



## CSP Partner Center Dashboard Setup

The purpose of this guide is to help you navigate your Partner Center. You can manage your clients Office 365 accounts, become part of the CSP Program or even manage any Incentives you might be eligible for. Please note that this guide and the contents within are subject to change.

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- Qualify for Incentives

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- Enroll in Incentive Programs

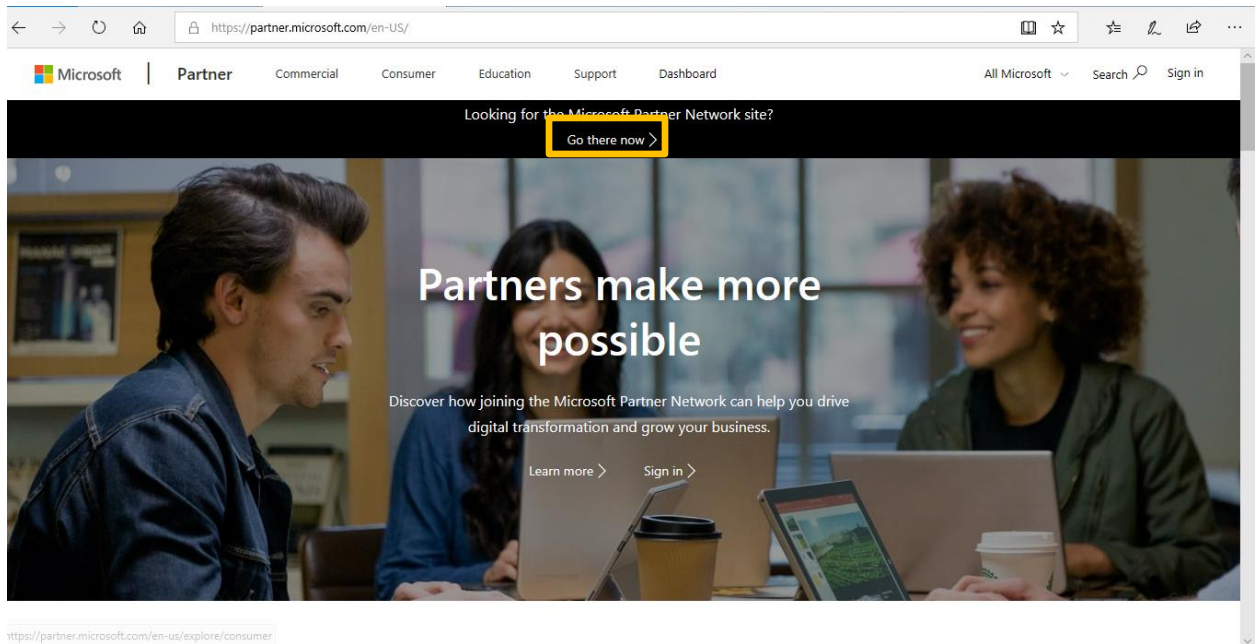
- View payouts



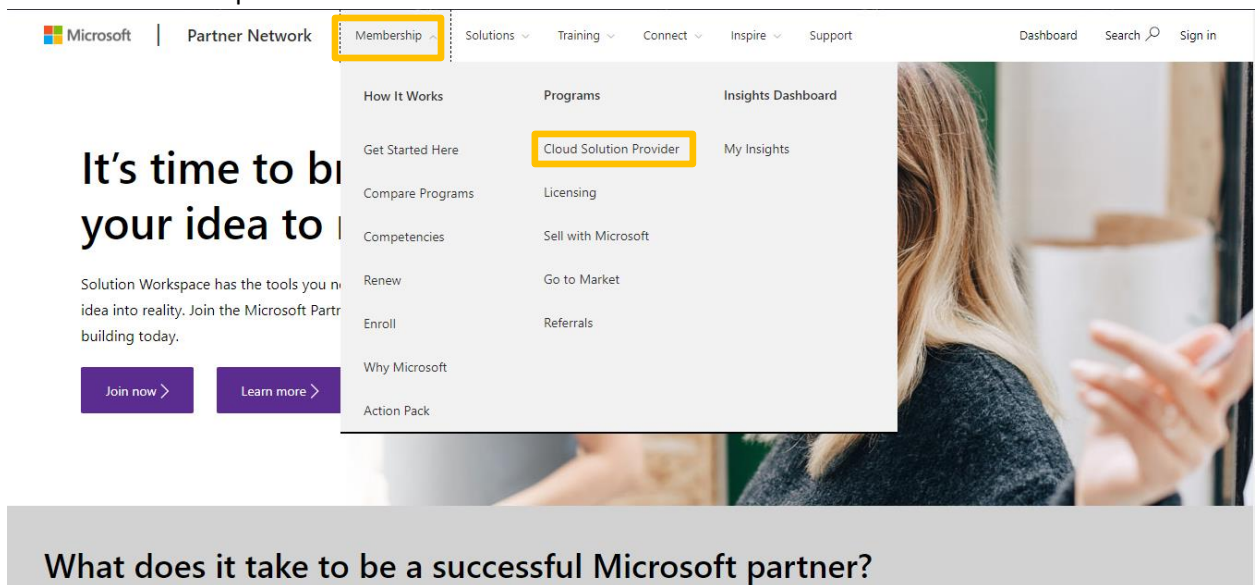
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## CSP Partner Center Dashboard Setup

1. Log into [partner.microsoft.com](https://partner.microsoft.com) with partner top-level credentials. Typically, the credentials created when signing up for MPNID.



