



# Microsoft Cloud Agreement Attestation

11/10/2018  
v.1.0

## Important - Microsoft Cloud Agreement Attestation

To be able to provide Microsoft Cloud Agreement acceptance information to Microsoft you will need access to the new Vuzion Partner Portal. To gain access you need to ensure that you are correctly enrolled with Microsoft and the partnership between your business and Vuzion is recognised by Microsoft.

- 1. Make sure your company is enrolled as a CSP reseller with Microsoft. You may be reselling Microsoft products with Vuzion without having completed this.**

To enrol you will need the following

### 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 enrolment 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.

<https://partner.microsoft.com/en-us/cloud-solution-provider/csp-enrollment>

- 2. Accept Microsoft Partnership Invite with Vuzion (Part of the Cobweb Solutions Group)**

Before you can accept our partnership invitation you must have completed the CSP Reseller enrolment successfully. If it is still in progress, then you cannot accept our partnership invitation.

To check your enrolment status login to [partner.microsoft.com](https://partner.microsoft.com)

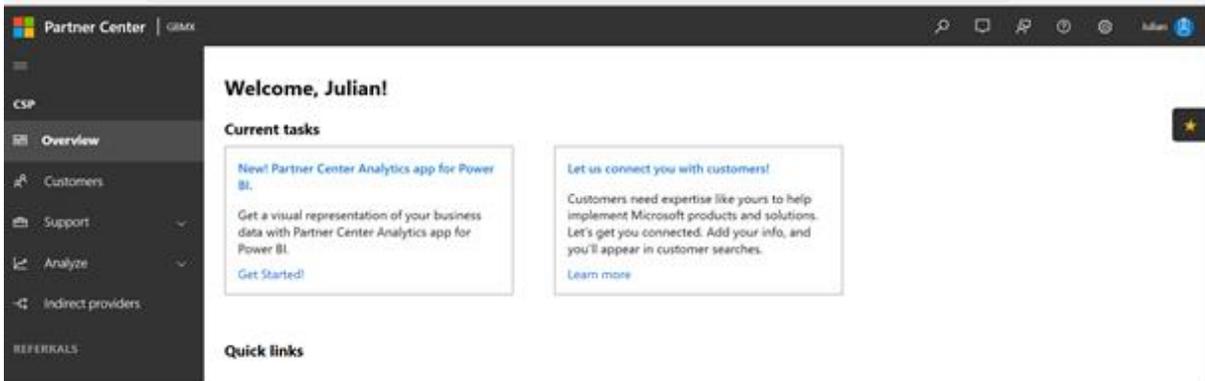
Go to the dashboard



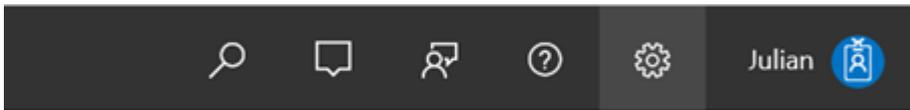
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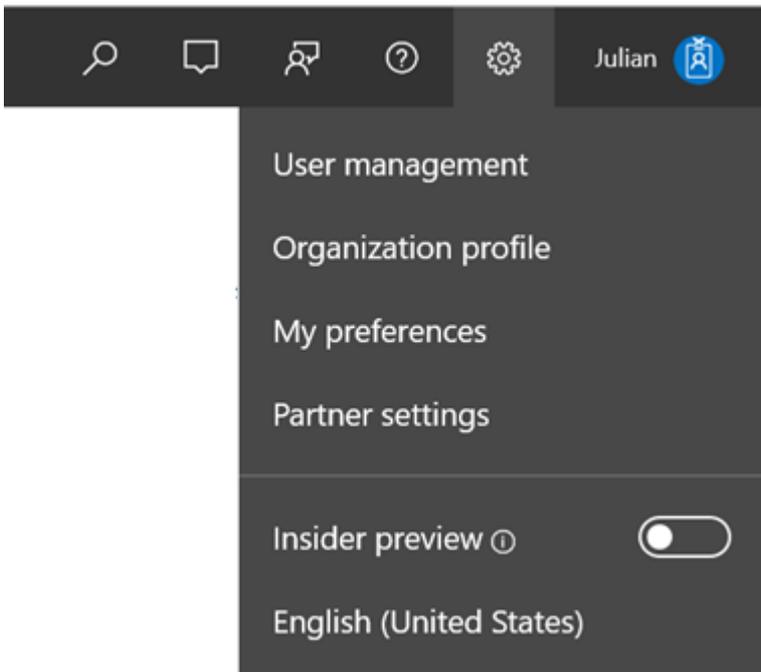
You should see a screen like the one below



