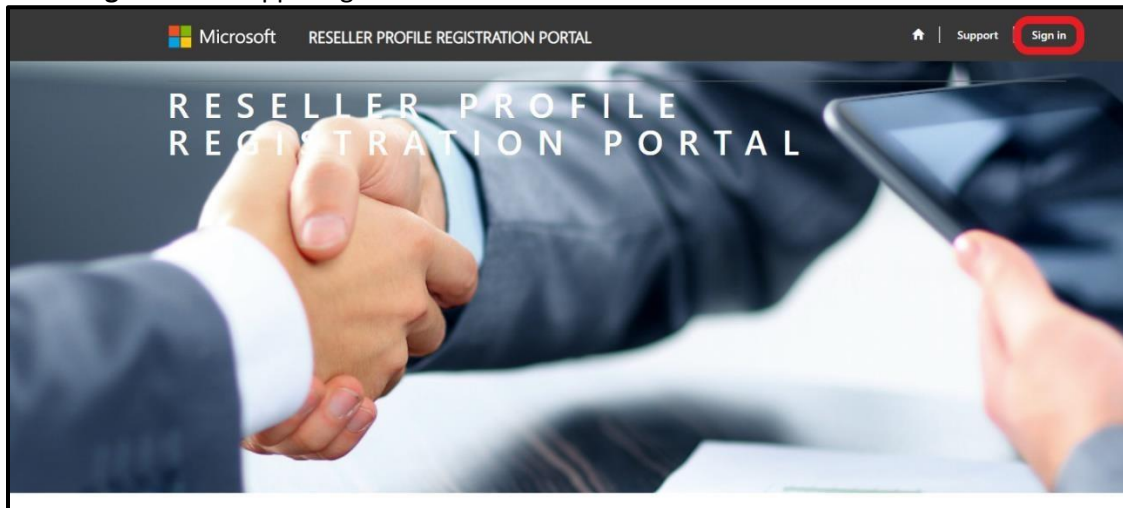
- Open an InPrivate session using Microsoft Edge
- Visit https://reseller.microsoftcrmportals.com
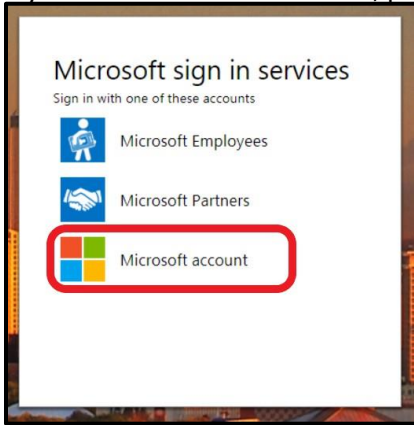- Select **Sign In** in the upper right corner

- Select the appropriate login option based on where your organization's MPN ID is managed. If your organization does not have an MPN ID, please reach out to the **Regional Service Center** for assistance as this is a prerequisite for the program.
- **Note:** If you receive an error when logging in, please ensure the email you are using to sign in with is associated with your organization's MPN ID as that is how the tool authenticates you as a user.
  Note: Having issues with onboard? Contact partnerlifecycle@microsoft.com for assistance. Please include a screenshot or error log and your organization's MPN ID.
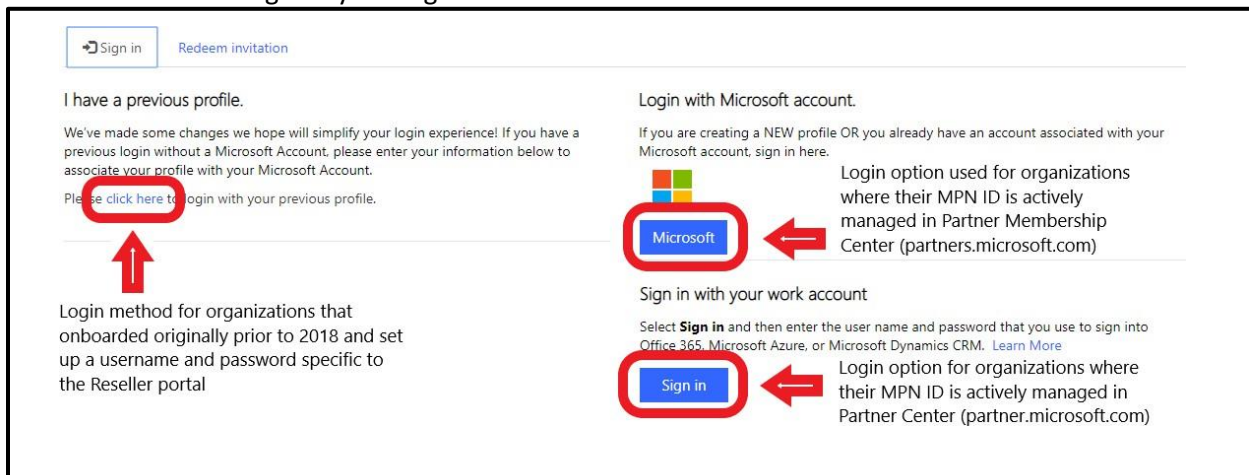
- If you receive the below screen, please select **Personal Account**
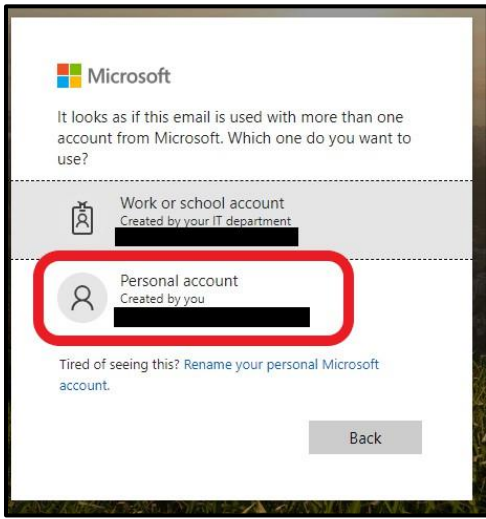
- If you receive the below screen, please select **Microsoft Account**

- Fill out the **User Profile** and select **Save & Next**

- Select **Enroll Organization**

- When you land on the Enrollment form, select your **Organization** and **Location** MPN IDs in the drop-down fields. This will populate most of the required fields. Ensure all are correct and add your **organization's website.**
- Select **Next** to continue

- Input the four required contacts using the **Contact Details** button

- Agree to the terms and conditions
- **Note:** You will need to use the **click here** link to open the terms and conditions and scroll all the way to the bottom before you are able to check the box and proceed.
- Select **Save & Next**

- Use the **Associate** button to request an association to your preferred distributor.
- **Note:** You can select multiple distributors by completing the process for the first then using the associate button to go through the process again.
- Once you see an **In-review** status, the onboarding is complete and your request will begin the approval process

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