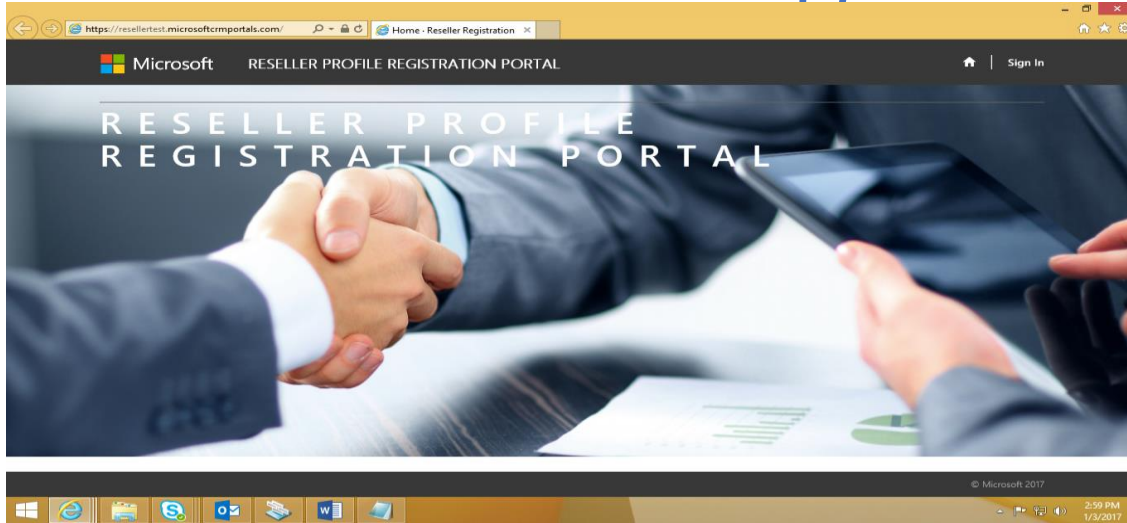


Step-by-step Process Guidance



DMP: Portal Registration Step by Step



<https://reseller.microsoftcrmpportals.com/>

For a **current user** with a previous profile, **Sign In** with the **User Name** and **Password**.

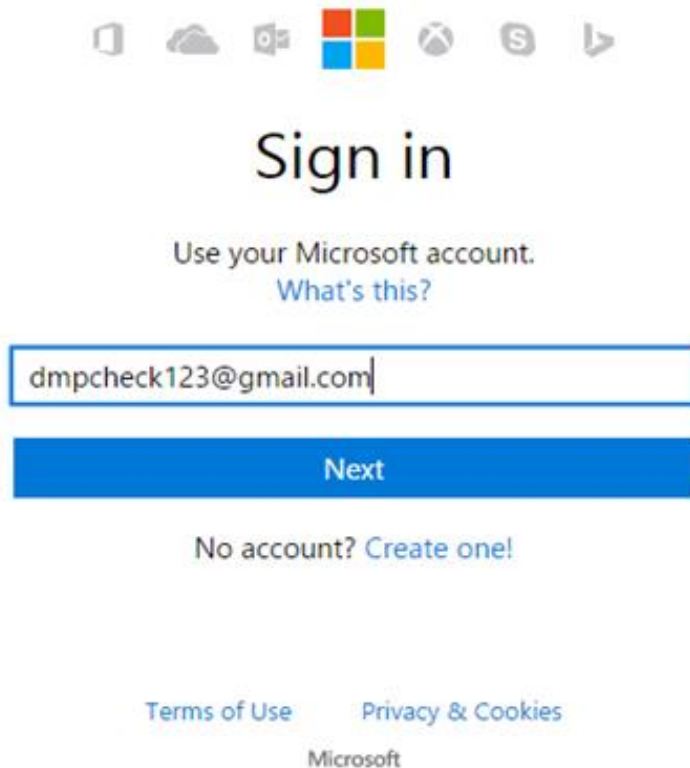
For a **new user**, **Login with Microsoft Account** by clicking on the Microsoft button and enter you Microsoft Live ID and Password.

