

Nonprofit in CSP

Partner and customer experience walk through

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About this deck

This deck provides an overview and experience walk through for:

1. Nonprofit registration for customers; two scenarios:
 - Nonprofit customer without an existing Office 365 tenant ([Go to slide 5](#))
 - Nonprofit customer with an existing Office 365 tenant that is not enabled for Nonprofit ([Go to slide 19](#))
2. Establishing a relationship with a customer in Partner Center ([Go to slide 27](#))
3. Purchasing Nonprofit offers in Partner Center, including:
 - How to get the Nonprofit trial subscription ([Go to slide 40](#))
 - How to convert the Nonprofit trial to paid subscription ([Go to slide 46](#))
 - How to purchase Nonprofit subscriptions ([Go to slide 50](#))

Determining eligibility

IMPORTANT NOTE: Nonprofit pricing is only available to customers registered with Microsoft as an approved eligible nonprofit. Eligible customers will have an existing Office 365 tenant enabled for Nonprofit.

Here are ways you can determine if the customer is registered with Microsoft as an approved eligible nonprofit:

- Does the customer have an Office 365 tenant?
 - If no, the customer is not an approved eligible nonprofit and needs to register following the “customer without an existing Office 365 tenant” scenario in this deck ([Go to slide 5](#)).
 - If yes, do you see the nonprofit catalog or special qualification of nonprofit approved on account page in Partner Center for this customer?
 - If yes, the customer is an approved eligible nonprofit and does not need to register.
 - If no, the customer is not an approved eligible nonprofit and needs to register following the “customer with an existing Office 365 tenant that is not enabled for Nonprofit” scenario in this deck ([Go to slide 19](#)).

Nonprofit registration

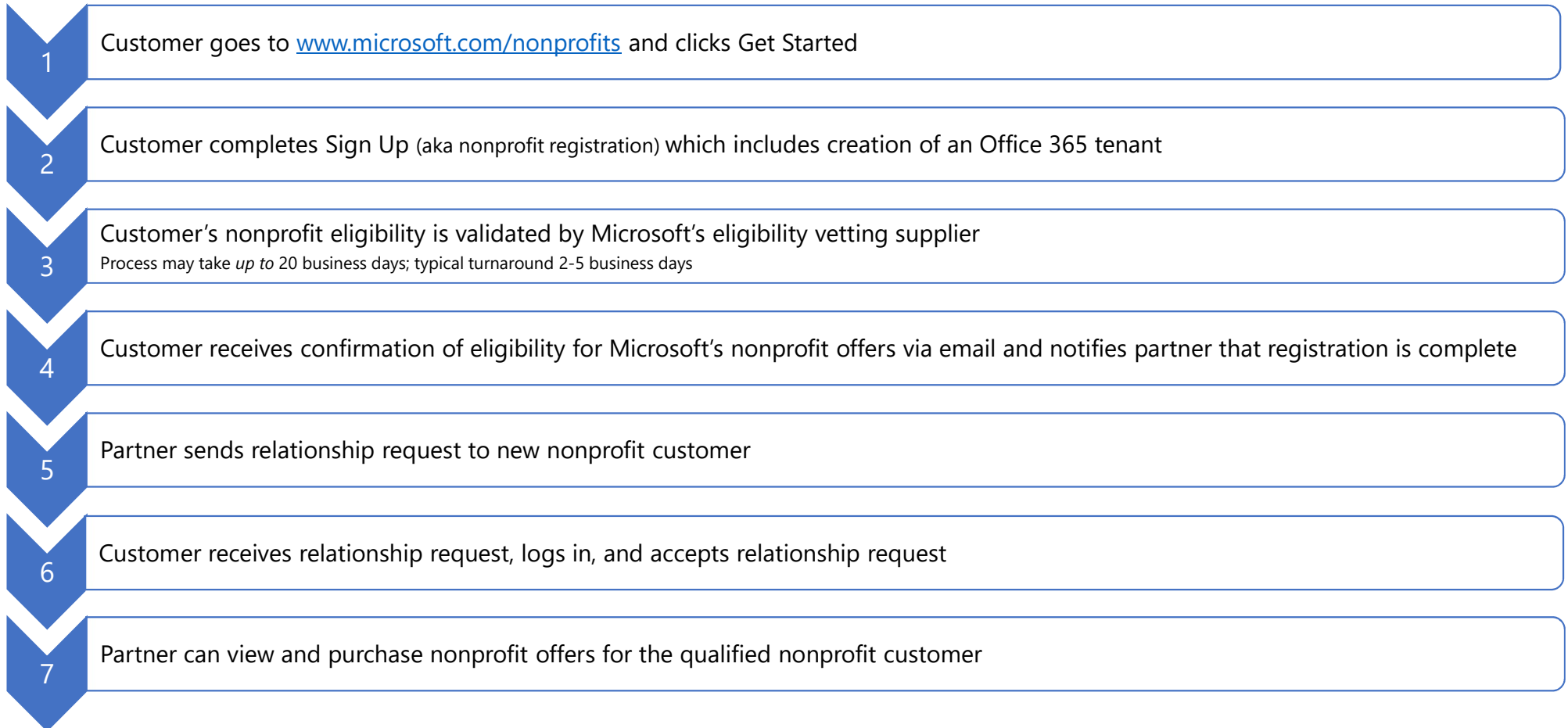
This section provides a process overview and customer experience walk through for nonprofit sign up based on two scenarios:

1. Nonprofit customer **without** an existing Office 365 tenant
2. Nonprofit customer **with** an existing Office 365 tenant that is **not enabled** for Nonprofit

Nonprofit registration – scenario 1

Nonprofit customer without an existing Office 365 tenant

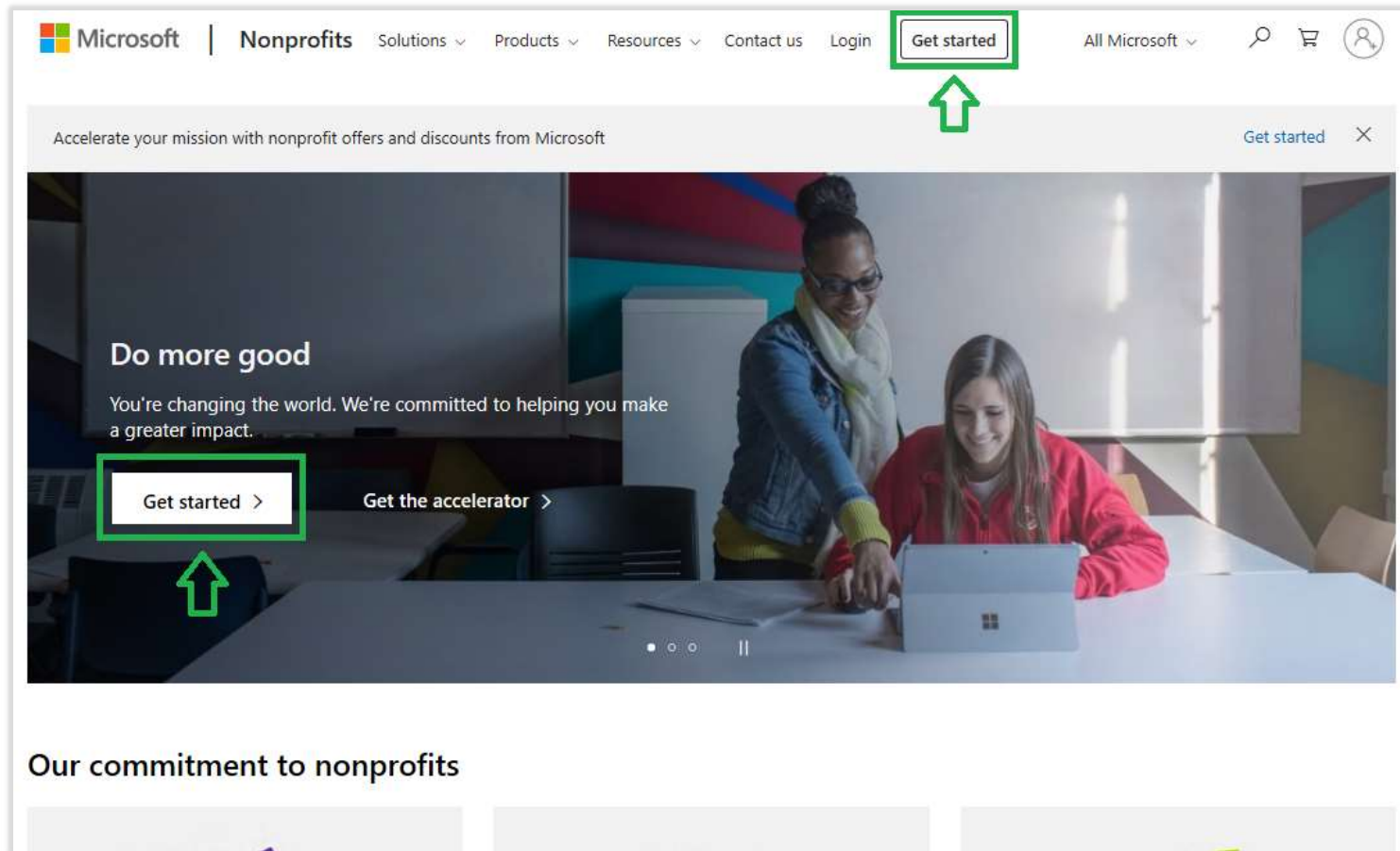
Process overview




Nonprofit registration: customer experience

Customer goes to www.microsoft.com/nonprofits and clicks **Get Started**

Process for customer without an O365 tenant



Customer views Get Started page and clicks **Register**

 Microsoft | Nonprofits Already registered as a nonprofit? [Sign in](#)

Welcome!

Thank you for your interest in our nonprofit offers. Here's what to expect:

1. You will register with Microsoft and provide proof of your organization's eligibility (tax identification number or registered documentation from government entities, like a charity commission) as described on the [Eligibility](#) page. You will also be asked to agree to our anti-discrimination policy.
2. During registration you will create a Microsoft account. You will use this account username and password to log into the [Microsoft Nonprofit Portal](#). (Note: The person completing registration will be the Global Administrator of the account by default. You can add additional administrators in the Office Admin Center once your account is established).
3. We will verify your organization's eligibility.* Our eligibility validation partner, TechSoup or their local partner, may contact you for additional information. (Note: This step may take up to 20 business days after submitting your application).
4. While you wait for eligibility validation, you can view your application status in the [Microsoft Nonprofit Portal](#). No credit card information is required for the eligibility validation process.
5. Once validation is complete, you will receive an email with your eligibility results. If you are eligible, the email will include a link to the [Microsoft Nonprofit Portal](#) to access our nonprofit offers.

