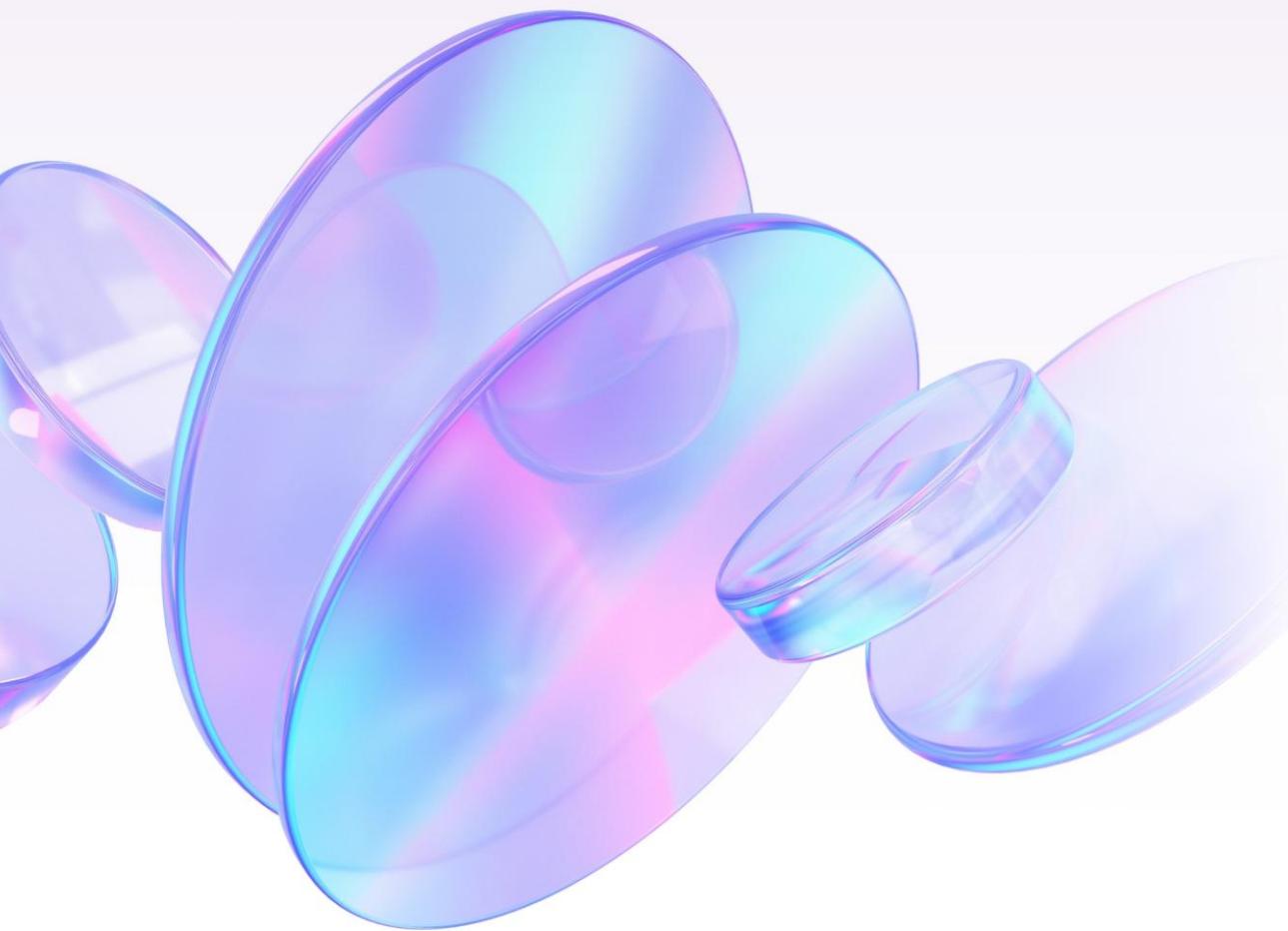


DICKER DATA

END USER

PORTAL GUIDE



Dicker Data End User Portal

The End User portal is a white-labelled solution you can brand as your own and allow customers to manage their Microsoft licences.