*Ensure this **Microsoft Live ID** is the **same ID** that is used to log-into the <https://partners.microsoft.com> to associate to your MPN ID's

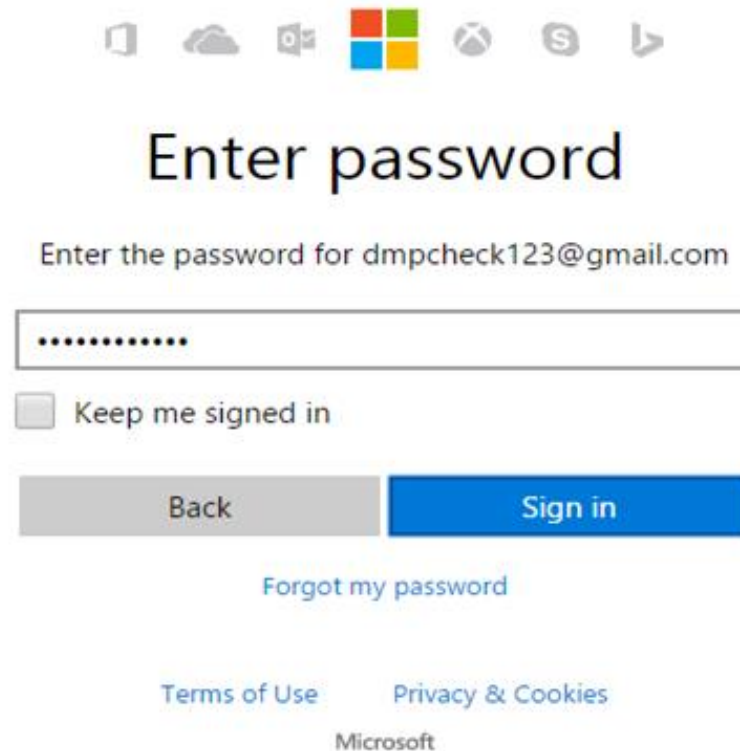
Open link to [Reseller Profile Registration Portal](#) and click “**Sign In**” at the top right corner.

A screenshot of the login page of the 'RESELLER PROFILE REGISTRATION PORTAL'. The page has a dark header with the Microsoft logo and 'RESELLER PROFILE REGISTRATION PORTAL' text. Below the header is a navigation bar with 'Sign In' and 'Redeem Invitation' links. The main content area has two sections: 'I have a previous profile.' and 'Login with Microsoft account.' The 'I have a previous profile.' section has a message about login changes and a form with 'Username' and 'Password' fields, a 'Remember me?' checkbox, and 'Sign In' and 'Forgot Your Password?' buttons. The 'Login with Microsoft account.' section has a message about creating a new profile or logging in with an existing account, a Microsoft logo, and a 'Microsoft' button.

DMP: Portal Registration Step by Step



The screenshot shows the 'Sign in' page of the DMP portal. At the top, there is a navigation bar with icons for various services. Below the navigation bar, the heading 'Sign in' is displayed. Underneath, it says 'Use your Microsoft account.' followed by a link 'What's this?'. A text input field contains the email address 'dmpcheck123@gmail.com'. Below the input field is a blue button labeled 'Next'. At the bottom, there is a link 'No account? Create one!' and footer links for 'Terms of Use', 'Privacy & Cookies', and the 'Microsoft' logo.