If you have any questions, please [contact us](#).

[Register](#)

*Microsoft partners with TechSoup and their worldwide network of partners to validate your organization's eligibility for nonprofit offers from Microsoft. As part of the validation process, Microsoft will share your registration information with TechSoup. To determine eligibility, TechSoup may request additional information from you directly, and they may share that information with Microsoft. By registering with Microsoft, your organization consents to receipt of communication from TechSoup for eligibility determination, information about the product fulfillment process, and outreach.

[Privacy & cookies](#) [Terms of use](#) [Trademarks](#)

Customer completes Sign Up

Process for customer without an O365 tenant

Nonprofits

Already registered as a nonprofit? [Sign in](#)

Microsoft's nonprofit discount and donation policies


To ensure that your organization complies with Microsoft's policies, including our non-discrimination policy, please certify the following:

My organization does not have a policy or mission of discriminating in hiring, compensation, promotion, termination, retirement, training, programs, and/or services based on race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status. Or my organization is a religious organization that is exempt from laws that otherwise prohibit such discrimination.

AND

My organization is providing nonprofit licenses and subscriptions only to eligible employees and strategic volunteers of my nonprofit, as defined at <https://aka.ms/nonprofiteligibility>.

By clicking **Continue**, I certify that the above statements are true.

[Continue](#) 

Customer completes Sign Up (continued)

Process for customer without an O365 tenant

Nonprofits

Already registered as a nonprofit? [Sign in](#)

Tell us about your organization

We need some information about your organization to verify your nonprofit status. Once verified you'll be notified by email.

Where is your organization located?

[Not seeing your country or region?](#)

Organization Legal Name

Select Category Select Subcategory


Mission Statement

Annual Operating Budget

Website

Organization Email Address

Phone Number

[Next](#) 


Customer completes Sign Up (continued)

Process for customer without an O365 tenant

Nonprofits

Already registered as a nonprofit? [Sign in](#)

Enter your organization address

[Next](#) 

Customer completes Sign Up (continued)

Process for customer without an O365 tenant

Nonprofits

Already registered as a nonprofit? [Sign in](#)


How is your organization registered with your country?

- First select your registration type from the drop-down menu, and enter the legal identifier for that type.
- If you have registration documentation for this type, click browse to upload.
- Then click the **Add Registration Information** button.
- Repeat these steps for each of your registration types.

Registered with Legal identifier

Upload registration document (optional) [Browse...](#)

[Add Registration Information](#)

Next 

Customer completes Sign Up (continued)

Process for customer without an O365 tenant

The screenshot shows a web interface for creating a nonprofit account. At the top left, there is a blue header with the word "Nonprofits". At the top right, there is a link "Already registered as a nonprofit?" and a blue "Sign in" button. The main content area is titled "Create your account" and contains several input fields: a dropdown menu for "United States" with a note "This can't be changed after sign-up. Why not?"; two text boxes for "First name" and "Last name"; a text box for "Business email address"; a text box for "Company name"; and a dropdown menu for "Your organization size". At the bottom left of the form, there is a blue "Next" button with a right-pointing arrow icon.

Nonprofits

Already registered as a nonprofit? [Sign in](#)

Create your account

United States

This can't be changed after sign-up. [Why not?](#)

First name Last name

Business email address

Company name

Your organization size

[Next](#)

Customer completes Sign Up (continued)

Process for customer without an O365 tenant

Nonprofits

Already registered as a nonprofit? [Sign in](#)

Create your user ID

You need a user ID and password to sign in to your account.

Username @ Yourcompany .onmicrosoft.com [?](#)

username@Yourcompany.onmicrosoft.com

Create password


Confirm password

By clicking **Create my account** you agree to our [terms and conditions](#).

Microsoft Online Services will be contacting you with surveys, promotions, tips and advice for using our products and services. You can unsubscribe at any time. For more information on communication options, please see our [Privacy Statement](#).

Microsoft may share your contact information with selected partners to provide special offers which could include training, implementation or licensing. You can unsubscribe at any time. To learn more, read the [Privacy Statement](#).

By clicking **Create my account**, I confirm that I have read and understand the [Trial Agreement](#). If I am signing up on behalf of an organization, when I click Create my account, I represent that I have the authority to bind my organization to the terms in this agreement and that, as the representative of my organization, I agree that my organization is bound by this agreement and its linked websites.

[Create my account](#) 

Customer completes Sign Up (continued)

Process for customer without an O365 tenant

Nonprofits

Already registered as a nonprofit? [Sign in](#)

Prove. You're. Not. A. Robot.

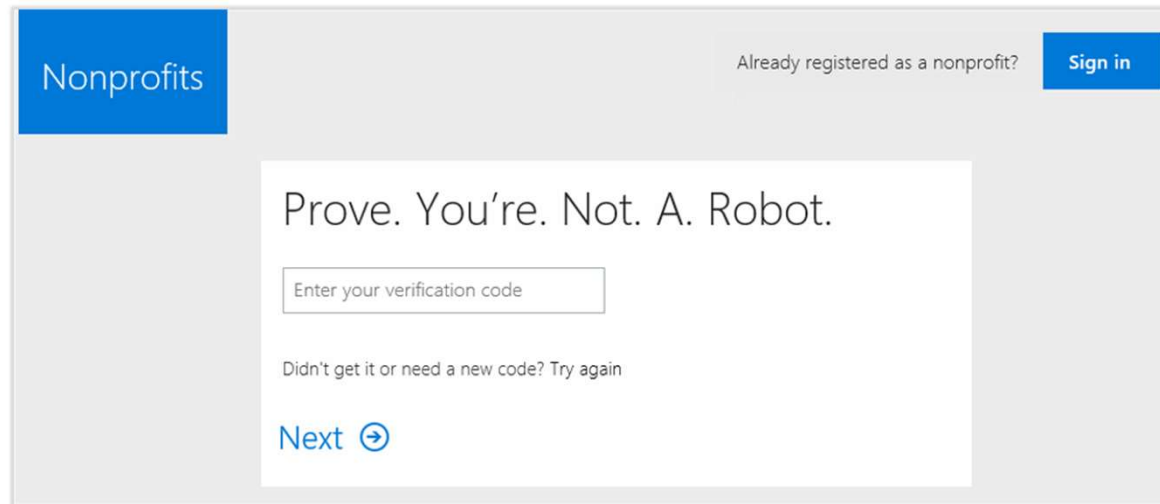
Text me Call me

We don't save this phone number or use it for any other purpose.

[Text me](#) ↪

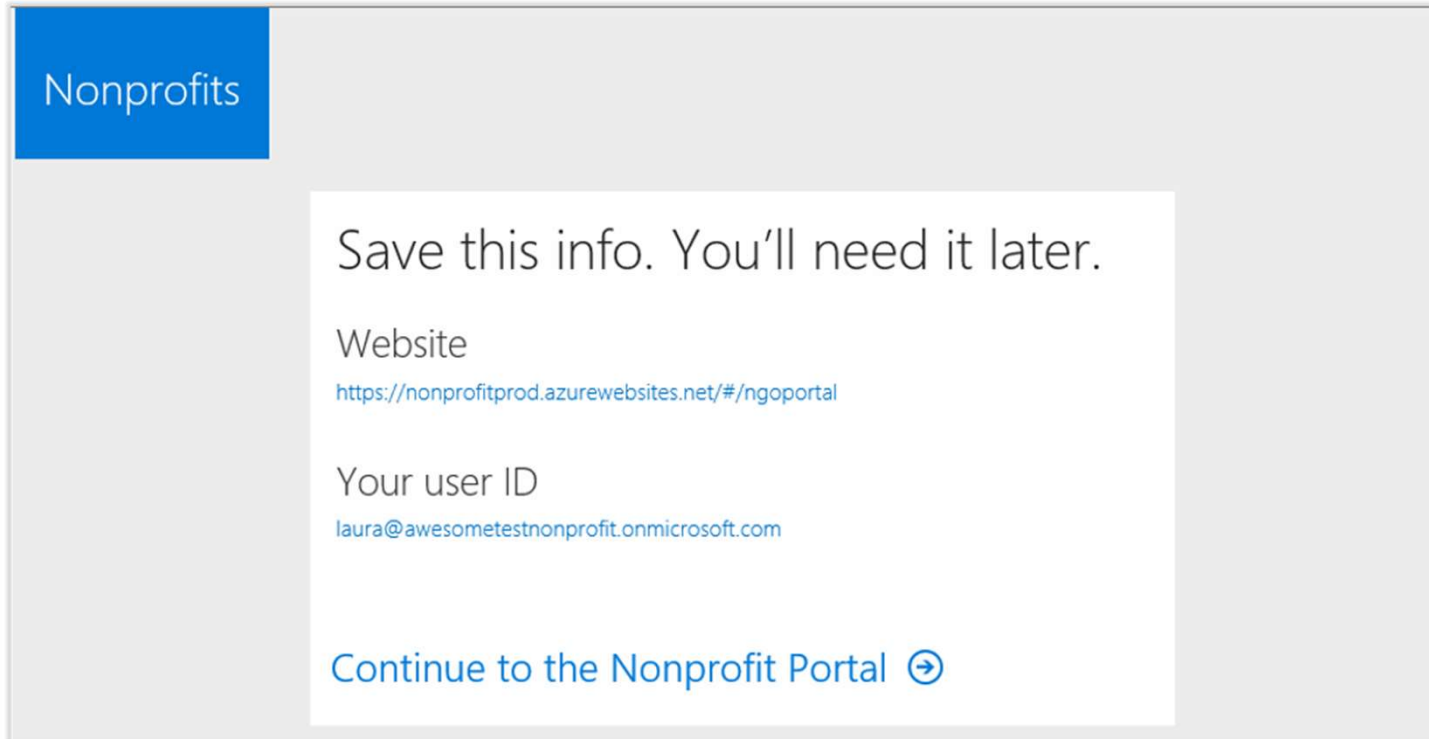
Customer completes Sign Up (continued)

Process for customer without an O365 tenant



The screenshot shows a web interface for nonprofit verification. At the top left, there is a blue box with the text "Nonprofits". At the top right, there is a link "Already registered as a nonprofit?" followed by a blue button labeled "Sign in". The main content area is a white box with the heading "Prove. You're. Not. A. Robot." Below this heading is a text input field with the placeholder text "Enter your verification code". Underneath the input field is the text "Didn't get it or need a new code? Try again". At the bottom of the white box is a blue link labeled "Next" with a right-pointing arrow icon.