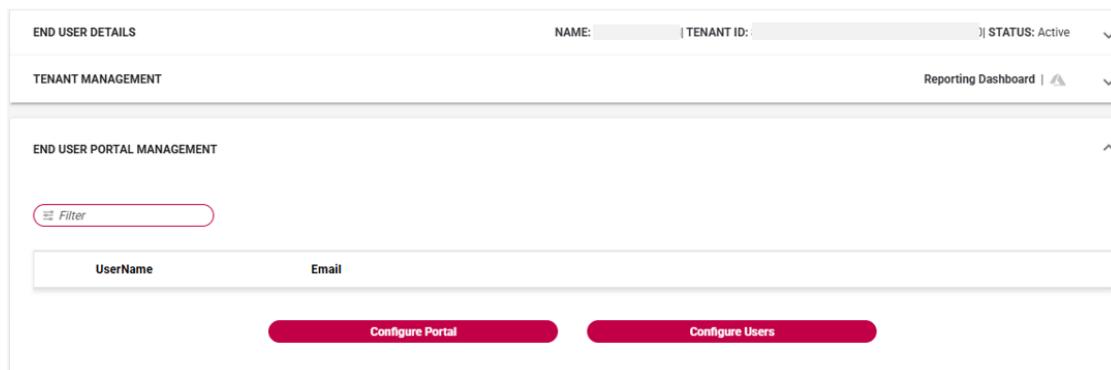
Configure the End User Portal & Users

Sign into the DD Portal and navigate to the **Subscription** section, select **Microsoft CSP**.

Select Tenant to Manage.

Click on End User Portal Management accordion, there are two configuration buttons:

- **Configure Portal**
- **Configure Users**



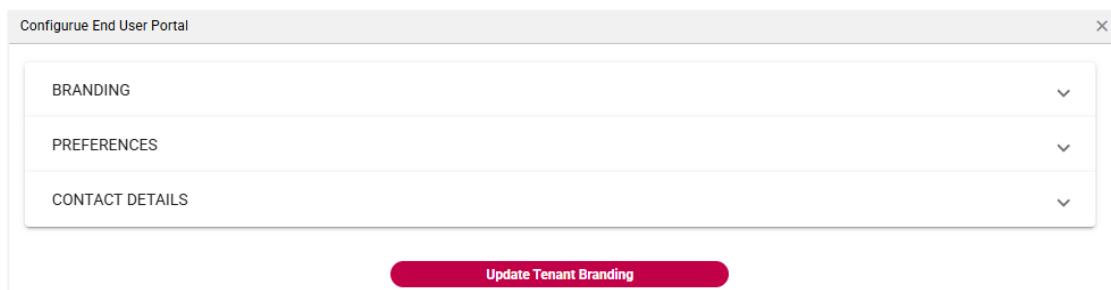
The screenshot shows the Microsoft CSP portal's 'Subscription' section. Under 'Microsoft CSP', the 'Tenant Management' section is selected. In the 'END USER PORTAL MANAGEMENT' accordion, there is a 'Filter' button, search fields for 'UserName' and 'Email', and two red buttons at the bottom labeled 'Configure Portal' and 'Configure Users'.

Configure Portal

Click on **Configure Portal**.

The End User Portal Management blade will appear on the right-hand side.

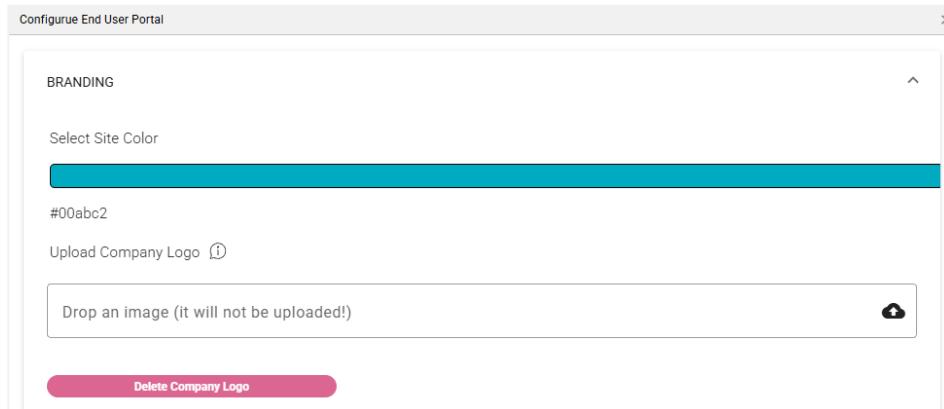
There are three sections that can be modified: Branding, Preferences and Contact Details.



The screenshot shows the 'Configure End User Portal' blade. It has three sections: 'BRANDING', 'PREFERENCES', and 'CONTACT DETAILS', each with a collapse arrow. At the bottom is a red button labeled 'Update Tenant Branding'.

Branding

- Select Site Color - Click the color bar to choose your colour
- Upload Company Logo – the logo uploaded will automatically be resized to 400 width and 100 height
- Delete Company Logo



Preferences

- Management Options: Create, Manage, View Only.
- If a setting is enabled, users will be able to create, manage or view only subscriptions. This applies to all users.
- Pricing Options: RRP Only, Hide Pricing, Custom Pricing (Custom pricing is at tenant level)
- If a setting is enabled, this applies to all users.
- Receiving Change Notifications
- The email address entered here will receive a notification when changes are made to subscriptions.