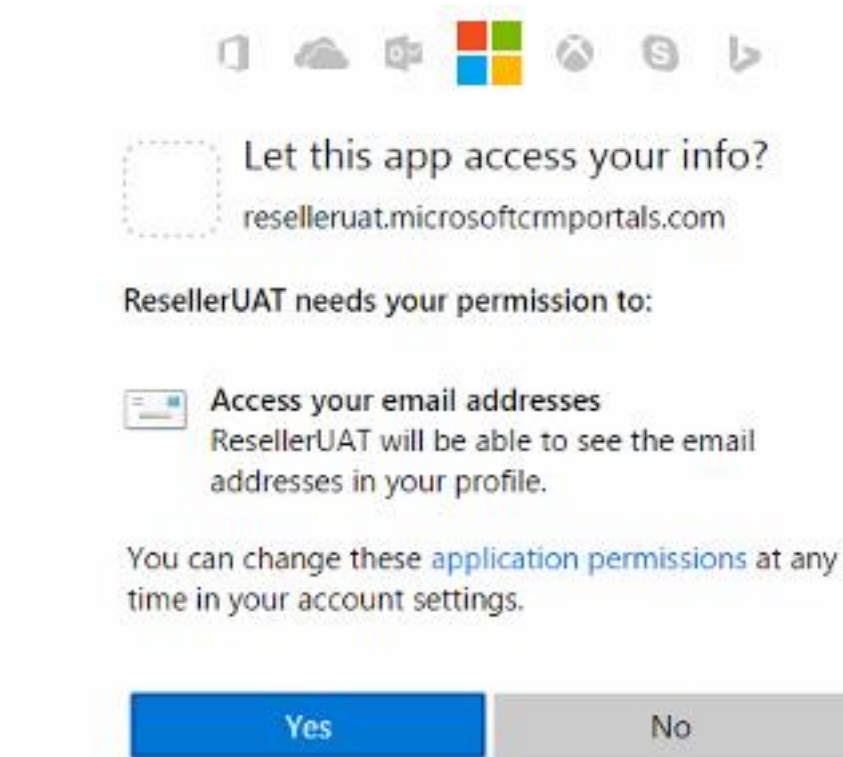


The screenshot shows the 'Enter password' page of the DMP portal. At the top, there is a navigation bar with icons for various services. Below the navigation bar, the heading 'Enter password' is displayed. Underneath, it says 'Enter the password for dmpcheck123@gmail.com'. A password input field is shown with masked characters. Below the input field is a checkbox labeled 'Keep me signed in'. At the bottom, there are two buttons: a grey 'Back' button and a blue 'Sign in' button. Below the buttons is a link 'Forgot my password' and footer links for 'Terms of Use', 'Privacy & Cookies', and the 'Microsoft' logo.

Enter your **Microsoft Live ID** and **Password**.
Click on **Sign in** button.

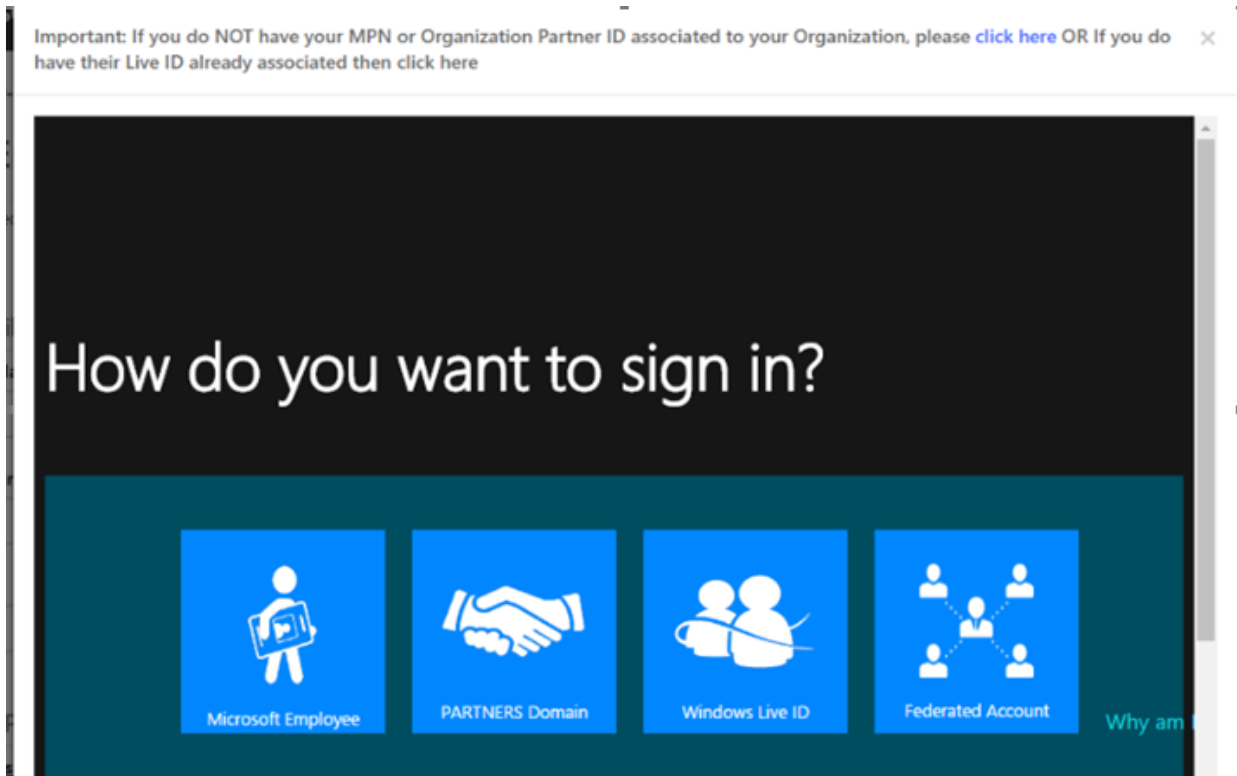
If you NOT have a Microsoft Live ID, please click the **Create one!** button. See [Appendix 1](#) to see the **Form** to complete.