Customer completes Sign Up (last page – registration complete)



The screenshot shows a web page with a blue header bar on the left containing the word "Nonprofits". The main content area is white and contains the following text:

Save this info. You'll need it later.

Website
<https://nonprofitprod.azurewebsites.net/#/ngoportal>

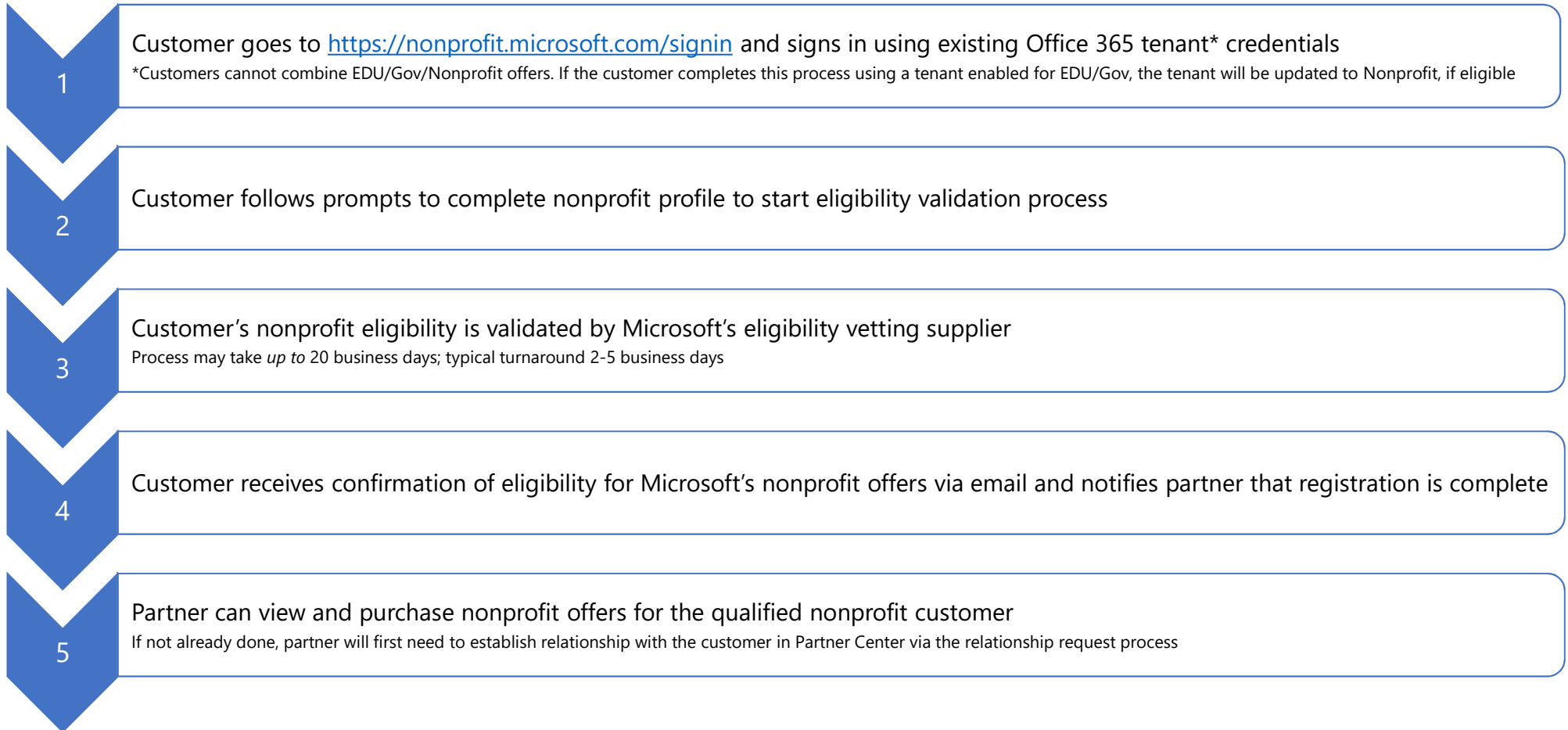
Your user ID
laura@awesometestnonprofit.onmicrosoft.com

[Continue to the Nonprofit Portal](#) →

Nonprofit registration – scenario 2

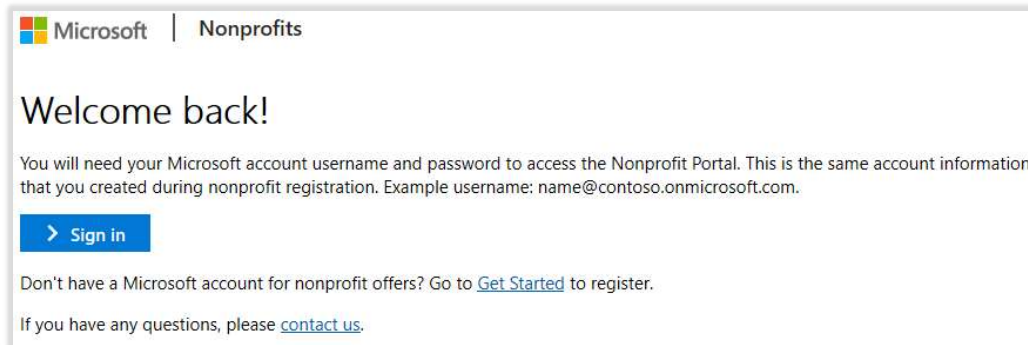
Nonprofit customer with an existing Office 365 tenant that is not enabled for Nonprofit

Process overview



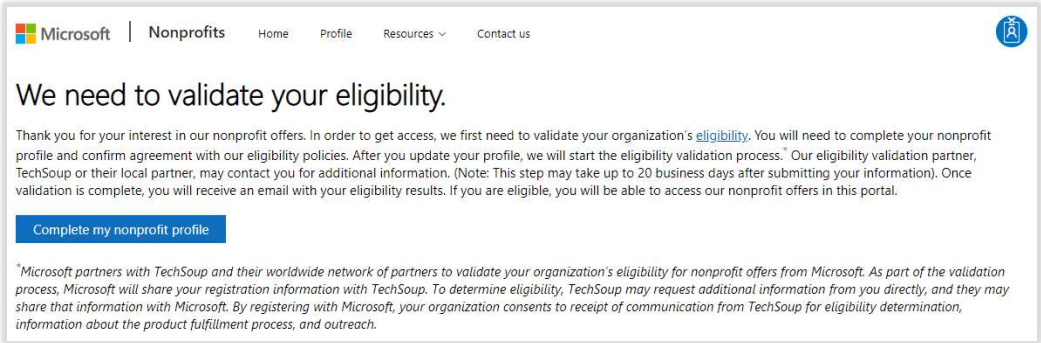
Nonprofit registration: customer experience

Customer goes to <https://nonprofit.microsoft.com/signin> and signs in with O365 credentials*



* Customers cannot combine EDU/Gov/Nonprofit offers. If the customer completes this process using a tenant enabled for EDU/Gov, the tenant will be updated to Nonprofit, if eligible, and the partner will need remove EDU/Gov subscriptions and add Nonprofit subscriptions to the customer's account.

Customer reads information and clicks **Complete my nonprofit profile**



The screenshot shows the Microsoft Nonprofits website. At the top, there is a navigation bar with the Microsoft logo, the word "Nonprofits", and links for "Home", "Profile", "Resources" (with a dropdown arrow), and "Contact us". A user profile icon is visible in the top right corner. The main heading reads "We need to validate your eligibility." Below this, a paragraph explains the validation process: "Thank you for your interest in our nonprofit offers. In order to get access, we first need to validate your organization's [eligibility](#). You will need to complete your nonprofit profile and confirm agreement with our eligibility policies. After you update your profile, we will start the eligibility validation process.* Our eligibility validation partner, TechSoup or their local partner, may contact you for additional information. (Note: This step may take up to 20 business days after submitting your information). Once validation is complete, you will receive an email with your eligibility results. If you are eligible, you will be able to access our nonprofit offers in this portal." A prominent blue button labeled "Complete my nonprofit profile" is positioned below the text. At the bottom, a small footnote reads: "*Microsoft partners with TechSoup and their worldwide network of partners to validate your organization's eligibility for nonprofit offers from Microsoft. As part of the validation process, Microsoft will share your registration information with TechSoup. To determine eligibility, TechSoup may request additional information from you directly, and they may share that information with Microsoft. By registering with Microsoft, your organization consents to receipt of communication from TechSoup for eligibility determination, information about the product fulfillment process, and outreach."

Customer enters requested information and clicks **Continue**

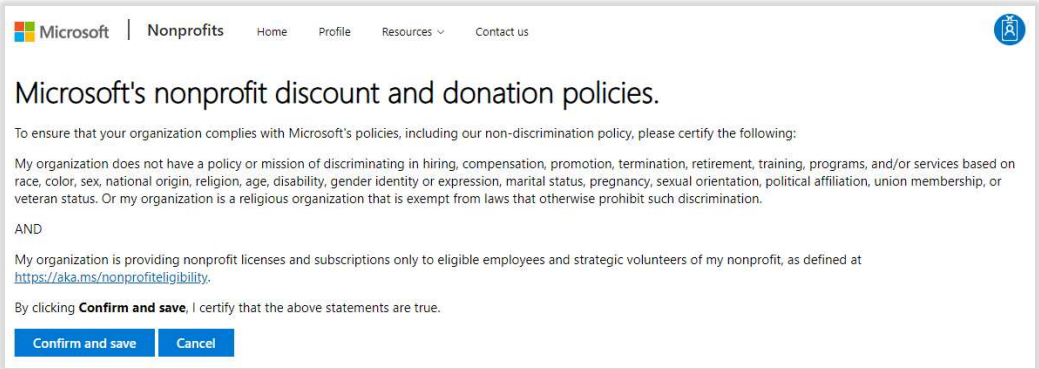
The screenshot shows the Microsoft Nonprofits profile setup form. The form is divided into four sections: Nonprofit profile, Address information, Contact information, and Registration information. The Nonprofit profile section includes fields for Legal name, Mission statement, Activity (dropdown), Operating budget (USD), and Organization size (dropdown). The Address information section includes fields for Address Line 1, Address Line 2, City, State or region, Postal code, and Country (pre-filled with United States). The Contact information section includes fields for Primary contact first name, Primary contact last name, Primary contact email (required), Phone, Website, and Notification email(s) (with a plus icon). The Registration information section includes fields for Legal identifier (required) and Regulatory Body (dropdown with a plus icon). A blue Continue button is located at the bottom left of the form.

