

Onboarding Steps for the Reseller Registration Portal

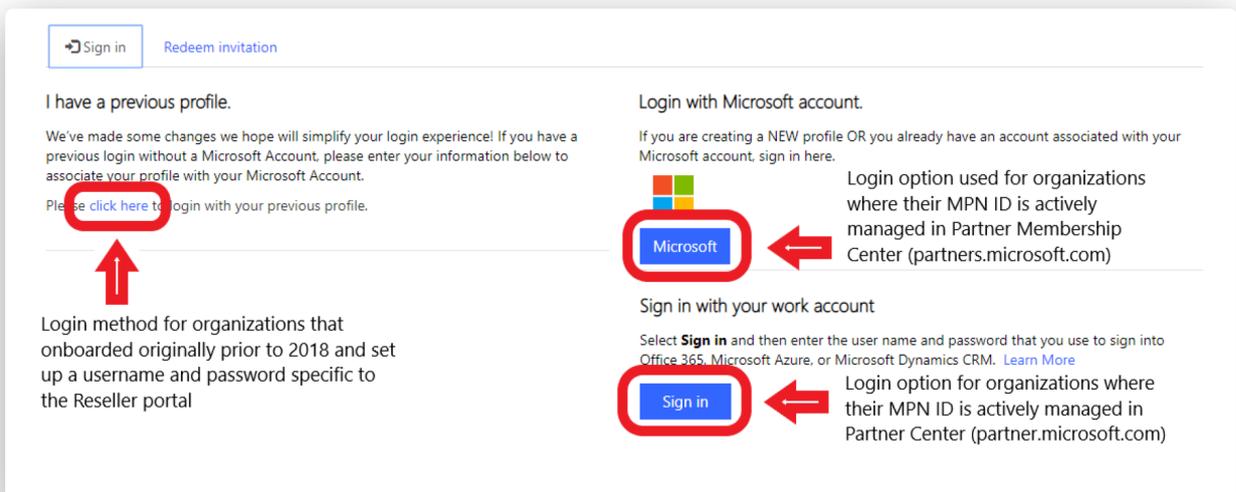
Please complete the following process to become an Authorised Surface Reseller with Dicker Data NZ.

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



4. 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.
5. **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 DRO@microsoft.com for assistance. Please include a screenshot or error log and your organization's MPN ID. Once you reach the Partner Enrolment List, please select "Enrol Organization" and continue with the registration.



8. Fill out the **User Profile** and select **Save & Next**.

Please provide some information about yourself.

You must complete your profile before using the features of this website. ×

Your Information

* indicates Required field

First Name *

Last Name *

E-mail

Business Phone

[Privacy Statement](#)

Save & Next

9. Select **Enroll Organization**.

Partner Enrollment List

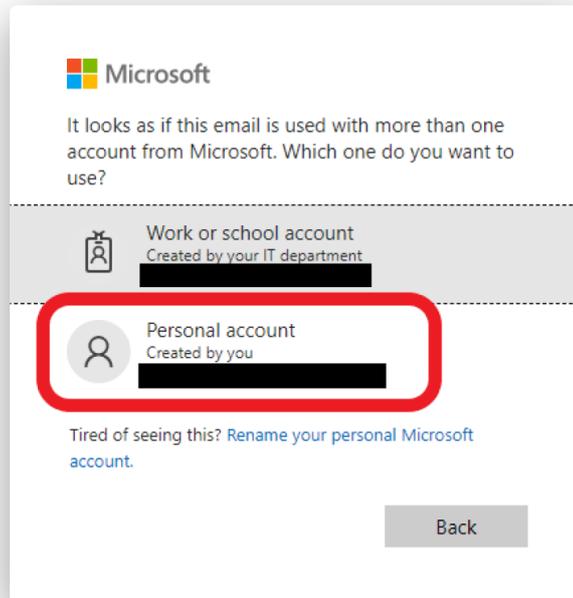
Search

Legal Company Name ↑	MPN Organization Partner ID	MPN Location/HQ ID
There are no records to display.		

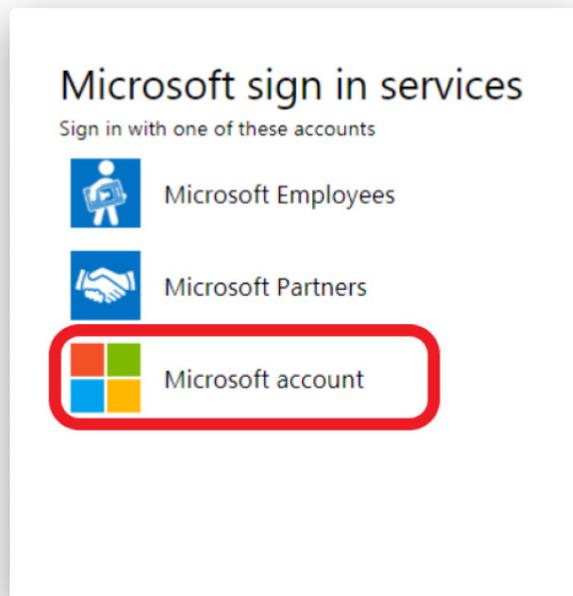
10. When you land on the Enrollment form, select your **Organization** and **Location** MPN IDs in the drop-down fields. This will populate most of the required fields. Ensure all are correct and add your **organization's website**.

11. Select **Next** to continue.

6. If you receive the below screen, please select **Personal Account**.



7. If you receive the below screen, please select **Microsoft Account**.



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 *

I would like to receive Surface partner marketing communications from Microsoft

Next

12. 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.				

13. Agree to the terms and conditions

14. **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.

15. Select **Save & Next**

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

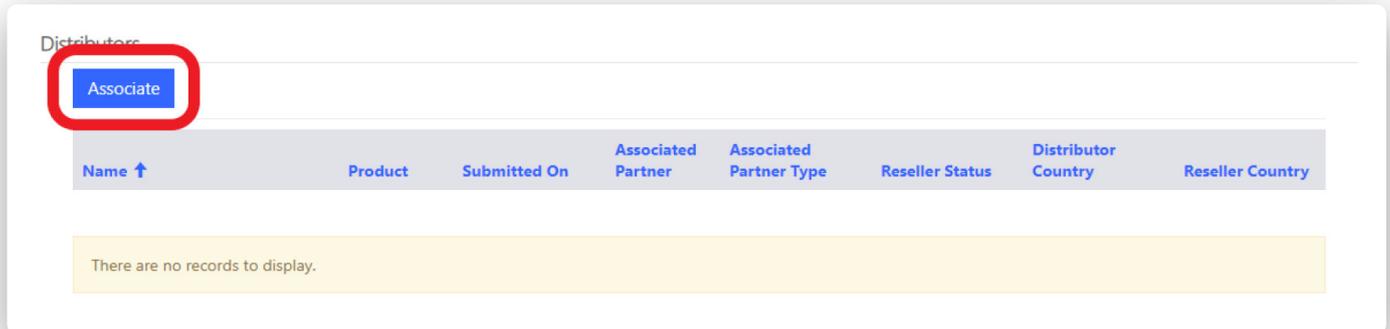
I have read and agree to the Terms & Conditions to become a reseller.

[Privacy Statement](#)

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

Save & Next

16. Use the **Associate** button to request an association to your preferred distributor.
17. **Note:** You can select multiple distributors by completing the process for the first then using the associate button to go through the process again.
18. Once you see an **In-review** status, the onboarding is complete and your request will begin the approval process



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