2. Select “Membership” and then “Cloud Solution Provider”.

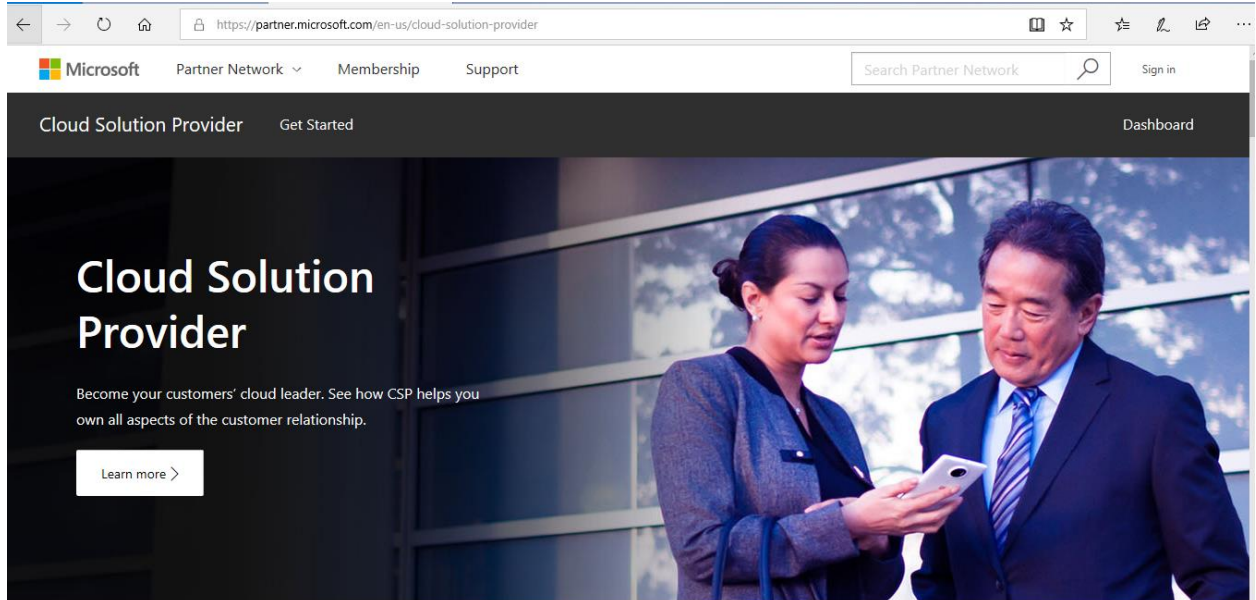




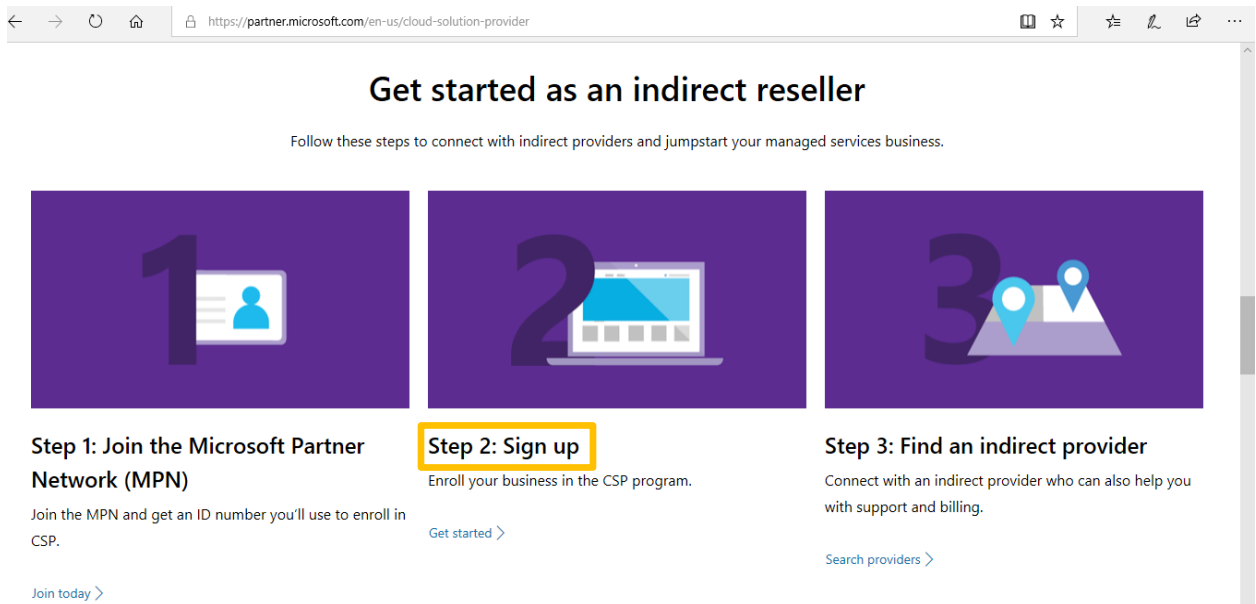
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## CSP Partner Center Dashboard Setup

3. You will be taken to the CSP portal for Microsoft Partners.



4. From here you will scroll down until you 'Get Started as Indirect Reseller' and select Step 2: Sign Up. (This is assuming that the partner already has a valid MPNID)





## CSP Partner Center Dashboard Setup

- You will be directed to the page below where Microsoft will present all the information that is required to enroll in the CSP program. You will click next once you are ready and have gathered all the necessary information.

← → ↻ 🏠 <https://partner.microsoft.com/en-us/pcv/register/joinnow/enrollment/welcome/valueaddedreseller> 📄 ☆ ⚙️

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### 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

- After hitting 'Next' you will be prompted to sign in with your Global Admin credentials for Office 365 or Azure account. If you have never created a work account, then you can create a new one and use that to sign in to the partner center dashboard.