The following fields are pre-populated for the customer:

- Legal name
- Address, city, state, postal code (if available)
- Country code (not editable)
- Primary contact first name, last name, and email

Tip: By default, partners are not copied on auto-communications sent to the customer about his or her nonprofit account. You can ask the customer to add your email address in the Notification email(s) field on the Profile page so that you are cc'd on auto-notifications. If added, you will receive every auto-communication email that the customer receives.

Customer attests to compliance with our policies by clicking **Confirm and save**



The screenshot shows a web page titled "Microsoft's nonprofit discount and donation policies." The page header includes the Microsoft logo, "Nonprofits", and navigation links for "Home", "Profile", "Resources", and "Contact us". The main content area contains the following text:

To ensure that your organization complies with Microsoft's policies, including our non-discrimination policy, please certify the following:

My organization does not have a policy or mission of discriminating in hiring, compensation, promotion, termination, retirement, training, programs, and/or services based on race, color, sex, national origin, religion, age, disability, gender identity or expression, marital status, pregnancy, sexual orientation, political affiliation, union membership, or veteran status. Or my organization is a religious organization that is exempt from laws that otherwise prohibit such discrimination.

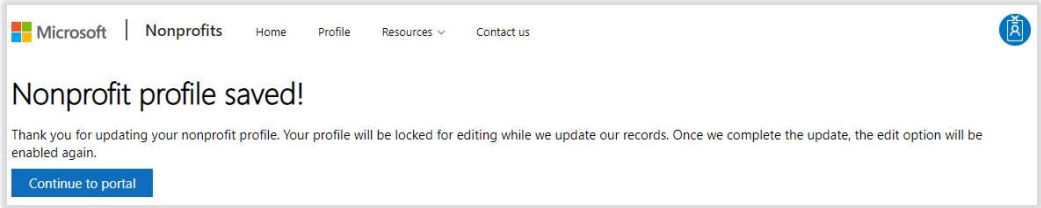
AND

My organization is providing nonprofit licenses and subscriptions only to eligible employees and strategic volunteers of my nonprofit, as defined at <https://aka.ms/nonprofiteligibility>.

By clicking **Confirm and save**, I certify that the above statements are true.

At the bottom of the page, there are two buttons: "Confirm and save" and "Cancel".

Customer sees confirmation of submission (last page – registration complete)



Establishing a relationship

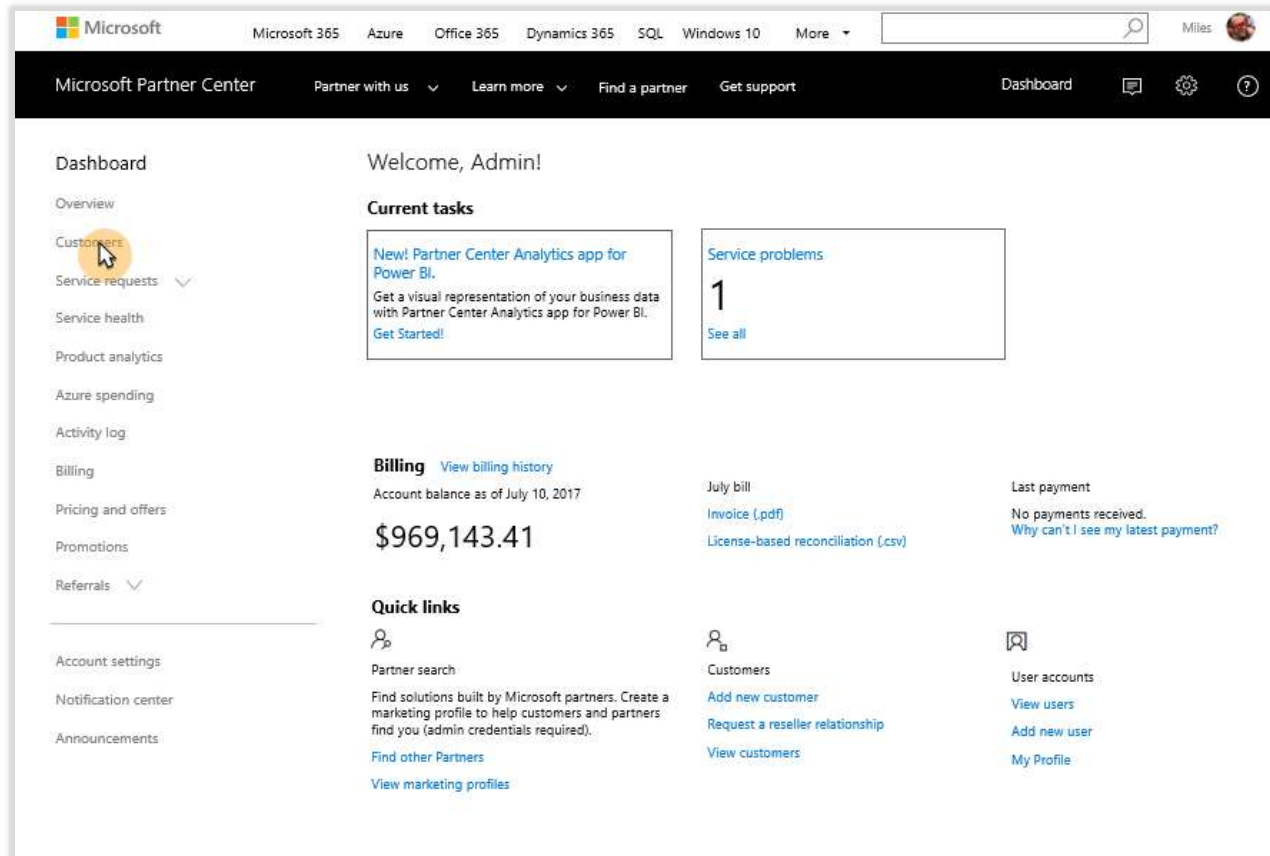
This section provides a walk through for establishing a relationship with a customer in Partner Center

Note: this is a standard process and is not unique to Nonprofit

Partner view

Partner sends relationship request to customer

After receiving confirmation on sign up completion by customer, go to Partner Center and click **Customers**



Click **Request a reseller relationship**

The screenshot shows the Microsoft Partner Center interface. At the top, there is a navigation bar with the Microsoft logo and links to various services: Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10, and More. Below this is a dark navigation bar with 'Microsoft Partner Center' and links for 'Partner with us', 'Learn more', 'Find a partner', and 'Get support'. The main content area is titled 'Customers' and includes an 'Export customers' link. A search bar is present with the placeholder text 'Search by company name or domain'. Two buttons are visible: 'Add a customer' and 'Request a reseller relationship', with the latter being highlighted by a yellow circle and a mouse cursor. Below the buttons is a table of customer records.

Company name	Primary domain name	Relationship
Alpha Corporation	adatum.onmicrosoft.com	Cloud Reseller
Contoso	contoso.onmicrosoft.com	Cloud Reseller
Alpine Ski House	alpineskihouse.onmicrosoft.com	Cloud Reseller
Blue Yonder Airlines	blueyonderairlines.onmicrosoft.com	Cloud Reseller
Coho Vineyards	cohovineyards.onmicrosoft.com	Cloud Reseller
Coho Winery	cohowinery.onmicrosoft.com	Cloud Reseller
Contoso Ltd.	contosold.onmicrosoft.com	Cloud Reseller
Nonprofit Company	redmondcc.onmicrosoft.com	Cloud Reseller

Follow instructions to create and a relationship request to customer

The screenshot shows the Microsoft Partner Center interface. At the top, there is a navigation bar with the Microsoft logo and links for Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10, and a More dropdown menu. A search bar and a user profile icon labeled 'Miles' are also present. Below this is a dark navigation bar with 'Microsoft Partner Center' and links for 'Partner with us', 'Learn more', 'Find a partner', and 'Get support'. On the right side of this bar are icons for 'Dashboard', a message icon, a settings gear, and a help question mark.

The main content area has a breadcrumb trail '← Customers' and a title 'Create a relationship request'. Below the title, there is a paragraph of instructions: 'To request a reseller relationship with a customer, copy and paste the following text, including the URL, into an email. Edit the text if necessary, and send the email to your customer. [Learn more](#)'. This is followed by a section labeled 'Email text' containing a text area with the following content:

