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Partner Center account management

Article

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The account you create when you enroll in Partner Center is your work email plus your business information.

After you create an account in Partner Center, you can finish setting up your company's full profile including support details, file tax exemptions (if appropriate), and primary contact information.

Your company's account will also include user accounts for anyone on your team. The work they do may include adding or managing customers, selling subscriptions, working with billing and invoicing, creating business profiles, managing referrals, working with incentives programs, providing support, and more.

For more information, see articles [Invite employees to join Partner Center](#) and [Add a new user](#).

Note The Account settings menu will be different depending on the programs you are enrolled in. For example, if you are a partner in the Cloud Solution Provider program (CSP), you will be able to manage your Azure Shared services from Account settings.

Pending Actions

These are the actions your Global Admin needs to take to make sure the account is in an active state. For example:

Sign MPA

Associate your PartnerID with a pending CSP account

Direct bill to Indirect Reseller transition

MPA resigning for French CSP partners

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Account management

All commercial and developer partners access Account management in Partner Center by selecting Settings (gear), then Account settings.

Locate your PartnerID

You can use your PartnerID for such things as logging support tickets. Your PartnerID is located on the Legal info page. You can also find it in Identifiers page.

Account settings for partners and resellers

When you select the Settings icon and open the Account settings menu, the default view for Cloud Solution Providers is Legal info displaying two tabs: Partner and Reseller. Each tab shows different aspects of your business.

The Partner tab includes all legal business information such as registered legal name and address for your company. It also includes primary contact and business locations. The Reseller tab for partners doing CSP business includes the Customer support profile.

If your company doesn't participate in CSP, the default view will show only the Partner tab, which will include the Customer support profile.

When you are in more than one account

You can check to see if you're part of multiple accounts by the presence of the "account picker" by clicking on profile picture on the top right corner. If you don't see the account picker, you're only part of one account.

When you select this picker, all of the accounts that you're a part of appear as a list. You can select from the list to switch to a different account. Everything that appears is in the context of the selected account.

Organization profile

Use the Organization profile pages to manage in-depth areas of your business including the legal business profile, partner profile, and tenants. Manage each area separately.

Legal info

When you first join Partner Center, your company goes through a verification process with Microsoft. You can track the status of your verification on the Legal info page. It shows the primary contact (who Microsoft will contact about partner questions) and the primary legal contact (the person who manages your legal information and status). All of your company's business locations are listed and can be added here.

Provide your company's legal business details

You can either look up your company profile or enter company information manually. If your company is registered with Dun & Bradstreet, use the DUNS ID to look up your company info. If you want to provide your company details yourself, select Manual.

If your company is located in Armenia, Hungary, Kyrgyzstan, Moldova, Uzbekistan, or Russia, and you enter your address manually, we'll validate your address for you. If the one you enter differs from the validated one, we suggest you use the validated address. Verification ensures that the address is both accurate and can be shipped to.

The Primary contact email is what we will use to notify you about the verification of your account. It's important that the email you provide for the primary contact is one that is regularly managed and watched.

Learn more about Verification and your account information.

Tenants profile

The Tenants profile page contains all of the information about your Azure AD tenants, both commercial and developer. This profile is where the global admin can associate new tenants to the partner global account.

Note The Microsoft ID shown in this section is the same as your Azure Active Directory (Azure AD) tenant ID.

Identifiers

The Identifiers page contains the Partner Center identities for your company: PartnerIDs, publisher IDs, Windows publisher IDs, and more. Each area can be expanded and edited so that, for example, the primary contact for your publishing business is easily located.

Company profile

The Company profile page identifies the type of partnership you have with Microsoft, such as independent software vendor or CSP program partner. It shows the number of customers you're working with, annual revenue, and the current size of your company. Expand company information on the Company details page to tell Microsoft the type of work you want to do with Microsoft, such as build applications, resell Microsoft and third-party software, or be a systems integrator. Optionally, define where you currently do business and the locales where you'd like to expand your business in the future.

Account merge profile

When you invite a company that has an active account in Partner Center to merge their account with yours, this information is managed on the Account merge page. Look up the PartnerID for the company you'd like to merge with yours, view current mergers, and send invitations to companies. Accept or reject an invitation to merge your company account into another company's account here. For details, see [Merge your partner account with another partner account](#).

Payout and tax

The Payout and tax page contains your payout and tax details, including Bill to information, PO number, tax ID information for your company, VAT ID number if you've one, and the currency you use.

User management

What you work on in Partner Center and the areas you're able to update or see depends on your role and the permissions attached to that role. For example, if you aren't an Incentives admin, you won't be able to change anything on the

Incentives pages even though you may be able to view the data. Learn more about roles and permissions

To update your preferred email to receive Partner Center notifications:

Sign in to Partner Center and select the Settings (gear) icon. Select My preferences. Select Change, update the email address, and select Save.

Overdue invoice and late payment notices are sent to your Alternate email address, not your Preferred email address. You can update the Alternate email address in the Azure portal.

Sign in to the Azure portal. Find your profile in the Azure AD. In the Alternate email field, enter your organization's email address with the "yourorganization.com>>" domain, as shown below.

Note We do not send emails to the "onmicrosoft.com" domain.

Find your user role

Sign in to Partner Center select the Settings (gear) icon. Select Account Settings, then My profile. On the profile page, you'll see your personal information as it pertains to your work and your learning, exams, and certifications data. Select the Roles and permissions tab to see all the roles you've been assigned and the permissions those roles provide.

Programs in which you're enrolled

The work you do to manage your Partner Center account relates to the specific programs you're enrolled in and the user roles and permissions you've been assigned in Partner Center.

Enrolling in programs

There are many Partner Center programs available. Each program has different requirements your company needs to meet before it can enroll in that program.

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To learn about enrolling in Partner Center programs, see the following partial list:

To learn more about enrolling in Partner Center programs, see also Partner network resources.

Next steps

Reference

[Learning DevOps: A comprehensive guide to accelerating DevOps culture adoption with Terraform, Azure DevOps, Kubernetes, and Jenkins, 2nd Edition](#)

[Sensing Machines: How Sensors Shape Our Everyday Life](#)