DMP: Portal Registration Step by Step



Click the **Yes** button.

DMP: Portal Registration Step by Step



You will then be directed to the **Enrollment Form**.


A pop-up window will appear to retrieve the MPN Organization ID and Location ID:

- If you have already associated your Live ID to the MPN ID's then click **Window Live ID Tile** and then **Next**.
- If you do **NOT** have your Live ID previously associated, especially if you have created a new Live ID during Sign In please tick the [click here](#) text in the portal. A new Tab will open to assist with association to the MPN- [Appendix 2-1](#). Upon completion, go to the step above.
- For error, please refer to the next slide.

DMP: Portal Registration Step by Step

Partner-Enrollment Form

* indicates Required field

 Your Microsoft Account (Windows Live Id) is not associated to any MPN Organization.

Company Details

Legal Company Name *

MPN Organization Partner ID *

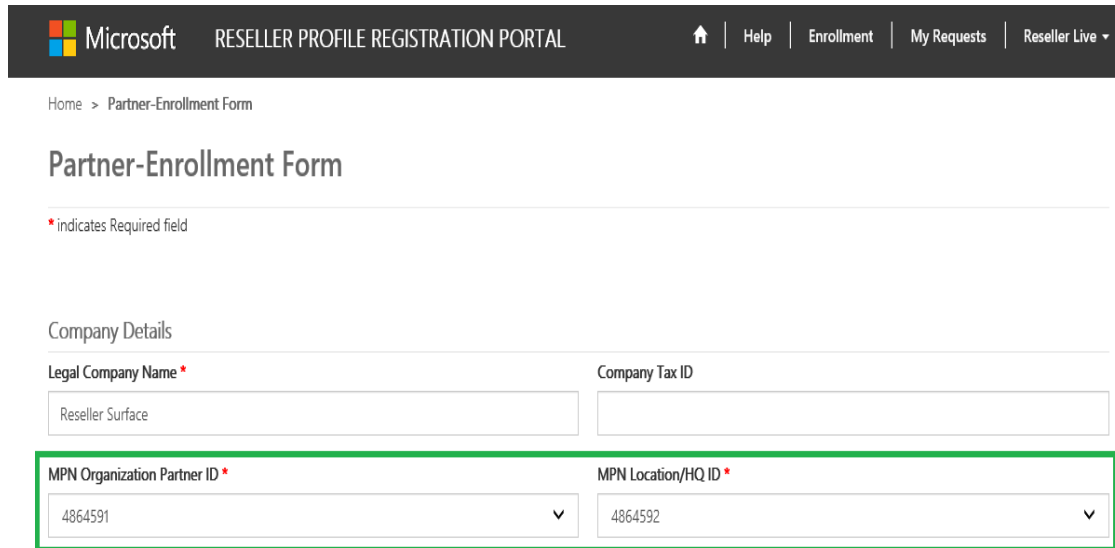
Company Tax ID

MPN Location/HQ ID *

If you receive any **Error** please ensure you are using the **SAME Microsoft Live ID** that is used to log into the Partners Membership Center that maintains your MPN ID's. if you are not sure, please refer to the instructions [Appendix 3 -1](#) to [Appendix 3-7](#) to check.