Click the cog on the top right-hand of the page



Next, select Organisational profile



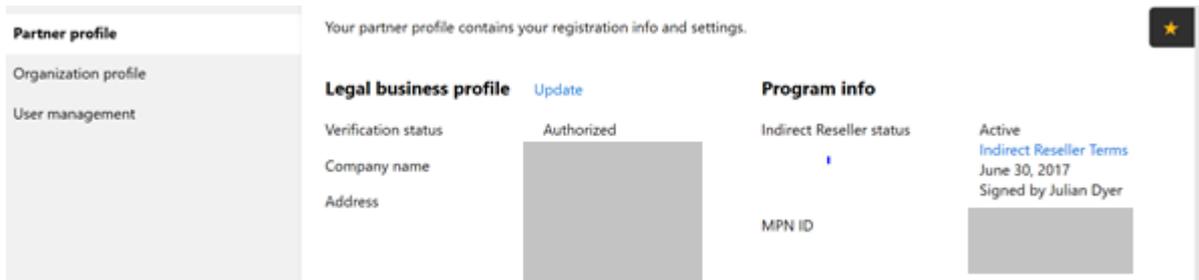


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Finally, select partner profile

You should now see a screen like this



If enrolment is complete the 'Indirect Reseller Status' will display 'Active' and the 'Verification Status' will display 'Authorized'.

Enrolment can take a couple of days so please check back to see if your status has updated. If after five days this has not updated, or you believe there is a problem please contact the Vuzion Partner Team.

Once the status of your enrolment is confirmed please then follow the instructions and click the link below and accept our partnership invitation.

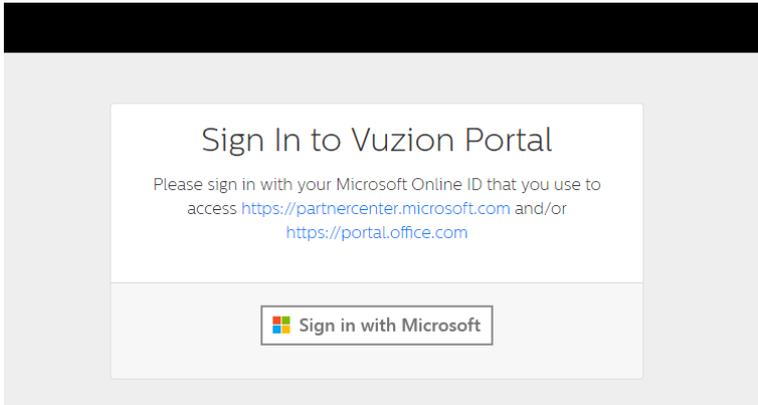
To make sure you have accepted the partnership link, click the invitation link below. Please note you must be a **Global Admin** for your company to be able to accept the partnership.

<https://partnercenter.microsoft.com/commerce/indirectresellers/relationshiprequest/9307b72b-965d-4f3b-94a8-407b22fa7a67>

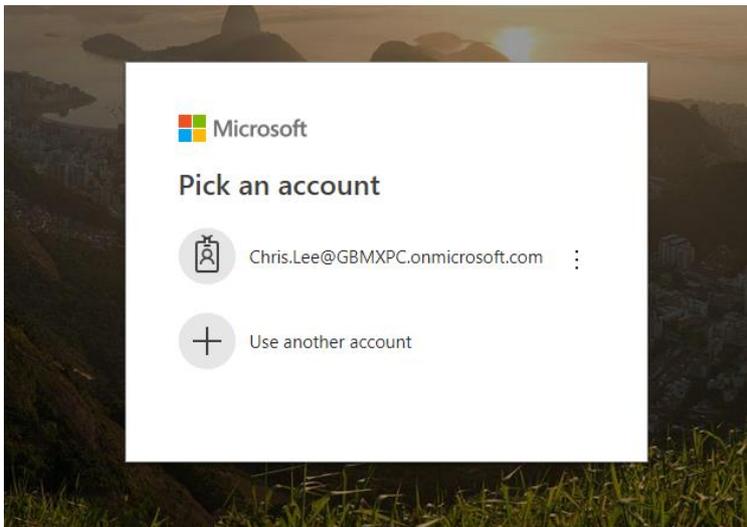
You may have already accepted this agreement, in which case the link will inform you that no further action is required.

