



Microsoft Office 365 Government GCC Customer Validation Guide

User Guide

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PURPOSE

To detail the various process steps to validate and configure an end customer for eligibility to participate in the Office 365 Government GCC for the CSP program.

AUDIENCE

All Pax8 Partners

LAST UPDATED

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Partner Requirements

No additional steps are required of Pax8 partners to qualify for the program and resell the GCC SKUs.

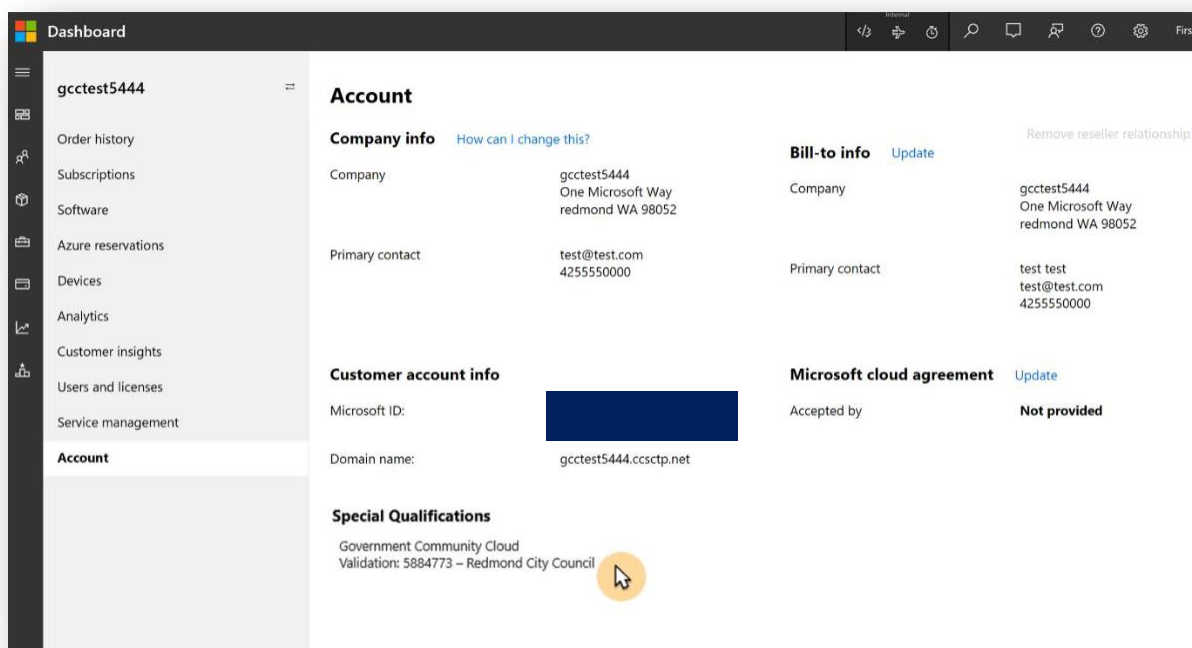
End Customer Requirements

End customers must each be individually validated by Microsoft for eligibility in the Government GCC for CSP program. This validation is only required if the customer has never been qualified before.

In order to determine if a customer is already qualified, check Partner Center to see if they have “Government Community Cloud” listed under their Account profile as seen in the screen shot below.

If they are qualified, then the customer is ready to have GCC SKUs provisioned under their tenant and no further setup or qualification is necessary.

If you do not see “Government Community Cloud” under Special Qualifications, they are not qualified, and you must validate them using the Customer Validation Process outlined below.



Customer Validation Process

To submit a new end customer for Government GCC for CSP eligibility, go to the Office 365 Government GCC for CSP validation page: <https://products.office.com/en-us/government/eligibility-validation?ReqType=CSPcustomer> and complete the form on behalf of the customer.



PLEASE NOTE: In the Partner Tenant ID field, you must use this ID number:

- **U.S.** - 3de67d67-88e8-42c0-88ea-13bfc2fc2f55

It takes up to two business days for customer validation to be completed. During this time, Microsoft may contact the customer for additional information as part of the validation process. Once validation is completed the customer should receive a validation code from Microsoft. You will then use this code to purchase a GCC SKU for the customer in the Pax8 Portal. **It can take an additional 24 hours after you receive the validation email for Pax8 to have the ability to create the tenant. You are welcome to try to use the code in the checkout process after receiving the email, but please be aware that it can take an additional 24 hours after you receive the email for us to have the ability to create the tenant.** During the checkout process in the Pax8 portal, you will choose the desired GCC SKU, provide the desired domain, and input the validation code you received from Microsoft. After all steps are completed, you will then be sent credentials to log into the Microsoft portal for that customer.