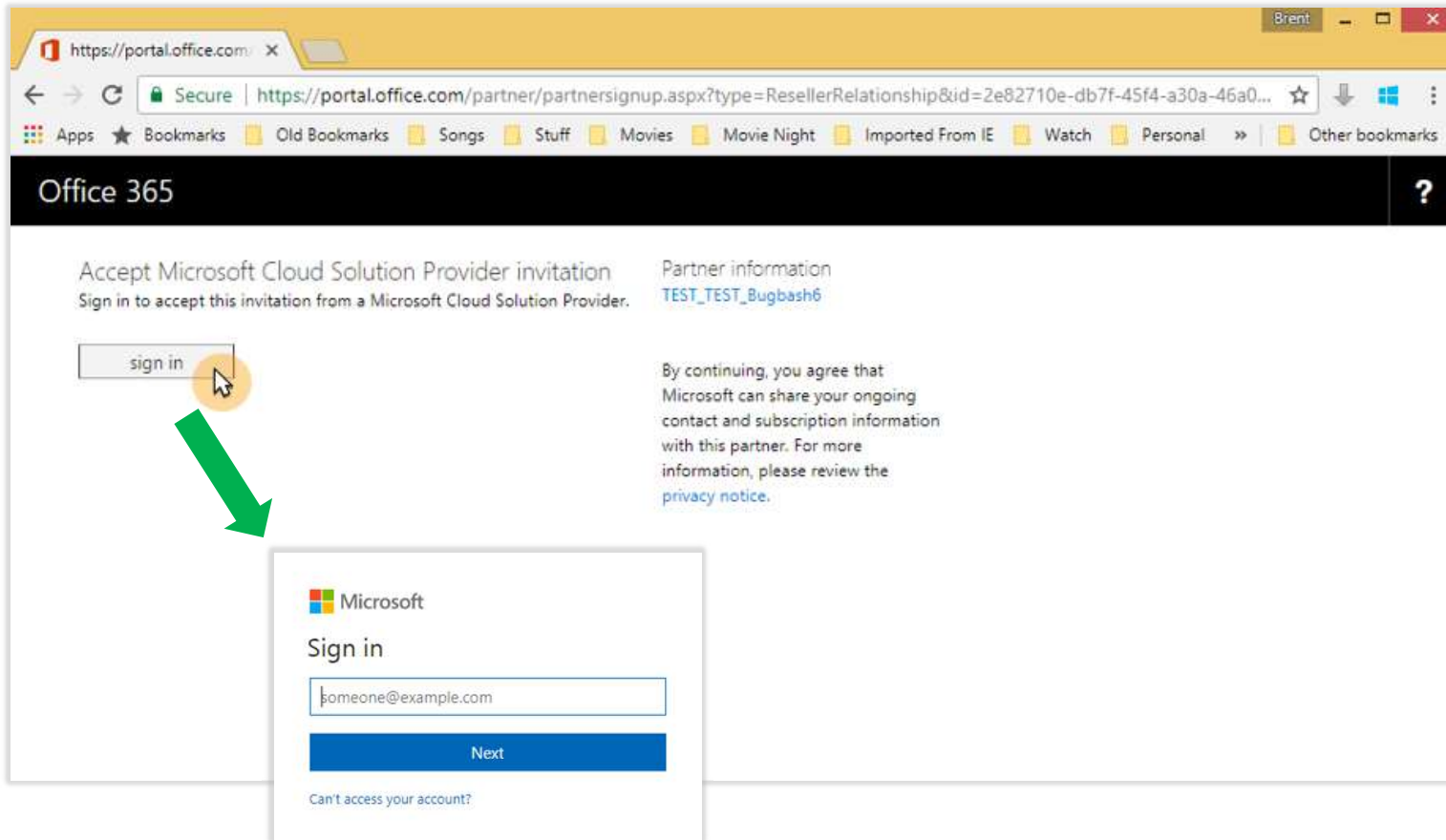
```
Test Account of TEST_TEST_Bugbash6 would like to be your Microsoft Cloud Solution Provider for your Microsoft Cloud account.
Click the following link to accept this invitation and authorize TEST_TEST_Bugbash6 to be your Microsoft Cloud Solution Provider.
https://portal.office.com/partner/partnersignup.aspx?type=ResellerRelationship&id=2e82710e-db7f-45f4-a30a-46a0d678f808&csp=1&msspuid=0
Additional partner information:
v-bserb@microsoft.com
4255553333
```

Below the text area are two links: 'Open in email' and 'Copy to clipboard'. At the bottom of the page is a 'Done' button.

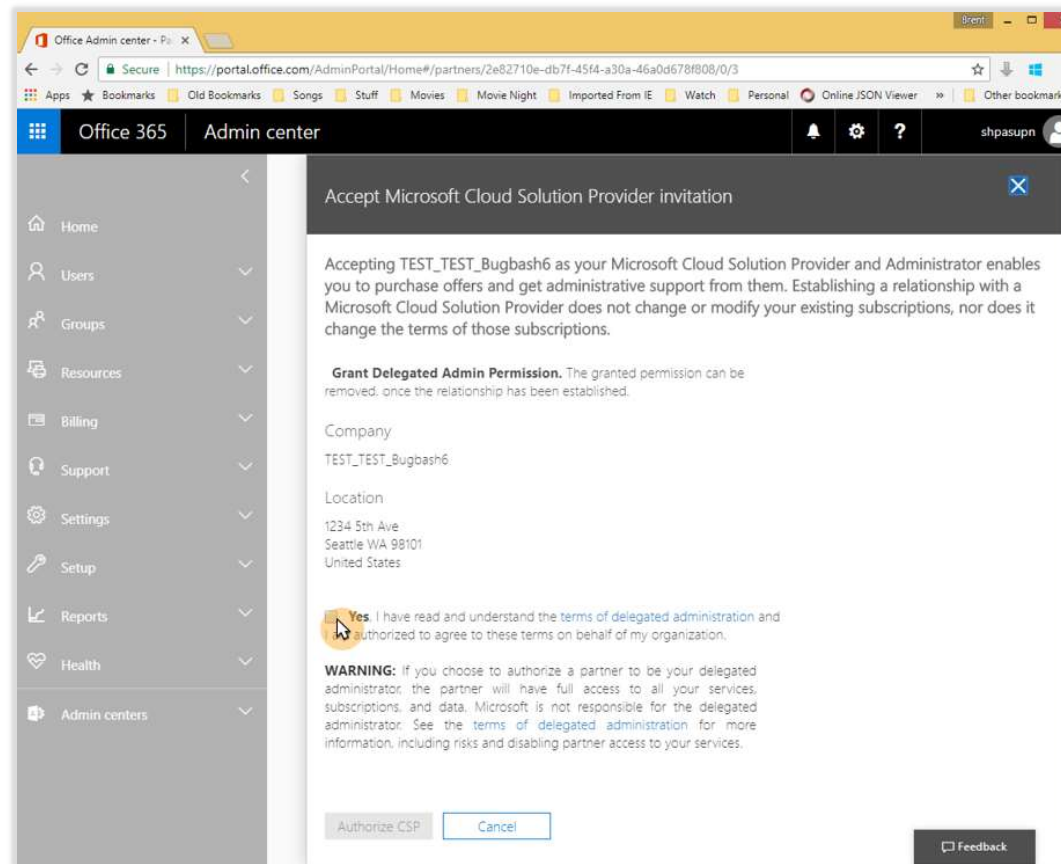
Customer view

Customer accepts relationship request

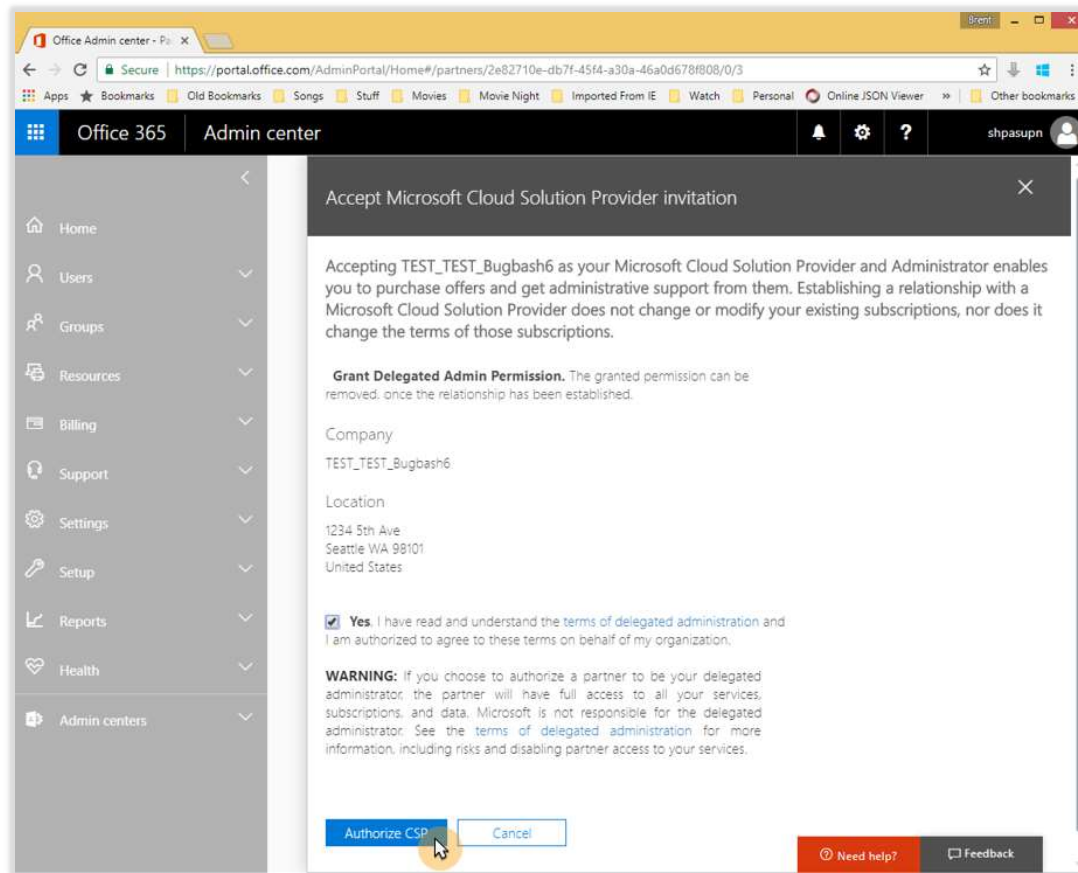
Customer receives relationship request, logs in, and accepts relationship request