### 3. Access the Vuzion Portal

Go to <https://portal.vuzion.cloud>, and click the “Sign in with Microsoft” button



You will be presented with the Microsoft Login screen as seen below. Next log in with your Microsoft Work account that you use to access Partner Center or the 365 portal.

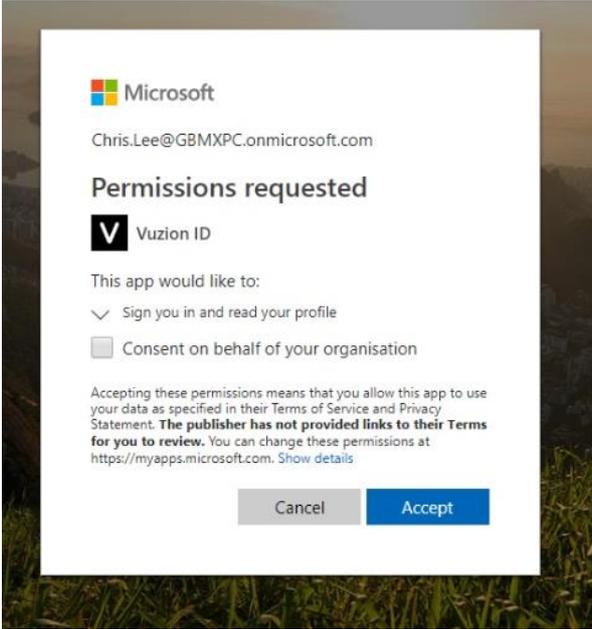


If this is the first time you have accessed the Vuzion Partner Portal, you will be required to give consent for our Identity application to sign you in and read your Azure AD profile – this lets us link your Azure AD profile to our record of your company.

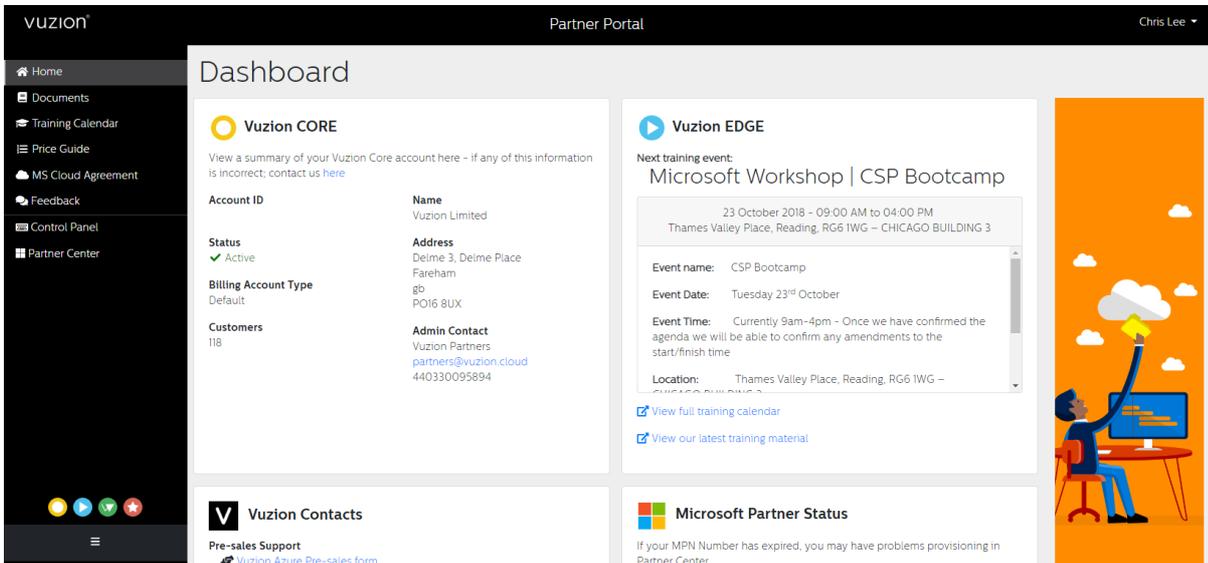


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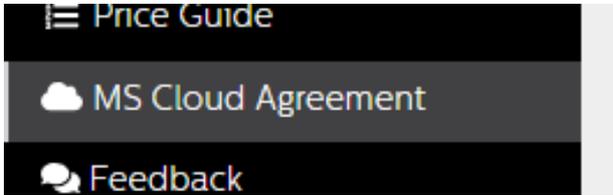