← → ↻ 🏠 <https://partner.microsoft.com/en-us/pcv/register/joinnow/aadworkaccountinfo/valueaddedreseller/migrate?cloudinstance=global> 📄 ☆ ⚙️

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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](#)

**Sign in**

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



## CSP Partner Center Dashboard Setup

- Once you have successfully signed in you will be asked to Complete Legal Business Profile and then click 'Enroll' at the bottom of the page. You will be sent a verification email once complete.

### Legal business profile

Registered details of your business. If your company is in multiple countries, registered details for your primary place of business. Microsoft uses these details to validate your enrollment.

Country/region [Why can't I change this?](#)

United States

Company name \*

Wraj Records

Address line 1 \*

6400 Fiddlers Green

Address line 2

City \*

Greenwood Village

State/Province \*

Colorado

ZIP/Postal code \*

80111

Primary contact first name \*

Nick

Primary contact last name \*

Ross

Primary contact email \*

Phone number \*

7777777777

- Next it will ask you to associate your MPNID to your partner center account. Your MPNID will be pre-populated and all you will have to do is select it or you will need to type in your 7-digit MPNID to associate.

### 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.

For additional assistance, contact [Microsoft support](#).

Select the location to associate to this account

Enter your MPNID

Continue

Skip for now



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## CSP Partner Center Dashboard Setup

9. You will be re-directed to the new Partner Center Dashboard and asked to sign out and then sign back into the new Partner Center Dashboard. Navigate to [partnercenter.microsoft.com](https://partnercenter.microsoft.com) then click on 'Dashboard'.

The screenshot shows the Microsoft Partner Center Dashboard. At the top, the Microsoft logo is followed by a navigation bar with links: Partner, Partner Network, Docs, Support, and Dashboard (which is highlighted with a yellow box). Below the navigation bar, there are links for Share, Dark, and Sign in. The main content area is titled 'Welcome to Partner Center' and includes a paragraph about the dashboard's purpose. On the left, there is a sidebar with a 'Filter by title' search bar and a list of links under the heading 'About the Microsoft Partner Center'. The main content area also features three sections: 'Announcements' with a 'Sign in now' link, 'Yammer' with a 'Join the community' link, and 'API and SDK Early Adopter Program' with a 'Get started' link. At the bottom, there is a 'What's new' section with a link to 'Get the latest info about new features, benefits, offers, and opportunities to grow your business.' A small feedback box in the bottom right corner asks 'Is this page helpful?' with 'Yes' and 'No' buttons.

Microsoft | Partner Partner Network Docs Support **Dashboard** All Microsoft

Share Dark Sign in

Filter by title

### Welcome to Partner Center

Microsoft Partner Center is your one-stop location for managing your end-to-end relationship with Microsoft. It has tools and resources to help you transact and grow your business, including membership options, customer referrals and the Cloud Solution Provider (CSP) program. Find out about best practices for managing your account, connecting with customers, buying an Action Pack subscription, and enrolling in an incentives program in the Partner Center help library.

**About the Microsoft Partner Center**

- > Partner network membership
- > Cloud Solution Provider
- > Manage your Partner Center account
- > Grow your business
- > Billing and taxes
- > Connect with customers
- > CSP offers
- > Partner Center data and analytics
- > Work with other partners
- > Get support from Microsoft
- > Provide support to your customers

**Announcements**  
Sign in to Partner Center dashboard to discover late breaking changes and news.  
[Sign in now](#)

**Yammer**  
Stay in touch through our Yammer community.  
[Join the community](#)

**API and SDK Early Adopter Program**  
Get access to workshops, new features, and support from subject matter experts.  
[Get started](#)

### What's new

Get the latest info about new features, benefits, offers, and opportunities to grow your business.

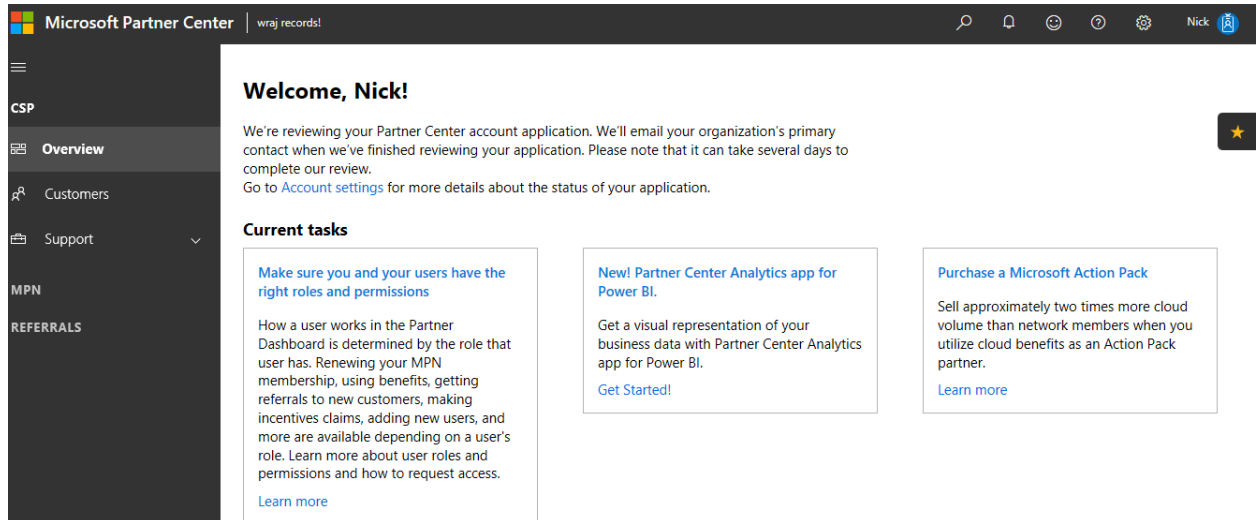
[Download PDF](#)  
<https://docs.microsoft.com/en-us/partner-center/>