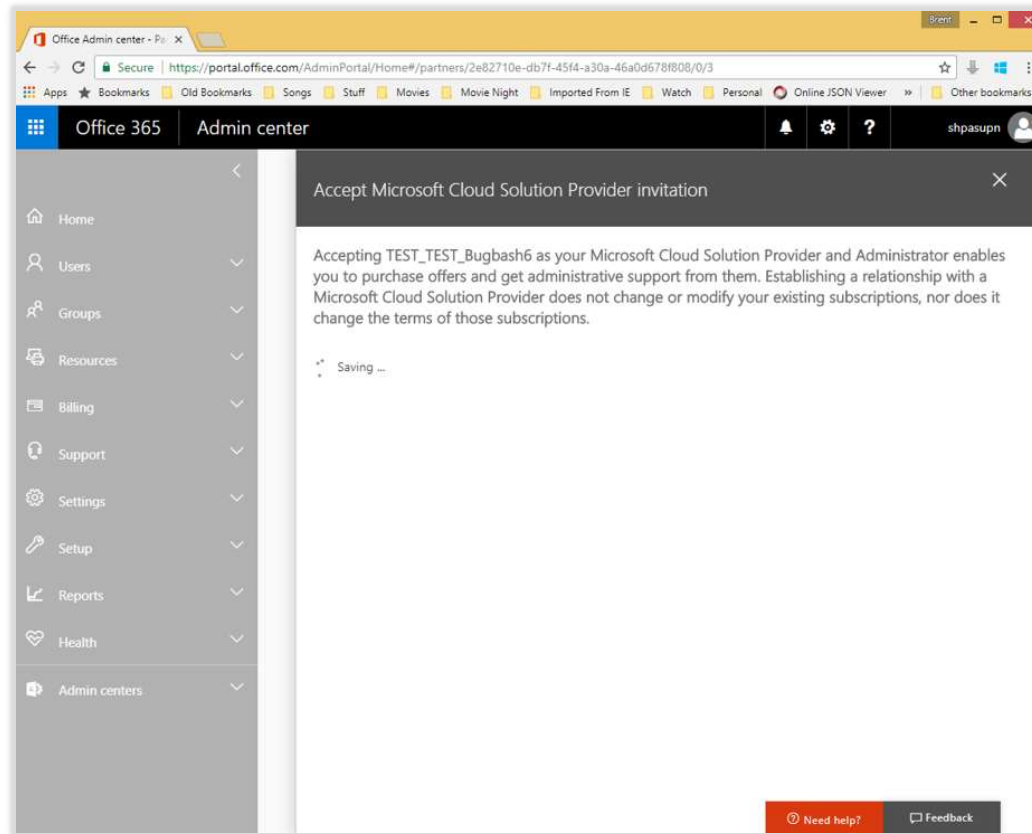
Customer checks box to accept terms



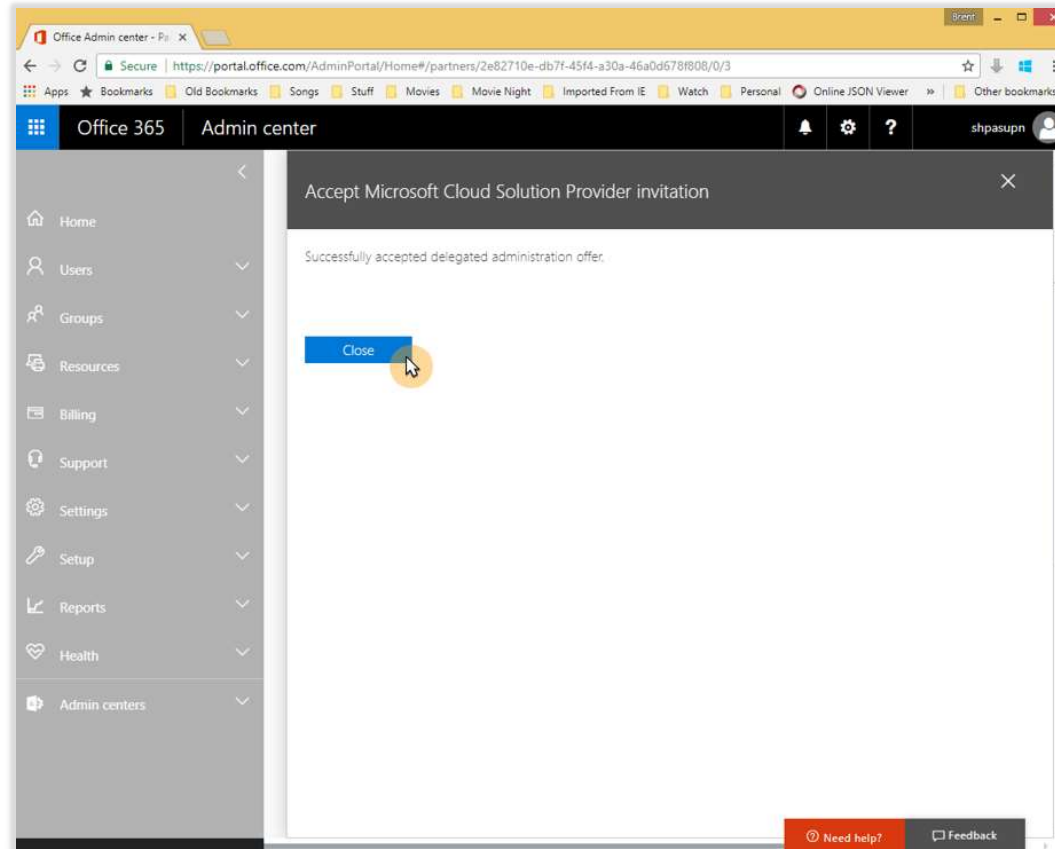
Customer clicks **Authorize CSP**



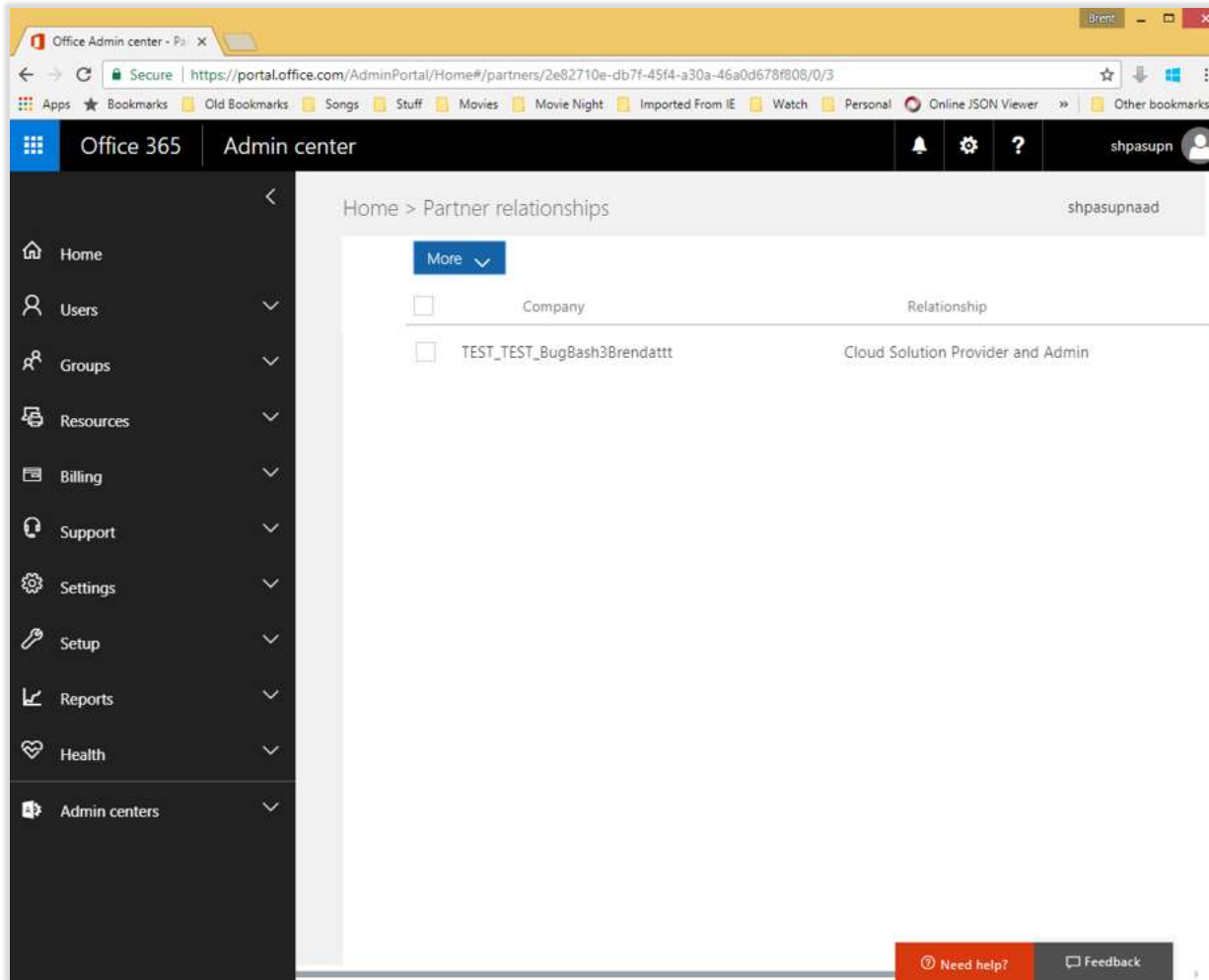
Page saves information



Success confirmation. Customer clicks **Close**



Customer can see partner relationship in Office 365 admin center



Nonprofit offers in Partner Center

This section provides a walk through for purchasing Nonprofit offers in Partner Center, including:

- Getting the Nonprofit trial subscription
- Converting the Nonprofit trial to paid subscription
- Purchasing Nonprofit subscriptions

Partner view

Get the Nonprofit trial subscription

While customer is pending eligibility validation, customer can get Nonprofit trial subscription

In Partner Center, click **Customers** then click desired customer from list

Microsoft Partner Center

Microsoft 365 Azure Office 365 Dynamics 365 SQL Windows 10 More

Microsoft Partner Center Partner with us Learn more Find a partner Get support Dashboard

Customers

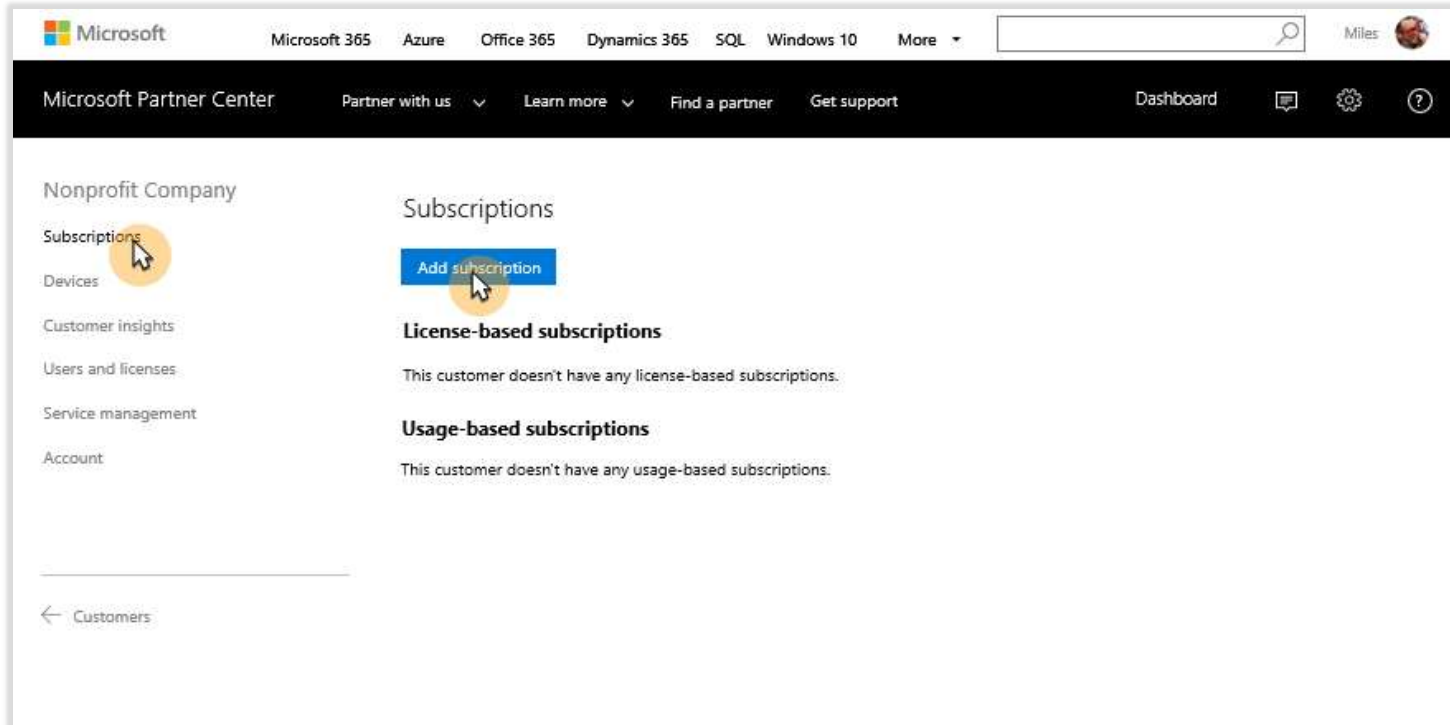
[Export customers](#)

