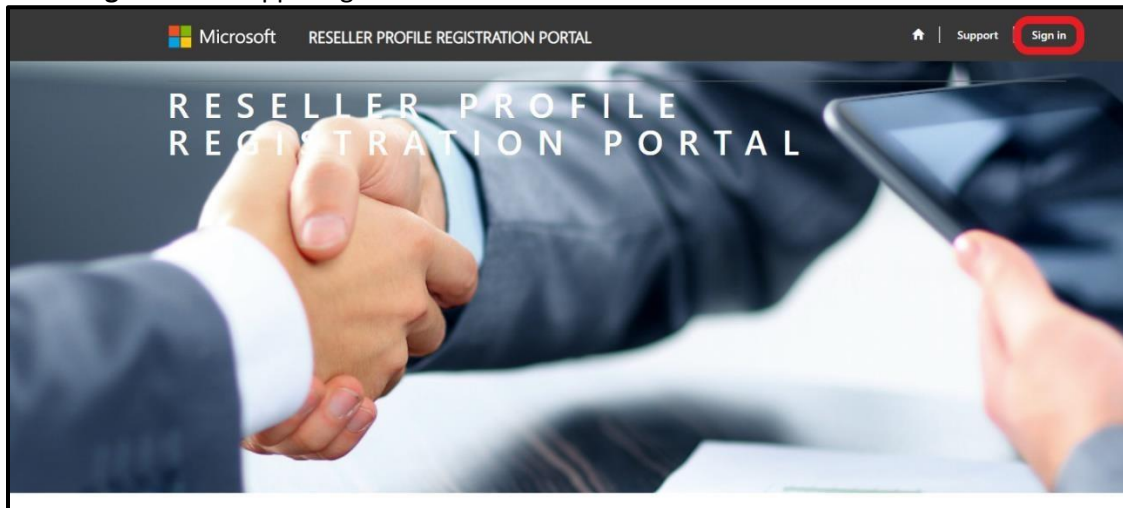
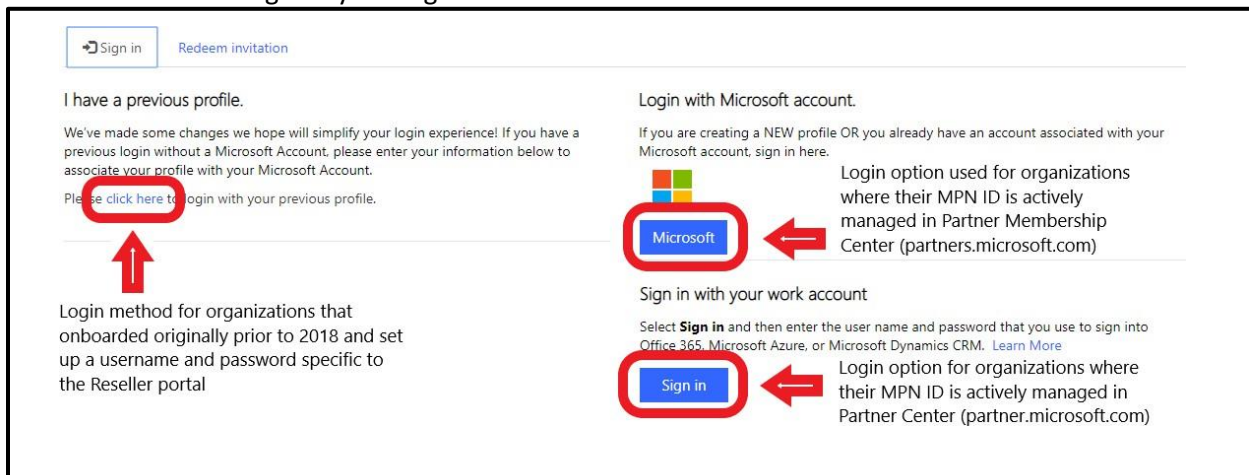


Onboarding Steps for the Reseller Registration Portal:

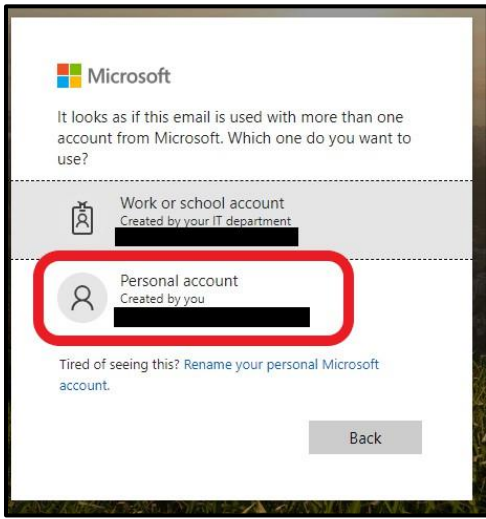
- Open an InPrivate session using Microsoft Edge
- Visit <https://reseller.microsoftcrmportals.com>
- Select **Sign In** in the upper right corner



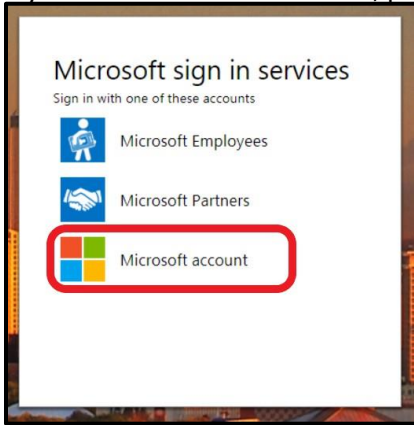
- Select the appropriate login option based on where your organization's MPN ID is managed. If your organization does not have an MPN ID, please reach out to the [Regional Service Center](#) for assistance as this is a prerequisite for the program.
- **Note:** If you receive an error when logging in, 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**

A screenshot of a 'User Profile' form. The title is 'Please provide some information about yourself.' Below the title is a message: 'You must complete your profile before using the features of this website.' The form is titled 'Your Information' and includes fields for 'First Name', 'Last Name', 'E-mail', and 'Business Phone'. The 'First Name' and 'Last Name' fields are marked as required. At the bottom left, there is a 'Save & Next' button highlighted with a red rounded rectangle.

- Select **Enroll Organization**

A screenshot of the 'Partner Enrollment List' page. It features a search bar and an 'Enroll Organization' button highlighted with a red rounded rectangle. Below the search bar is a table with columns for 'Legal Company Name', 'MPN Organization Partner ID', and 'MPN Location/HQ ID'. A message at the bottom states 'There are no records to display.'

- 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

Company Details

Legal Company Name *

Company Tax ID

MPN Organization Partner ID *

MPN Location/HQ ID *

DBA Name

Legal Business Profile

Company Address Line 1 *

Company Address Line 2

City Name *

State/Province *

Region *

Country *

ZIP/Postal Code *

Website *

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Next

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

Partner Contacts

Partner Contacts

Portal - All Contacts **Contact Details**

Product ↑	Contact Type	Name	Email	Mobile
There are no records to display.				

- 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**

To submit your application to become a reseller, please [click here](#) to read through the associated terms & conditions.

I have read and agree to the Terms & Conditions to become a reseller.

[Privacy Statement](#)

Ensure you complete details and see all the four contact details BEFORE you go the next step.

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

Distributors

Associate

Name ↑	Product	Submitted On	Associated Partner	Associated Partner Type	Reseller Status	Distributor Country	Reseller Country
There are no records to display.							

Having issues with onboard? Contact partnerlifecycle@microsoft.com for assistance. Please include a screenshot or error log and your organization's MPN ID.