- If your Live ID is **not** associated to any MPN organization, an error pops up and you will not be allowed to submit enrollment form until your association is completed.
- If you have associated with an Existing organization, please contact your Administrator for approval.
- If you have problems, contact the RSC per [Appendix 3](#).

DMP: Portal Registration Step by Step



Microsoft RESELLER PROFILE REGISTRATION PORTAL

Home > Partner-Enrollment Form

Partner-Enrollment Form

* indicates Required field

Company Details

Legal Company Name *	Company Tax ID
<input type="text" value="Reseller Surface"/>	<input type="text"/>
MPN Organization Partner ID *	MPN Location/HQ ID *
<input type="text" value="4864591"/>	<input type="text" value="4864592"/>

- Type in your Legal Company Name and Company Tax ID.
- MPN ID's will be pre-populated with the Live ID associations. Please select the **MPN Organization ID** that you want to use and then select the appropriate **MPN Location ID** from the drop downs.

DMP: Portal Registration Step by Step

Legal Business Profile

Company Address Line 1 *

Microsoft One Way

Company Address Line 2

City Name *

Redmond

State/Province *

Washington

Region *

Americas

Country *

United States



ZIP/Postal Code *

981100

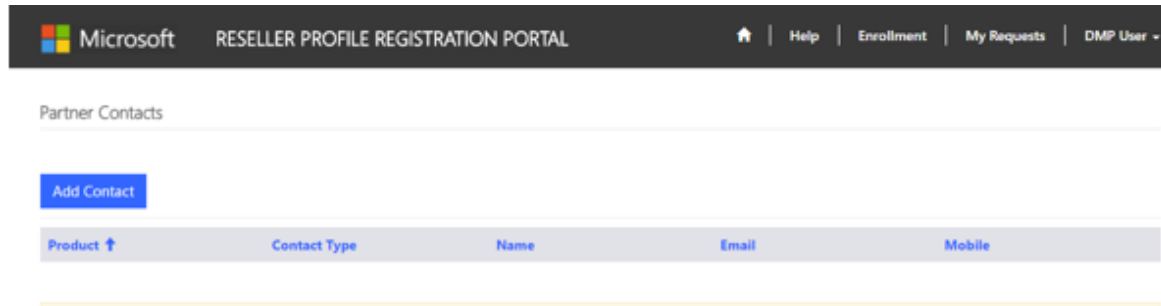
Website

☐ Opt-in to receive marketing communications

Next

- Fill up your Legal Business Profile information.
- Click on Next.

DMP: Portal Registration Step by Step



Microsoft RESELLER PROFILE REGISTRATION PORTAL

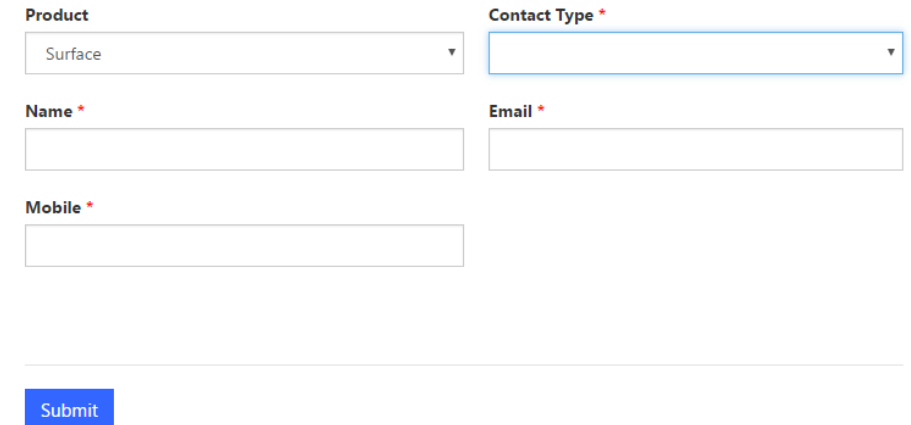
Partner Contacts

Add Contact

Product ↑	Contact Type	Name	Email	Mobile
-----------	--------------	------	-------	--------

Click on **Add Contacts** button.