[Add a customer](#) [Request a reseller relationship](#)

Search by company name or domain

Company name	Primary domain name	Relationship
Alpha Corporation	adatam.onmicrosoft.com	Cloud Reseller
Contoso	contoso.onmicrosoft.com	Cloud Reseller
Alpine Ski House	alpineskihouse.onmicrosoft.com	Cloud Reseller
Nonprofit Company	blueyonderairlines.onmicrosoft.com	Cloud Reseller
Coho Vineyards	cohovineyards.onmicrosoft.com	Cloud Reseller
Coho Winery	cohowinery.onmicrosoft.com	Cloud Reseller
Contoso Ltd.	contosold.onmicrosoft.com	Cloud Reseller
Nonprofit B Company	redmondcc.onmicrosoft.com	Cloud Reseller
Fourth Coffee	fourthcoffee.onmicrosoft.com	Cloud Reseller

To add trial subscription for customer pending eligibility validation, click **Subscriptions** then **Add subscription**



Click **Trial**

The screenshot shows the Microsoft Partner Center interface. At the top, there is a navigation bar with the Microsoft logo and links for Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10, and More. Below this is a secondary navigation bar with 'Microsoft Partner Center', 'Partner with us', 'Learn more', 'Find a partner', 'Get support', and a 'Dashboard' link. The main content area is titled 'Nonprofit Company' and includes a sidebar with links for Subscriptions, Devices, Customer insights, Users and licenses, Service management, and Account. The 'New subscription' section is active, showing 'Billing frequency' options: Monthly, Annually (selected), and Trial offers - no billing. Below this is the 'Top offers' section with a link to 'Choose offers'. The 'Catalog' section has three tabs: Enterprise, Small business, and Trial (highlighted with a yellow circle and a mouse cursor). A list of products is displayed under the Trial tab, each with an unchecked checkbox:

- Azure Active Directory Premium P1
- Azure Active Directory Premium P2
- Azure Information Protection Plan 1
- Azure Information Protection Premium P2
- Dyn365 Cloud Add-on From AX Enterprise to Retail
- Dyn365 Cloud Add-on From AX Enterprise to Talent
- Dyn365 Cloud Add-on From AX Functional to Retail
- Dyn365 Cloud Add-on From AXEnt/Func to Unified Operations Plan (Qualified Offer)
- Dyn365 for Operations Activity, Enterprise Edition

At the bottom of the list are 'Submit' and 'Cancel' buttons.

Select desired trial; nonprofit trial designated as "Nonprofit Staff Pricing"

Microsoft Partner Center

Microsoft 365 Azure Office 365 Dynamics 365 SQL Windows 10 More

Partner with us Learn more Find a partner Get support Dashboard

Nonprofit Company

Subscriptions

New subscription

Devices

Customer insights

Users and licenses

Service management

Account

← Customers

New subscription

Billing frequency

Monthly Annually Trial offers - no billing

Top offers

[Choose offers](#) to place at the top of the Software Catalog so that sales agents can quickly find the ones that matter most to your company.

Catalog

Enterprise Small business Trial

- Dynamics 365 Customer Engagement Plan Enterprise Edition Trial
- Dynamics 365 for Finance and Operations Business Edition Trial
- Enterprise Mobility + Security E5 Trial
- Microsoft 365 Business (Nonprofit Staff Pricing) Trial
- Office 365 Business Premium (Nonprofit Staff Pricing) Trial
- Office 365 Business Premium Trial
- Office 365 Enterprise E3 Trial
- Office 365 Enterprise E5 (Nonprofit Staff Pricing) Trial
- Office 365 Enterprise E5 Trial
- Visio Online Plan 1 (Nonprofit Staff Pricing) Trial

Submit Cancel

Click **Submit**

Microsoft Partner Center

Microsoft 365 Azure Office 365 Dynamics 365 SQL Windows 10 More

Microsoft Partner Center Partner with us Learn more Find a partner Get support Dashboard

Nonprofit Company

Subscriptions

- New subscription
- Devices
- Customer insights
- Users and licenses
- Service management
- Account

New subscription

Billing frequency

Monthly Annually Trial offers – no billing

Top offers

[Choose offers](#) to place at the top of the Software Catalog so that sales agents can quickly find the ones that matter most to your company.

Catalog

Enterprise Small business Trial

- Dynamics 365 Customer Engagement Plan Enterprise Edition Trial
- Dynamics 365 for Finance and Operations Business Edition Trial
- Enterprise Mobility + Security E5 Trial
- Microsoft 365 Business (Nonprofit Staff Pricing) Trial
- Office 365 Business Premium (Nonprofit Staff Pricing) Trial Licenses
- Office 365 Business Premium Trial
- Office 365 Enterprise E3 Trial
- Office 365 Enterprise E5 (Nonprofit Staff Pricing) Trial
- Office 365 Enterprise E5 Trial
- Visio Online Plan 1 (Nonprofit Staff Pricing) Trial

Office 365 Business Premium (Nonprofit Staff Pricing) Trial
Office suite for PC and Mac with apps for tablets and phones, plus email, instant messaging, HD video conferencing, 1 TB personal file storage and sharing. For organizations with up to 300 users.
Offer ID: 7d08a5d6-d44a-4729-b49c-d748a9b8bdf

Partner view

Convert Nonprofit trial to paid subscription

Once customer is qualified as eligible, convert trial subscription to paid subscription

To convert trial to paid, from customer view click **Subscriptions**, then click **Convert trial to paid subscription**

The screenshot shows the Microsoft Partner Center interface. At the top, there is a navigation bar with the Microsoft logo, product categories (Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10, More), a search bar, and a user profile (Miles). Below this is a secondary navigation bar with 'Microsoft Partner Center', 'Partner with us', 'Learn more', 'Find a partner', 'Get support', and 'Dashboard'. The main content area is titled 'Nonprofit Company' and features a sidebar with navigation options: Subscriptions (highlighted with a mouse cursor), Devices, Customer insights, Users and licenses, Service management, and Account. The main content area is titled 'Subscriptions' and includes an 'Add subscription' button. Under the heading 'License-based subscriptions', there is a table with the following data:

Subscription	Quantity	Status
Office 365 Business Premium (Nonprofit Staff Pricing) Trial Subscription ID: 8AFC854F-C3B5-4134-8210-9CF04DEAD6A4 Billing frequency: Trial offer - no billing	25 licenses	Expires on 3/24/18

A blue link 'Convert trial to paid subscription' is located next to the subscription ID in the table row. Below the table, there is a section for 'Usage-based subscriptions' which states: 'This customer doesn't have any usage-based subscriptions.'

Click **Convert**

The screenshot shows the Microsoft Partner Center interface. At the top, there is a navigation bar with the Microsoft logo, links for Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10, and a search bar. Below this is a secondary navigation bar with 'Microsoft Partner Center', 'Partner with us', 'Learn more', 'Find a partner', 'Get support', and 'Dashboard'. The main content area is titled 'Subscriptions' and includes an 'Add subscription' button. A table of 'License-based subscriptions' is visible, with one row for 'Office 365' that has a 'Convert trial to paid' dialog box overlaid on it. The dialog box contains the following text: 'Convert trial to paid', 'Convert this trial subscription to a paid one, select whether you want to be billed monthly or annually and select the seat counts. After you convert the subscription you can upgrade to other offers. [Learn more](#)'. Below the text are two sections: 'Quantity *' with a text input field containing '25' and 'User licenses' next to it; and 'Billing frequency' with two radio buttons, 'Monthly' (which is selected) and 'Annually'. At the bottom of the dialog are two buttons: 'Cancel' and 'Convert'. A mouse cursor is pointing at the 'Convert' button.

Microsoft Partner Center

Subscriptions

Add subscription

License-based subscriptions

Subscription	Quantity	Status
Office 365	25	Expires on 3/24/18

Convert trial to paid

Convert this trial subscription to a paid one, select whether you want to be billed monthly or annually and select the seat counts. After you convert the subscription you can upgrade to other offers. [Learn more](#)

Quantity * User licenses

Billing frequency Monthly Annually

Cancel Convert

Subscription is now converted from trial to paid

The screenshot displays the Microsoft Partner Center interface for a Nonprofit Company. The main heading is "Subscriptions", with an "Add subscription" button. Under "License-based subscriptions", a table lists the following subscription:

Subscription	Quantity	Status
Office 365 Business Premium (Nonprofit Staff Pricing) Subscription ID: 8AFC854F-C3B5-4134-8210-9CF04DEAD6A4 Billing frequency: Monthly	25 licenses	Auto renews on 3/15/2019

Below the table, the "Usage-based subscriptions" section states: "This customer doesn't have any usage-based subscriptions." A green arrow points to the subscription name in the table.