Examples of email notifications

Mon 30/10/2023 12:20 PM
SM Bounce
End User Portal - Notification

To  Zach Dickson

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

DICKER
DATA

SUBSCRIPTION UPDATE NOTIFICATION

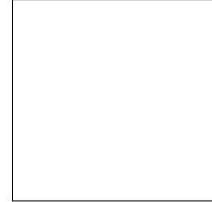
TENANT DETAILS

TENANT GUID	████████████████	UPDATED BY	STACEY ADMIN
TENANT NAME	MS Secure DEMO	UPDATED DATE	2023-10-30 12:19:54 PM
DOMAIN	████████████████		

SUBSCRIPTION DETAILS

SUBSCRIPTION NAME	SUBSCRIPTION GUID	MODIFY/NEW	OLD QTY	NEW QTY	EX TOTAL
Common Area Phone	3D51467F-8FAC-43DB-A788-2F3FC4086966	MODIFY	1	SUSPENDED	\$

From: noreply@dickerdata.co.nz <noreply@dickerdata.co.nz>
Sent: Monday, October 30, 2023 3:59 PM
To: Zach Dickson
Subject: End User Portal - Notification



SUBSCRIPTION UPDATE NOTIFICATION

TENANT DETAILS

TENANT GUID	████████████████	UPDATED BY	STACEY ADMIN
TENANT NAME	MS Secure DEMO	UPDATED DATE	2023-10-30 3:58:42 PM
DOMAIN	████████████████		

SUBSCRIPTION DETAILS

SUBSCRIPTION NAME	SUBSCRIPTION GUID	MODIFY/NEW	OLD QTY	NEW QTY	EX TOTAL
MS NCE M365 BUSINESS PREMIUM 1MTH COMMIT	05338C48-300F-43E5-DE8E-BC98D718F7AD	NEW	0	1	\$

Contact Details

Enter your Partner details here, click **Update Tenant Branding** to save the configurations.

CONTACT DETAILS

The below contact details will be displayed to your customers on the Contact Us page of the portal

Company Name
Company Name

Address Line 1
Address Line 1

Address Line 2
Address Line 2

Suburb
Suburb

State
State

Postcode
Post Code

Contact Email
Contact Email

Contact Phone
Contact Phone

CONTACT DETAILS

Update Tenant Branding

Configure Users

Click on **Configure Users**.

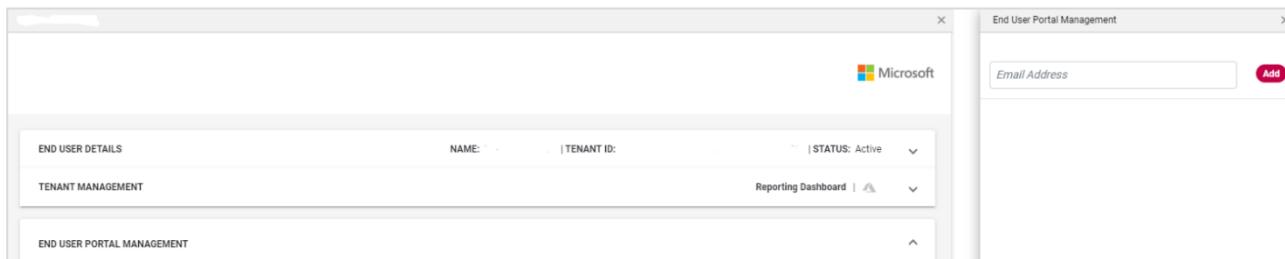
END USER PORTAL MANAGEMENT

User Name

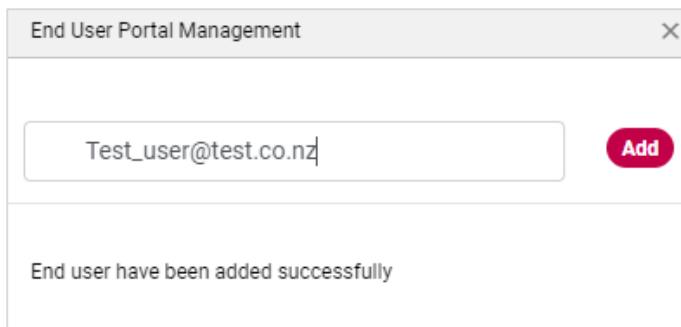
Email

Configure Portal **Configure Users**

The End User Portal Management blade will appear on the right-hand side.



In the Email Address field, enter the user's email, click **Add**.



The user will now appear in the list of users allowed to access the End User Portal.

No emails are sent to the end users

UserName	Email	
Test_user@test.co.nz	Test_user@test.co.nz	
<a data-bbox="546 1365 647 1388" href="#">Configure Portal		<a data-bbox="922 1365 1024 1388" href="#">Configure Users

Note: The End User Portal permits only users from the customer's Entra directory to be added. External accounts and aliases are not supported, as access depends on the user's Entra login credentials.

A specific setting within the EU's tenancy must be enabled to allow users access to the End User Portal.

[Configure how users consent to applications - Microsoft Entra ID | Microsoft Learn](#)