Add Contacts



Product

Surface

Contact Type *

Name *

Email *

Mobile *

Submit

Complete the Contact Details for each Contact Type by:

- Complete the first Contact Type, click **Submit**;
- Click **Add Contacts** button again and complete **all** the 4 types of contact details required.
- If not, you may see the error as follows:

⚠ Product Type should have following mandatory Contacts Types: Partner Primary Program Contact Contract Authorization Contact

DMP: Portal Registration Step by Step

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.

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

Save & Next

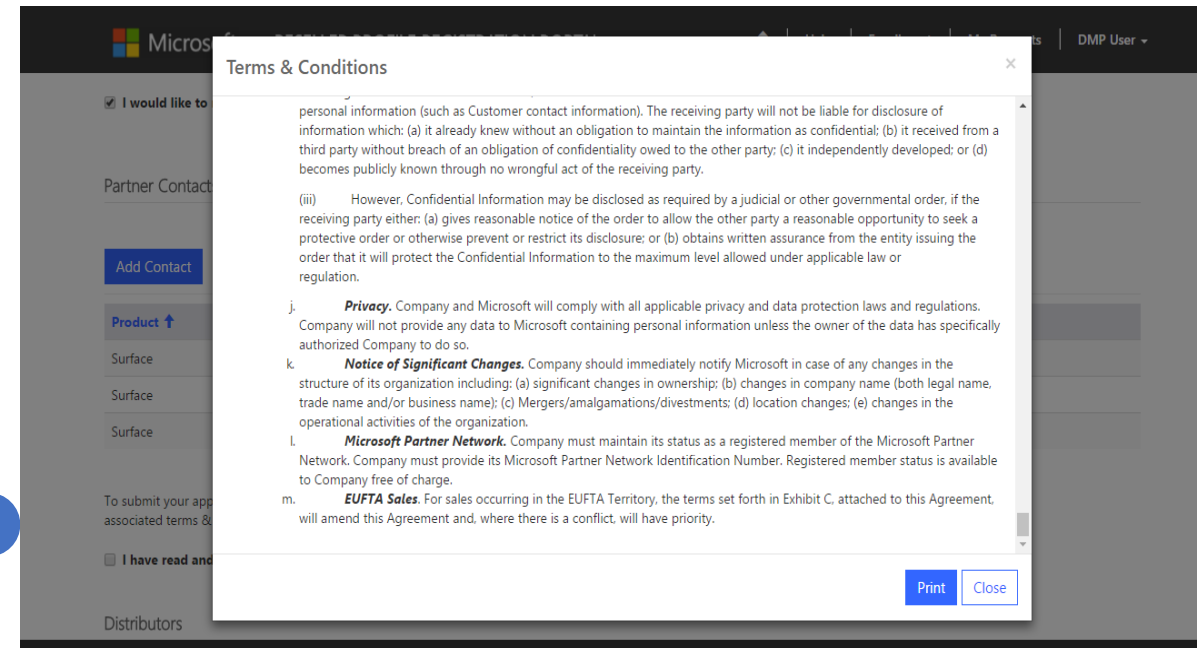
Read through the Terms & Conditions and click Close or Print.

Upon closing, you will be able to confirm that you have read and agree to the Terms & Conditions.