Partner view

Purchase Nonprofit subscriptions

Once customer is qualified as eligible, customer can get Nonprofit subscriptions

In Partner Center, click **Customers** then click desired customer from list

Microsoft Partner Center

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Customers

[Export customers](#)

[Add a customer](#) [Request a reseller relationship](#)

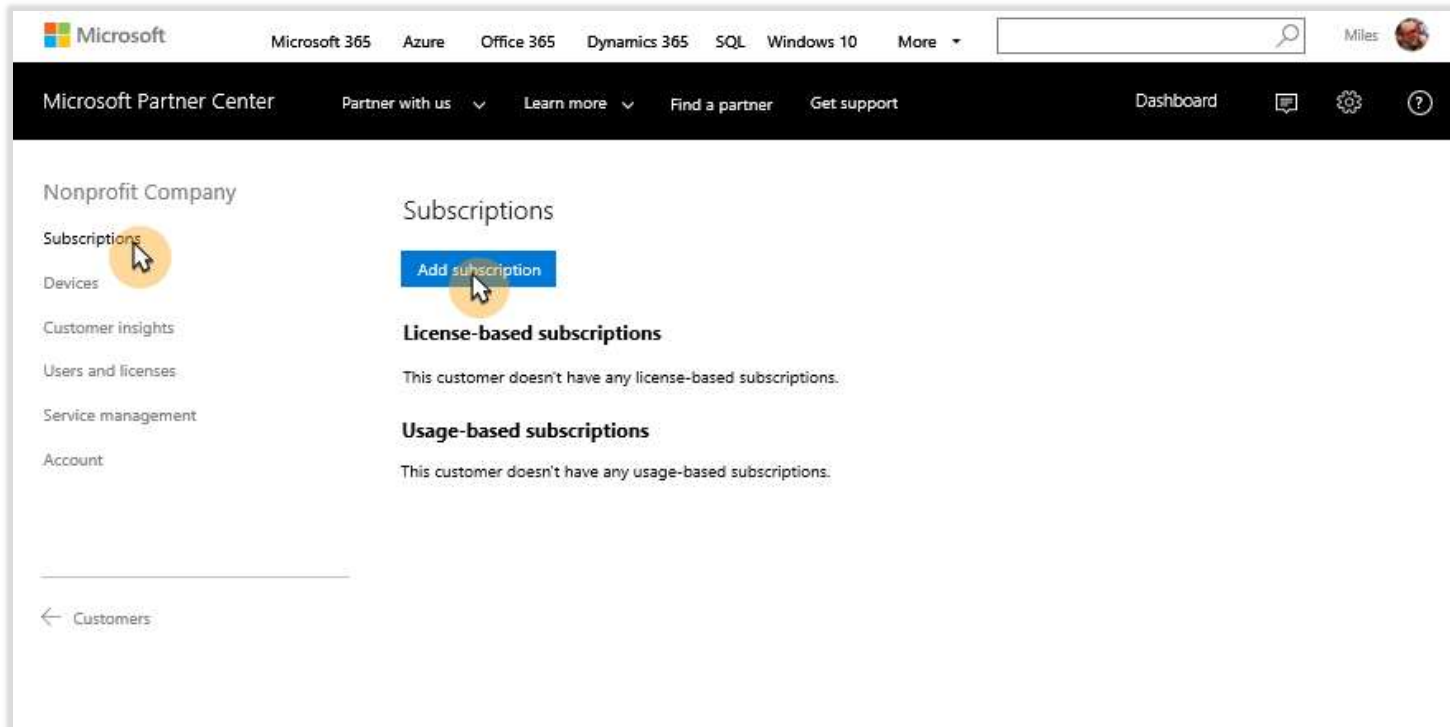
Search by company name or domain

Company name	Primary domain name	Relationship
Alpha Corporation	adatum.onmicrosoft.com	Cloud Reseller
Contoso	contoso.onmicrosoft.com	Cloud Reseller
Alpine Ski House	alpineskihouse.onmicrosoft.com	Cloud Reseller
Nonprofit Company	blueyonderairlines.onmicrosoft.com	Cloud Reseller
Coho Vineyards	cohovineyards.onmicrosoft.com	Cloud Reseller
Coho Winery	cohowinery.onmicrosoft.com	Cloud Reseller
Contoso Ltd.	contosold.onmicrosoft.com	Cloud Reseller
Nonprofit B Company	redmondcc.onmicrosoft.com	Cloud Reseller
Fourth Coffee	fourthcoffee.onmicrosoft.com	Cloud Reseller
Gamers Co	gamersco.onmicrosoft.com	Cloud Reseller

Dashboard

- Overview
- Customers**
- Service requests
- Service health
- Product analytics
- Azure spending
- Activity log
- Billing
- Pricing and offers
- Promotions
- Referrals
- Account settings
- Notification center
- Announcements

To add subscriptions for eligible customer, click **Subscriptions** then **Add subscription**



Click **Nonprofit** to see the Nonprofit catalog

The screenshot shows the Microsoft Partner Center interface for a Nonprofit Company. The top navigation bar includes the Microsoft logo, product categories (Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10), and user information (Miles). The main header contains 'Microsoft Partner Center' and navigation links: 'Partner with us', 'Learn more', 'Find a partner', 'Get support', and 'Dashboard'. The left sidebar lists navigation options: 'Subscriptions', 'New subscription', 'Devices', 'Customer insights', 'Users and licenses', 'Service management', and 'Account'. The main content area is titled 'New subscription' and includes a 'Billing frequency' section with radio buttons for 'Monthly', 'Annually' (selected), and 'Trial offers - no billing'. Below this is a 'Top offers' section with a link to 'Choose offers'. The 'Catalog' section has tabs for 'Enterprise', 'Small business', 'Nonprofit' (highlighted with a mouse cursor), and 'Trial'. A list of offers is displayed under the 'Nonprofit' tab, each with an unchecked checkbox:

- Azure Active Directory Premium P1
- Azure Active Directory Premium P2
- Azure Information Protection Plan 1
- Azure Information Protection Premium P2
- Dyn365 Cloud Add-on From AX Enterprise to Retail
- Dyn365 Cloud Add-on From AX Enterprise to Talent
- Dyn365 Cloud Add-on From AX Functional to Retail
- Dyn365 Cloud Add-on From AXEnt/Func to Unified Operations Plan (Qualified Offer)
- Dyn365 for Operations Activity, Enterprise Edition

At the bottom of the offer list are 'Submit' and 'Cancel' buttons.

Select desired product; nonprofit offer designated as "Nonprofit Staff Pricing"

The screenshot displays the Microsoft Partner Center interface for a nonprofit company. The top navigation bar includes the Microsoft logo, product categories (Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10, More), a search bar, and a user profile (Miles). The main header shows 'Microsoft Partner Center' and navigation links: 'Partner with us', 'Learn more', 'Find a partner', 'Get support', 'Dashboard', and settings/help icons.

The left sidebar lists navigation options: 'Nonprofit Company', 'Subscriptions', 'New subscription', 'Devices', 'Customer insights', 'Users and licenses', 'Service management', and 'Account'. The main content area is titled 'New subscription' and includes a 'Billing frequency' section with radio buttons for 'Monthly', 'Annually' (selected), and 'Trial offers - no billing'. Below this is a 'Top offers' section with a link to 'Choose offers'.

The 'Catalog' section is active, showing tabs for 'Enterprise', 'Small business', 'Nonprofit' (selected), and 'Trial'. A list of products is displayed, each with a checkbox and the text '(Nonprofit Staff Pricing)'. The 'Office 365 Business Premium' option is highlighted with a yellow circle and a mouse cursor. Other products include Project Online Professional, Microsoft 365 E5, Microsoft Stream Plan 2 for Office 365 Add-On, Office 365 Business Essentials, Exchange Online Archiving for Exchange Online, Office 365 Enterprise E1, Microsoft Stream Storage Add-On (500 GB), Visio Online Plan 2, Microsoft 365 Business, and Exchange Online Advanced Threat Protection.

Designate number of licenses and click **Submit**

The screenshot shows the Microsoft Partner Center interface for a Nonprofit Company. The main heading is "New subscription". Under "Billing frequency", the "Annually" option is selected. The "Top offers" section contains a link to "Choose offers" and a brief instruction. The "Catalog" section has tabs for "Enterprise", "Small business", "Nonprofit", and "Trial", with "Nonprofit" currently active. A list of software offers is displayed, with "Office 365 Business Premium (Nonprofit Staff Pricing) Trial" selected. A text input field next to this offer is set to "100" licenses. The "Submit" button is highlighted with a mouse cursor.

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Nonprofit Company

Subscriptions

New subscription

Devices

Customer insights

Users and licenses

Service management

Account

← Customers

New subscription

Billing frequency

Monthly Annually Trial offers – no billing

Top offers

[Choose offers](#) to place at the top of the Software Catalog so that sales agents can quickly find the ones that matter most to your company.

Catalog

Enterprise Small business Nonprofit Trial

Project Online Professional (Nonprofit Staff Pricing)

Office 365 Business Premium (Nonprofit Staff Pricing) Trial Licenses

Microsoft 365 E5 (Nonprofit Staff Pricing)

Microsoft Stream Plan 2 for Office 365 Add-On (Nonprofit Staff Pricing)

Office 365 Business Essentials (Nonprofit Staff Pricing)

Exchange Online Archiving for Exchange Online (Nonprofit Staff Pricing)

Office 365 Enterprise E1 (Nonprofit Staff Pricing)

Microsoft Stream Storage Add-On (500 GB) (Nonprofit Staff Pricing)

Visio Online Plan 2 (Nonprofit Staff Pricing)

Microsoft 365 Business (Nonprofit Staff Pricing)

Exchange Online Advanced Threat Protection (Nonprofit Staff Pricing)

Office 365 Business Premium (Nonprofit Staff Pricing)
Office suite for PC and Mac with apps for tablets and phones, plus email, instant messaging, HD video conferencing, 1 TB personal file storage and sharing. For organizations with up to 300 users.
Offer ID: 7d08a5d6-d44a-4729-b49c-d748e9f8bdf

Submit Cancel

Subscription is now added to account

The screenshot shows the Microsoft Partner Center interface. The top navigation bar includes the Microsoft logo, product categories (Microsoft 365, Azure, Office 365, Dynamics 365, SQL, Windows 10, More), a search bar, and a user profile icon labeled 'Miles'. Below this is a secondary navigation bar with 'Microsoft Partner Center', 'Partner with us', 'Learn more', 'Find a partner', 'Get support', 'Dashboard', and icons for chat, settings, and help.

The main content area is titled 'Subscriptions' and features a blue 'Add subscription' button. Under the heading 'License-based subscriptions', there is a table with the following data:

Subscription	Quantity	Status
Office 365 Business Premium (Nonprofit Staff Pricing)	100 licenses	Auto renews on 3/15/2019

Below the table, the subscription details are displayed: Subscription ID: 8AFC854F-C385-4134-8210-9CF04DEAD6A4 and Billing frequency: Monthly. A green arrow points from the 'Account' link in the left-hand navigation menu to the subscription details.

Under the heading 'Usage-based subscriptions', a message states: 'This customer doesn't have any usage-based subscriptions.'