Is this page helpful?  
[Yes](#) [No](#)

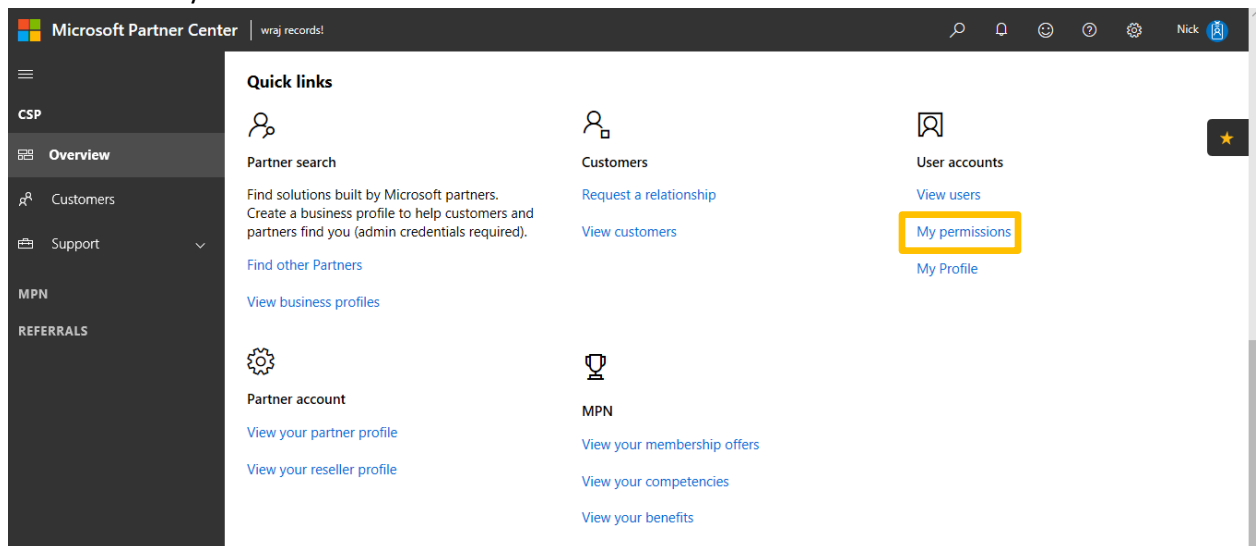


## CSP Partner Center Dashboard Setup

10. You will be directed to the Partner Center Dashboard where you can perform several tasks, including inviting your current customers into the portal for centralized management.



11. On the home page of the partner center dashboard scroll down until you see 'User Accounts' and click on 'My Permissions'.