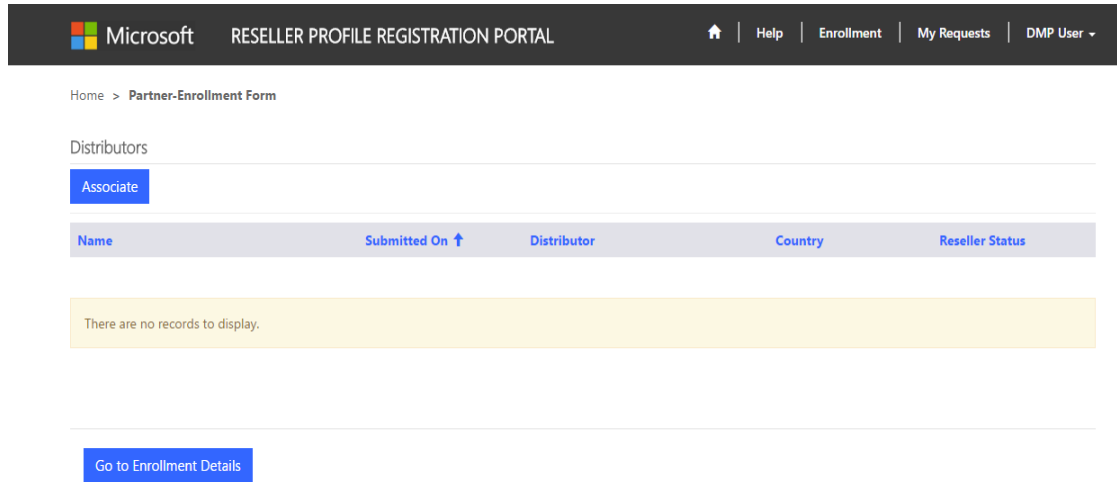
Click on the check box for **Terms and Conditions**

Click on the **Save & Next** button

Click on the “click here” as shown below to view the Terms and Conditions.



DMP: Portal Registration Step by Step



Microsoft RESELLER PROFILE REGISTRATION PORTAL

Home > Partner-Enrollment Form

Distributors

Associate

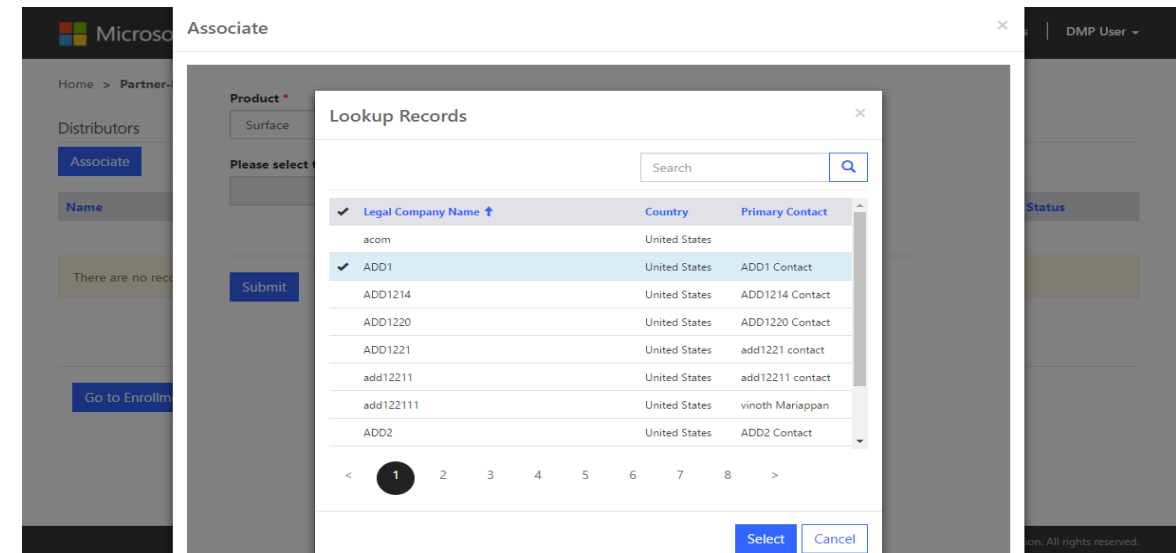
Name	Submitted On ↑	Distributor	Country	Reseller Status
There are no records to display.				

Go to Enrollment Details

Select a Distributor to request DMP partnership:

- Click **Submit**;
- To add more Distributors to the partnership request, click **Associate** button, select and submit again.

Click on the “Associate” to find a local Distributor to create a partnership with. Select an Distributor to request for DMP partnership.



