

Attaching a Digital Partner of Record for Azure

Frequently Asked Questions

The Partner of Record for your Azure subscription(s) is the partner who is helping you design, build, deploy or manage a solution that you've built on the service. It is not the partner who sold you the subscription.

What is the benefit of adding a Digital Partner of Record to my subscription?

Customers benefit from adding a Digital Partner of Record because it provides the partner with access to usage and consumption data, enabling the partner to better serve you and help you optimize the use of these services for your desired business outcomes.

Who can attach a Partner of Record?

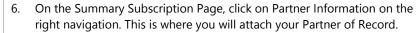
The administrator role, also known as the owner, is the only role within your tenant or account that can attach a Partner of Record. Service admins, co-admins, and partners who you've designated as delegated admins do not have the ability to change the Partner of Record.

When should I add a Partner of Record to my Office 365, CRM Online, Intune, and Enterprise Mobility Suite subscriptions?

We recommend you assign a Partner of Record to your subscriptions immediately. This capability is also enabled for Office 365, CRM Online, Intune and Enterprise Mobility Suite subscriptions in the admin portal for those services. Follow these step-by-step instructions to add a Digital Partner of Record to your subscription.

- Go to the Microsoft Azure portal at http://azure.microsoft.com/.
- 2. Click on the My Account icon on the upper middle of the screen.
- 3. Click on Usage and Billing.
- Log into your account using your user name and password.





- Input your partner's Partner ID. If you do not know the Partner ID of your partner, please contact your partner to get that information.
- Click Check ID to see the name of the partner. Verify you have selected the correct partner, and click the check box to completed assigning your Partner of Record.



9. After you assign a Partner of Record, the partner will receive an email notification that lets them know that you have assigned, changed or removed your Partner of Record.

To change or remove your Partner of Record

- 1. Following the steps outlined above, log into the Azure portal.
- 2. On the Summary Subscription Page, click on Partner Information on the right navigation.
- 3. Highlight the Partner of Record field and delete the Partner of Record shown in that field.
- 4. Click the check box. You have now removed the Partner of Record for this account and your subscription no longer has a Partner of Record.

For additional support

If your customer has any problems or questions about this process and the ability to assign, maintain, and change and remove a Partner of Record, please contact Support at following link: http://azure.microsoft.com/en-us/support/options/.