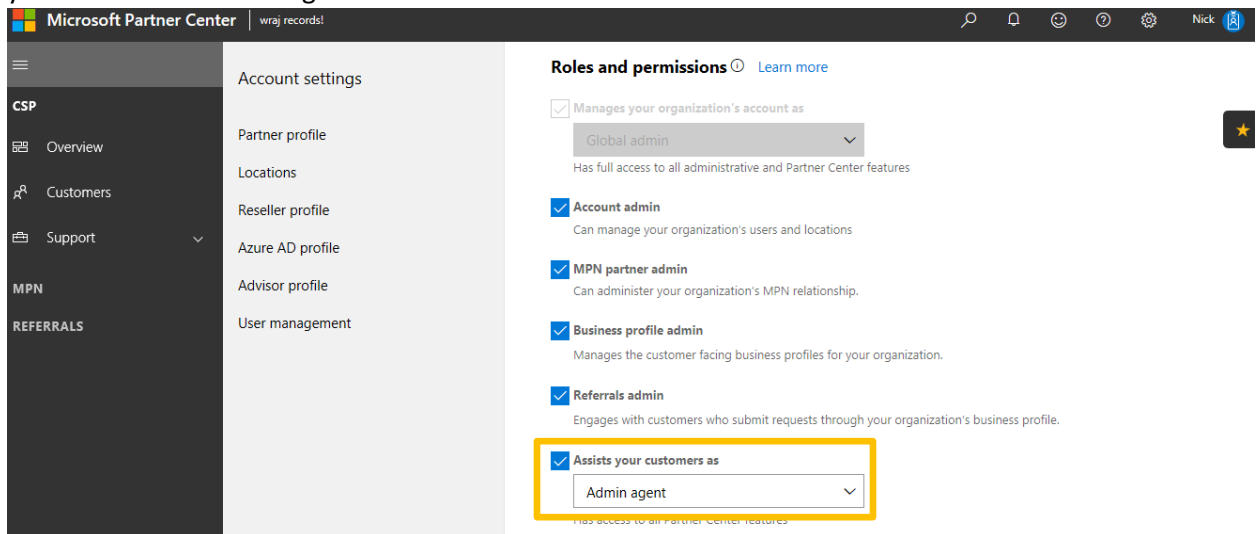




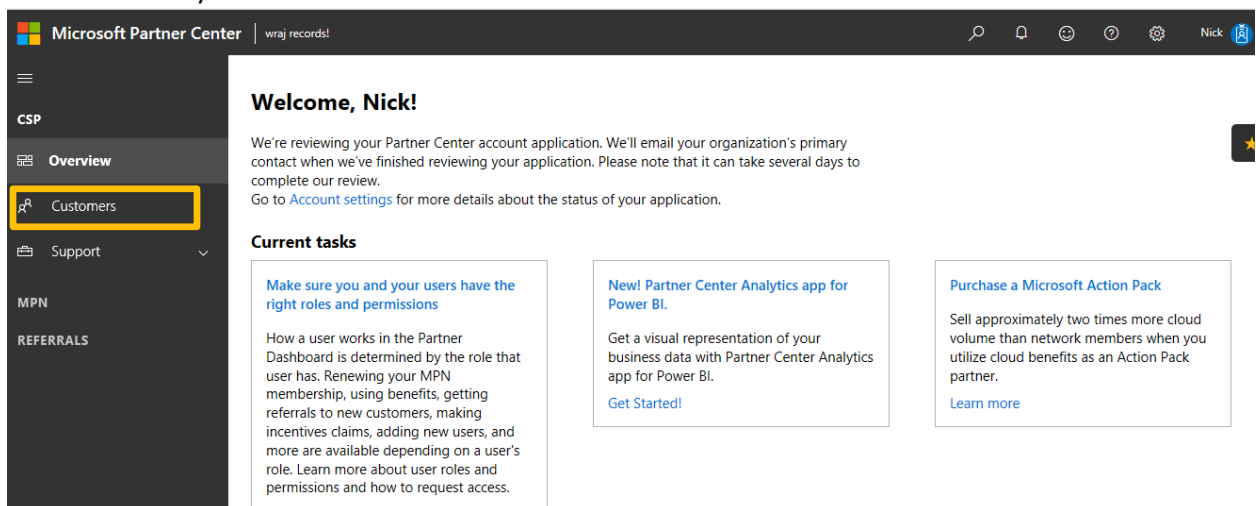


## CSP Partner Center Dashboard Setup

12. In order to have the ability to add Customers into this partner portal, you will need to be given the correct permissions. You will want to select all checkboxes and **most importantly** add yourself as and 'Admin Agent' in the bottom.



13. Once you add the correct permissions, you will need to sign out and sign back into the Partner Dashboard and you will see 'Customers' added under the CSP tab to the left.



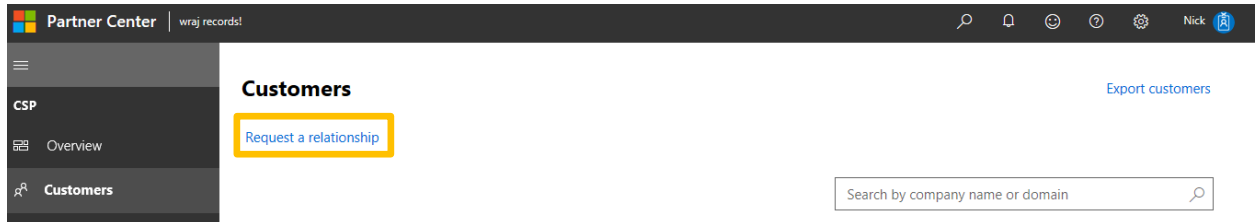




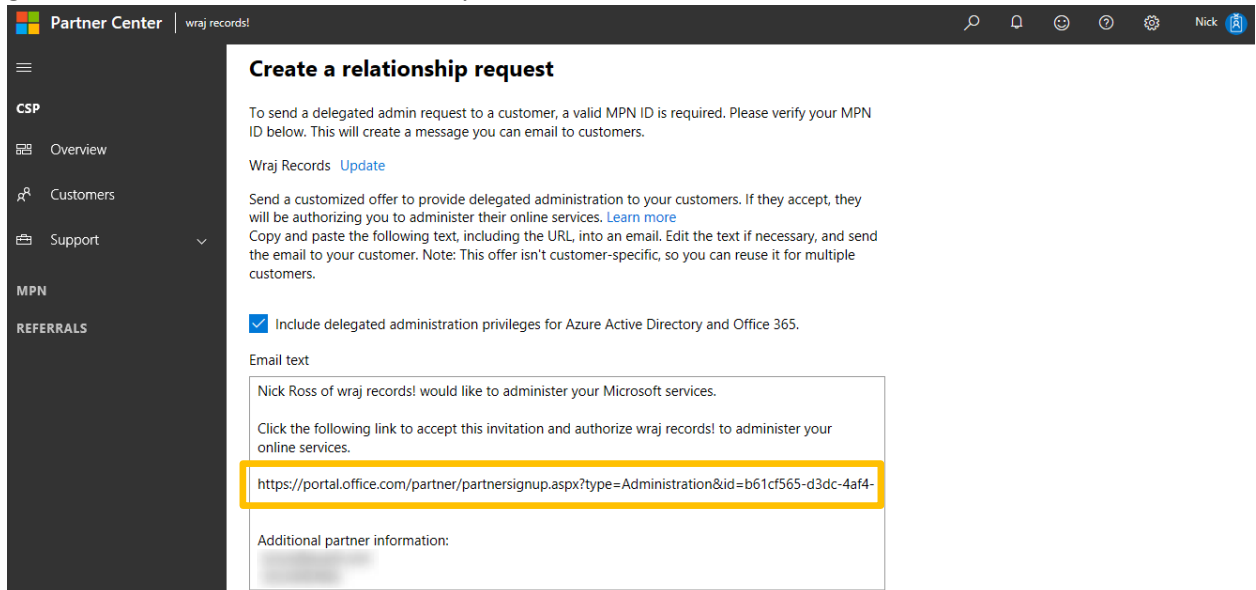
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## CSP Partner Center Dashboard Setup