Associate

Product * Surface

Please select

Submit

Go to Enrollment

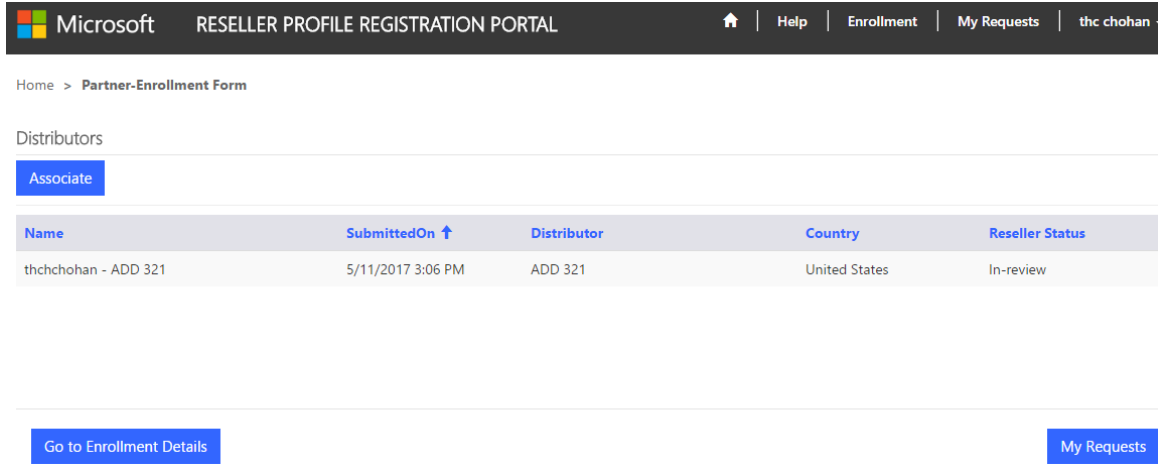
Lookup Records

✓ Legal Company Name ↑	Country	Primary Contact
acom	United States	
✓ ADD1	United States	ADD1 Contact
ADD1214	United States	ADD1214 Contact
ADD1220	United States	ADD1220 Contact
ADD1221	United States	add1221 contact
add12211	United States	add12211 contact
add122111	United States	vinoth Mariappan
ADD2	United States	ADD2 Contact

< 1 2 3 4 5 6 7 8 >

Select Cancel

DMP: Portal Registration Step by Step



The screenshot shows the Microsoft Reseller Profile Registration Portal. The header includes the Microsoft logo, the title "RESELLER PROFILE REGISTRATION PORTAL", and navigation links for Home, Help, Enrollment, My Requests, and a user profile for "thc chohan". The main content area is titled "Distributors" and contains a table with one entry. Below the table are two buttons: "Go to Enrollment Details" and "My Requests".

Home > Partner-Enrollment Form

Distributors

Associate

Name	SubmittedOn ↑	Distributor	Country	Reseller Status
thchchohan - ADD 321	5/11/2017 3:06 PM	ADD 321	United States	In-review

Go to Enrollment Details

My Requests

Click on “**Go to Enrollment Details**” button to view the enrollment details.

Click on “**My Requests**” Button to view all the Associations

DMP: Portal Registration Step by Step



Home > My Requests

My Requests

Name	Distributor ↑	Submitted On	Reseller Status	Country
DMP Test Company #1 - Test ADD	Test ADD	12/2/2016 1:58 PM	Approved	United States
DMP Test Company #1 - Test001	Test001	12/8/2016 9:43 PM	In-review	United States

Expect a notification email within 5-10 business days for your approval status. You will receive a separate approval email from each Distributor you have submitted a request through.

View approval status and in the “My Request” landing page.

From: NoReply.rpr@microsoft.com
Sent: Thursday, December 1, 2016 1:42 PM
To: DMP Partner<dmppartner@test.com>;
Subject: DMP Welcome Letter

Dear [Partner Company Name], MPN ID: [MPN ID],
We are extremely proud to officially welcome you to the Surface Disti Managed Program (DMP). You have been approved by [ADD Name] in [Location] to sell Surface. You will be receiving notification from the Microsoft Channel Incentives team for further instructions to onboard.

If you have any questions regarding the DMP Program, please contact [ADD Name] in [Location].

Thank you,

Microsoft Devices Team

Resources and Support

For access to the Reseller Registration and Profiling Tool click [here](#).

For technical tool support for the Reseller Profile and Registration Portal, please contact dmpq@service.microsoft.com.

Please wait 1-2 business days for a response.