Once you've logged in via Microsoft you should end up on the Vuzion Partner Portal home page.



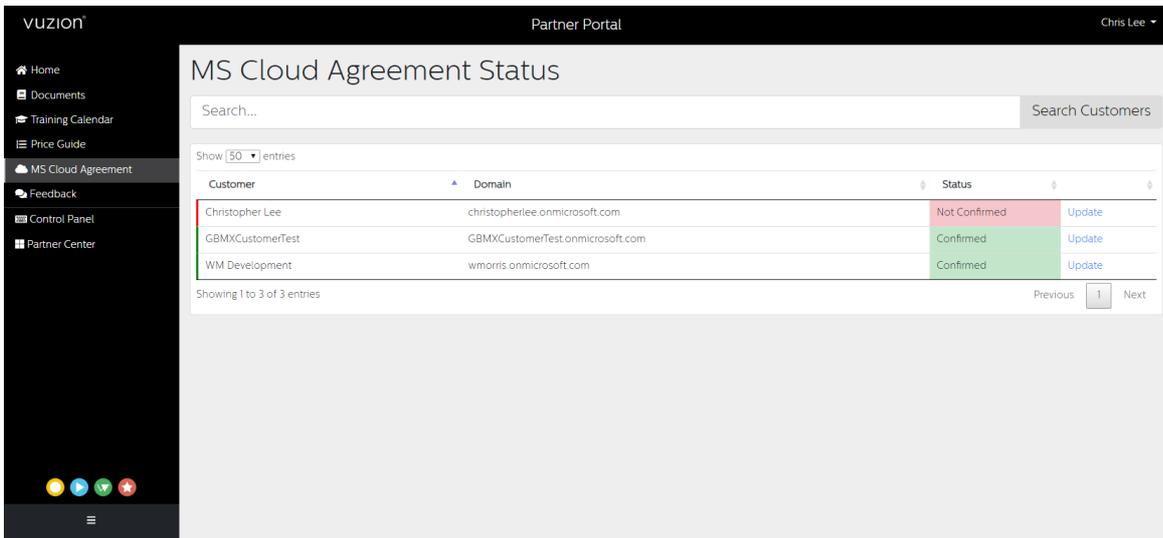
## 4. Registering customer attestation to the Microsoft Cloud Agreement

To begin attesting, select the MS Cloud Agreement option from the side navigation.



You should see a page that lists your Partner Center customers. The Portal will check whether each customer has attested or not and display accordingly – this may take a second or two if you have a lot of customers.

If you have a lot of customers, you can use the search at the top to filter down.