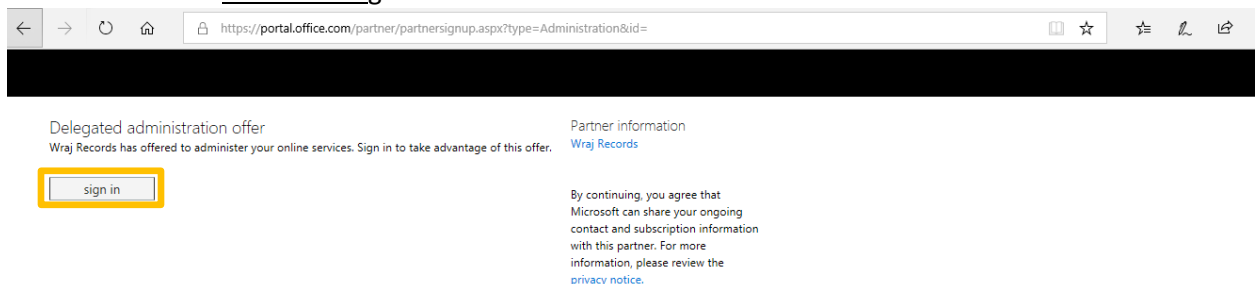
14. Click on the 'Customers' tab to add your existing clients to the Partner dashboard. Then select 'Request a Relationship'.



15. This will generate a templated email that contains the delegated admin link that is needed to add your customer to the partner dashboard. You will also need to input your MPNID to generate the link that is associated to your account.

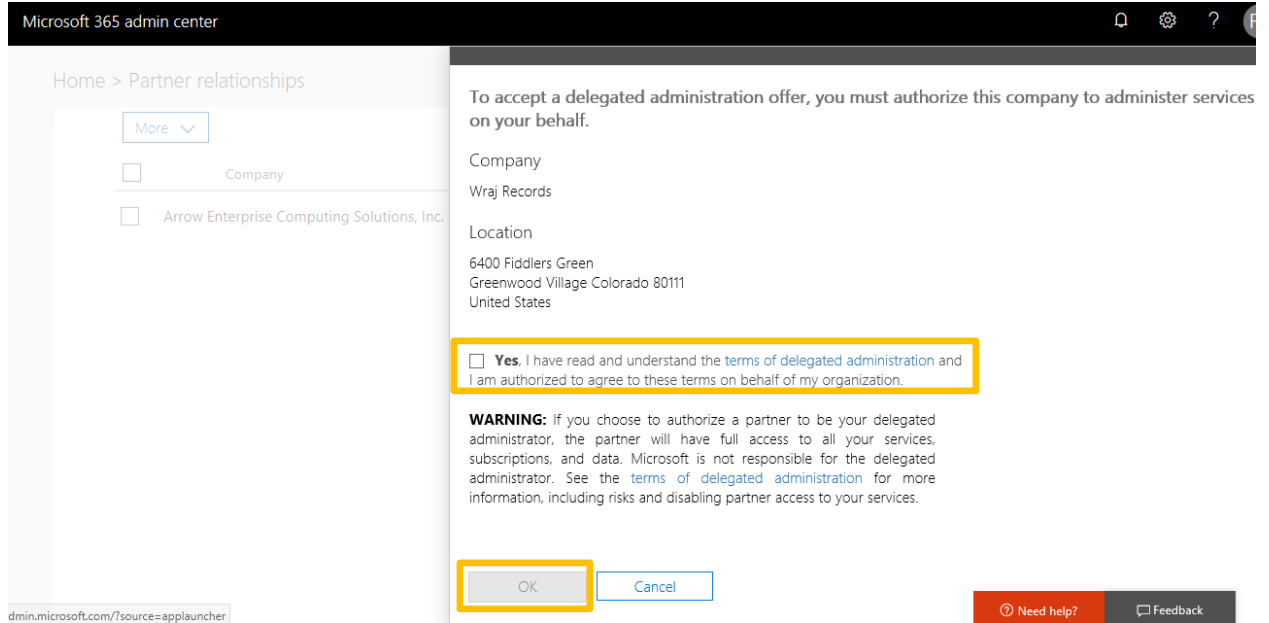


16. To invite your customer into the partner dashboard, you will need to copy and paste the link above into an incognito or private window. This is to prevent automatically signing into the wrong account. You will be prompted to sign in to a Microsoft account and this is where you will need to enter the **Customer's** global admin credentials.



## CSP Partner Center Dashboard Setup

17. A window will open and prompt you to Accept the delegated admin request on behalf of your customer.



The screenshot shows the Microsoft 365 admin center interface. On the left, the 'Partner relationships' section is visible with a 'More' dropdown and a list of companies, including 'Arrow Enterprise Computing Solutions, Inc.'. The main content area displays a consent prompt for 'Wraj Records'. The prompt includes the following text:

To accept a delegated administration offer, you must authorize this company to administer services on your behalf.

Company  
Wraj Records

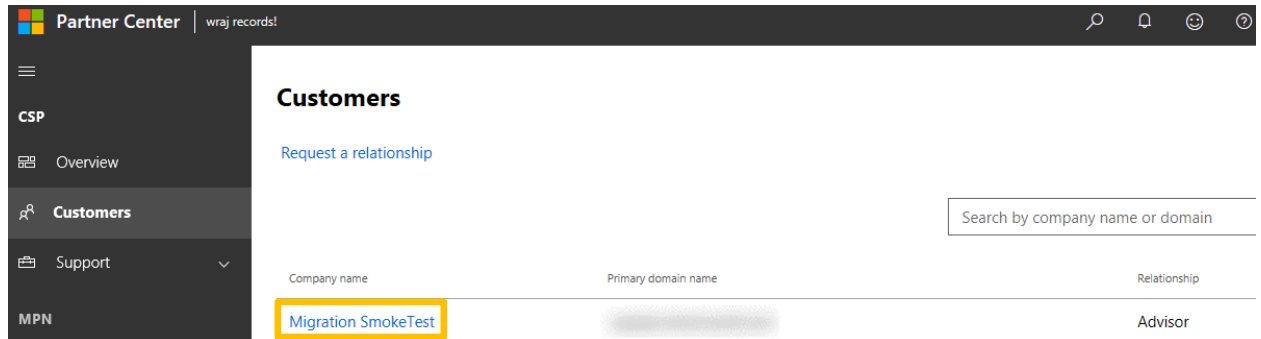
Location  
6400 Fiddlers Green  
Greenwood Village Colorado 80111  
United States

☐ Yes. I have read and understand the [terms of delegated administration](#) and I am authorized to agree to these terms on behalf of my organization.