Screenshot from Microsoft Website to Apply

The screenshot shows a web form titled "Tell us about your organization". It includes fields for "My Organization is:" (a dropdown menu with "Select" and "U.S. Federal, State, Local or Tribal Government Entity" options), "First Name", "Last Name", "Organizational E-mail Address", "Confirm E-mail Address", "Country Code", "Phone Number", "Organization Name", and "Organization Website". Below these is a section for "Please provide your business address" with fields for "Country/Region" (set to "United States"), "Street Address", "Suite", "City", "State" (with a "Select State" dropdown), and "Postal Code". A "Partner Tenant ID" field is highlighted with a red box, containing the ID "3de67d67-88e8-42c0-88ea-13bfc2fc2f55". At the bottom, there are checkboxes for "Office 365 terms and conditions" and a "Submit" button.

Screenshot from Pax8 Portal to check-out with the sku

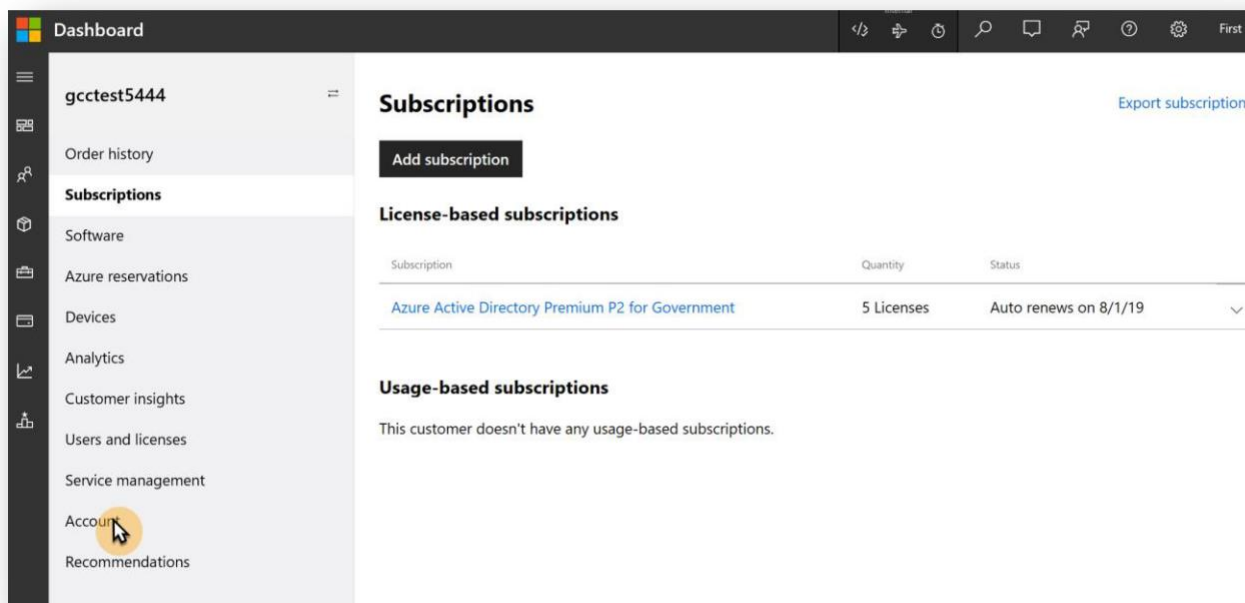
The screenshot shows a dark-themed checkout form titled "Net New Tenant GCC Validation Code". It features a red-bordered input field for the validation code, with a red error message below it stating "This field is required." Below the input field, there is a section titled "How do I get a Validation Code?" with instructions: "If you don't have a code yet, follow this link and complete the webform [here](#). Please read the notes below to ensure you receive a code." Underneath, there are "IMPORTANT NOTES:" followed by three numbered points: 1. The 'Partner Tenant ID' field **MUST** be 3de67d67-88e8-42c0-88ea-13bfc2fc2f55 as that is Pax8's Tenant ID and the qualification needs to be under Pax8's scope. 2. The 'Company Name' field provided **MUST** be under 50 characters. 3. The 'Organizational E-mail Address' field should be your email (this is where the approval confirmation email will be sent).



PLEASE NOTE: If the customer currently has a commercial tenant with Microsoft, they must start a net new tenant once approved for GCC. A migration may be needed. Please reach out to your Productivity Solutions Consultant for more information on this.

Check Customer Validation Status

Step 1: In Partner Center select the customer and then select the “Account” option.



Step 2: If “Government Community Cloud” is displayed in the Special Qualifications section, the customer is validated for the Microsoft Cloud US Government.