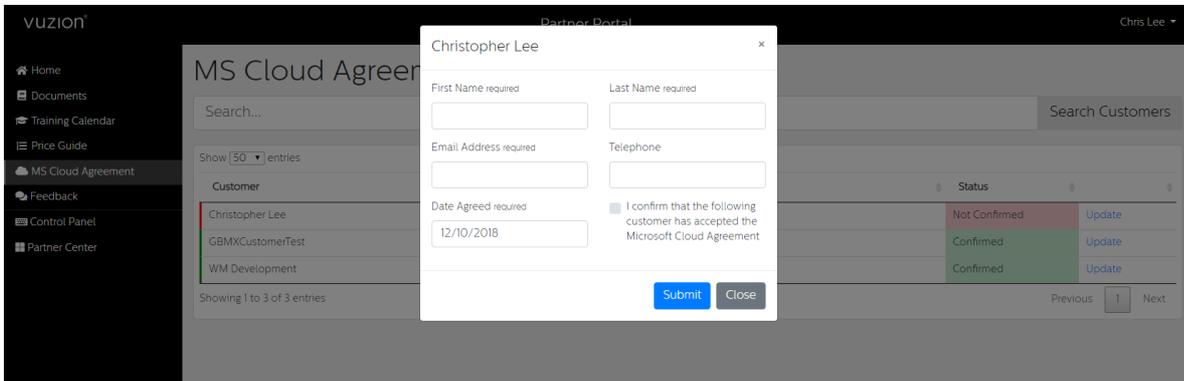




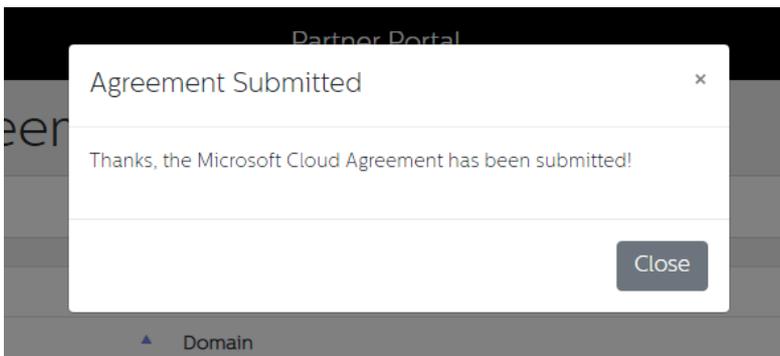
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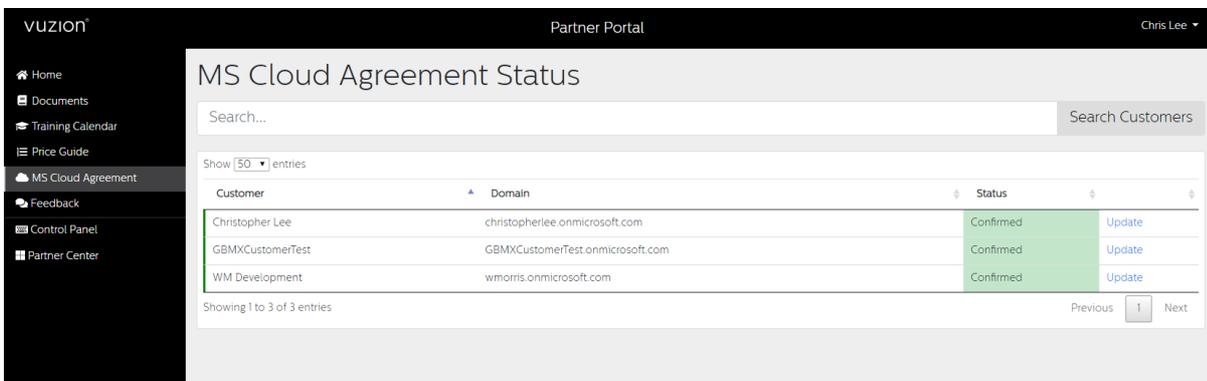
Pick the customer you want to attest for, and you will be presented with a pop up to enter the attestation details.



Enter the required fields – first name, last name, email address and date agreed of the person who has seen and agreed to the MS Cloud Agreement (telephone is not mandatory) and check the box to confirm. Click the submit button to attest for the customer and you will receive a notification confirming the new data has been submitted.



The customer in the table will be updated to reflect their agreed status.





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## Frequently asked questions and useful links

If your organisation does not have a Microsoft Partner Number (MPN ID) please click the following link

<https://enrollment.partners.microsoft.com/EPE/portal/en-US?partnerid=>

**What is the web address for Microsoft Partner Center?**

<https://partner.microsoft.com>

**Where can I find more information about the Microsoft CSP program?**

<https://partner.microsoft.com/en-gb/cloud-solution-provider>

**Who should I contact if I am unable to complete the two steps in the checklist?**

Please contact the Vuzion Partner Team using the following details

Email - [partners@vuzion.cloud](mailto:partners@vuzion.cloud)

Phone – 0333 009 5937

**What will happen if I do not complete the Microsoft Partner Agreement Attestation by 8<sup>th</sup> November?**

For any customer that you have not completed this process for you will not be able to place any new orders for Microsoft Products.

Who should I contact if I am unable to log in to the Vuzion Partner Portal (partner.vuzion.cloud)?

Please contact us

Email - [partners@vuzion.cloud](mailto:partners@vuzion.cloud)

Phone – 0333 009 5937