**WARNING:** If you choose to authorize a partner to be your delegated administrator, the partner will have full access to all your services, subscriptions, and data. Microsoft is not responsible for the delegated administrator. See the [terms of delegated administration](#) for more information, including risks and disabling partner access to your services.

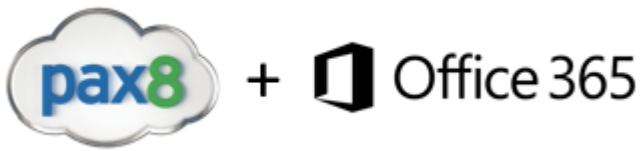
At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a yellow box. In the bottom right corner, there are 'Need help?' and 'Feedback' links.

18. You will receive a successful message and this customer will have been added to your Partner Center dashboard. Navigate back to the partner center dashboard and verify that the customer now shows up under the 'Customers' tab.



The screenshot shows the Microsoft Partner Center dashboard. The left sidebar contains navigation links: 'CSP', 'Overview', 'Customers' (selected), 'Support', and 'MPN'. The main content area is titled 'Customers' and includes a 'Request a relationship' link. Below this is a search bar labeled 'Search by company name or domain'. A table lists the customers, with the first entry highlighted by a yellow box:

Company name	Primary domain name	Relationship	Advisor
Migration SmokeTest			



## CSP Partner Center Dashboard Setup

19. You can manage this customer from your Partner Center Dashboard by clicking on the customer name. You will see a list of all available admin centers that you can now login to directly from here. The most common is the Office 365 admin center.

The screenshot shows the Microsoft Partner Center dashboard for a customer named 'wraj records!'. The left sidebar contains navigation links for CSP, Overview, Customers, Support, MPN, and REFERRALS. The main content area is divided into three sections: 'Migration SmokeTest', 'Service management', and 'Service health'.

**Service management**

**Administer services**

- [Azure Active Directory](#)
- [Exchange](#)
- [Skype for Business](#)
- [Office 365](#)**
- [Office 365 Planner](#)
- [Azure Rights Management](#)
- [Intune](#)
- [SharePoint](#)
- [Sway](#)
- [Teams](#)
- [Microsoft Azure Management Portal](#)
- [Azure IoT Central](#)

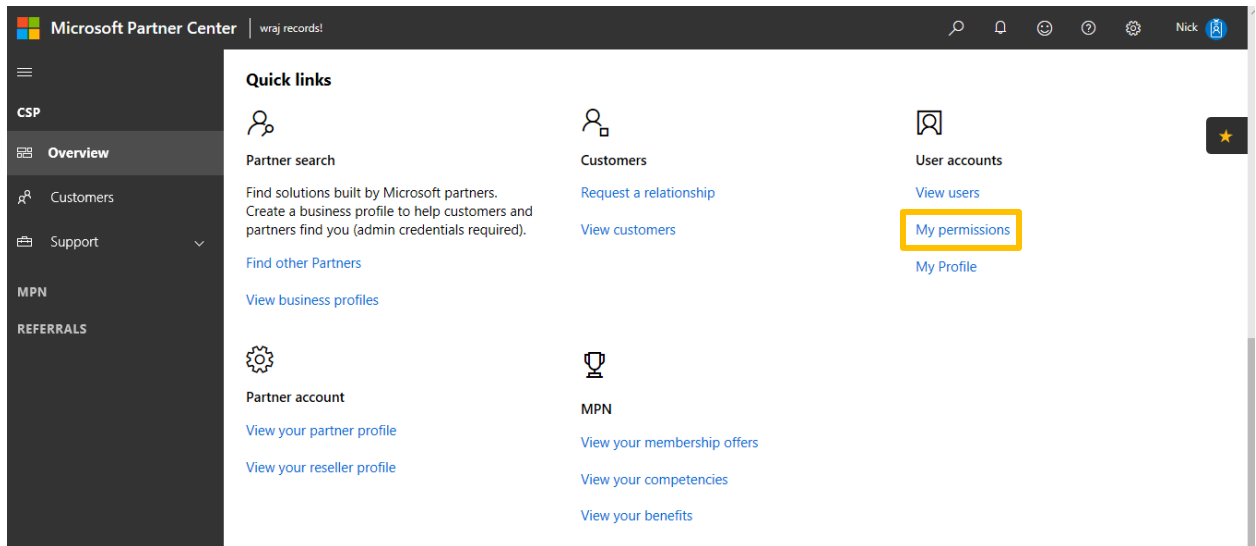
**Service health**

Service	Severity
<a href="#">Office 365 Portal</a>	<span style="color: red;">△</span> critical
<a href="#">SharePoint</a>	<span style="color: red;">△</span> critical
<a href="#">Skype for Business</a>	<span style="color: red;">△</span> critical
<a href="#">Dynamics CRM Online</a>	normal
<a href="#">Exchange Online</a>	normal
<a href="#">Identity Service</a>	normal
<a href="#">Microsoft Dynamics Marketing</a>	normal
<a href="#">Mobile Device Management</a>	normal
<a href="#">Office Subscription</a>	normal

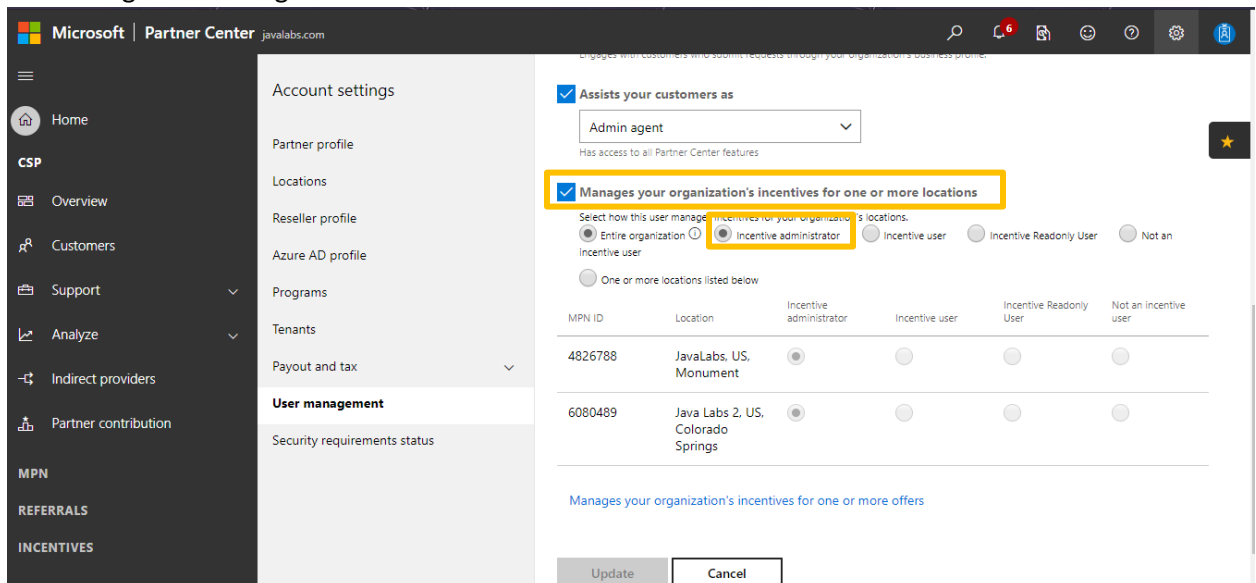
20. Your Partner Center is now fully set up and you can add all of your existing Microsoft customers for centralized management.

## CSP Partner Center Dashboard Setup

21. Setup Incentives in Partner Center by Creating “Incentive Administrators”. On the home page of the partner center dashboard scroll down until you see ‘User Accounts’ and click on ‘My Permissions’.



22. Select the option to Manage incentives and then “Incentive Administrator” and update. You will have to sign out and sign back in.





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## CSP Partner Center Dashboard Setup

23. After signing back in, select the CSP > Overview tab. You will see a Pending Invitation to your Incentives Dashboard. Select “Get Started”.

Microsoft Partner Center javalabs.com

Home CSP Overview Customers Support Analyze Indirect providers Partner contribution MPN REFERRALS INCENTIVES

**Partner Security Requirements**  
Effective August 1, 2019, all partners are contractually required to enforce MFA for all tenant users and adopt the Secure Application Model when accessing Partner Center APIs. Non-compliance may result in your inability to transact and provide administrative services. Click [here](#) for more information. This message only indicates the security requirements; click [here](#) to see your status.

**Welcome, Joann Curci!**

**Current tasks**

**Let us connect you with customers!**  
Customers need expertise like yours to help implement Microsoft products and solutions. Let's get you connected. Add your info, and you'll appear in customer searches.  
[Learn more](#)

**Find a provider**  
Get your technology solutions to market quickly by partnering with indirect providers who have the infrastructure to provide a robust level of customer billing and support, and empower you to offer a broad selection of Microsoft's cloud solutions and services.  
[Learn more](#)

**New! Partner Center status**  
Get Real-time status on Partner Center Website Operations.  
[View now](#)

**Pending incentives program invitations**  
You have a pending incentive program invitation. As the incentives admin, sign your company up to complete activities that will earn incentives from Microsoft.  
[Get Started!](#)

24. Here you will be brought to an Overview page of your Incentives. Be sure to Enroll in any programs that apply to you. The Programs associated with “CSP Indirect Reseller” are for backend rebates.

Microsoft | Partner Incentives

Manage bank and tax profile

**Overview**  
A summary of your incentive programs.

**INCENTIVE MANAGEMENT**  
Overview Programs Co-op management

**All incentive programs** Action required (0)

Program name	Location	Status
CSP Indirect Provider	Fremont, US MPN: 1540401	Enrolled
Advisor Sell	Fremont, US MPN: 1540401	Enrolled
Accelerated Growth Incentives	Fremont, US MPN: 1540401	Enrolled
CSP Direct Partner	Fremont, US MPN: 1540401	Enrolled
CSP Indirect Reseller	Fremont, US MPN: 1540401	Enrolled
Surface ADD PC	Fremont, US MPN: 1540401	Enrolled
Surface ADD Hub	Fremont, US MPN: 1540401	Enrolled
Azure Incentives	Fremont, US MPN: 1540401	Enrolling
Authorized Distributor - EduWins	Fremont, US MPN: 1540401	Enrolled
Authorized Distributor - Software	Fremont, US MPN: 1540401	Enrolled
Authorized Distributor - ProWins	Fremont, US MPN: 1540401	Enrolled