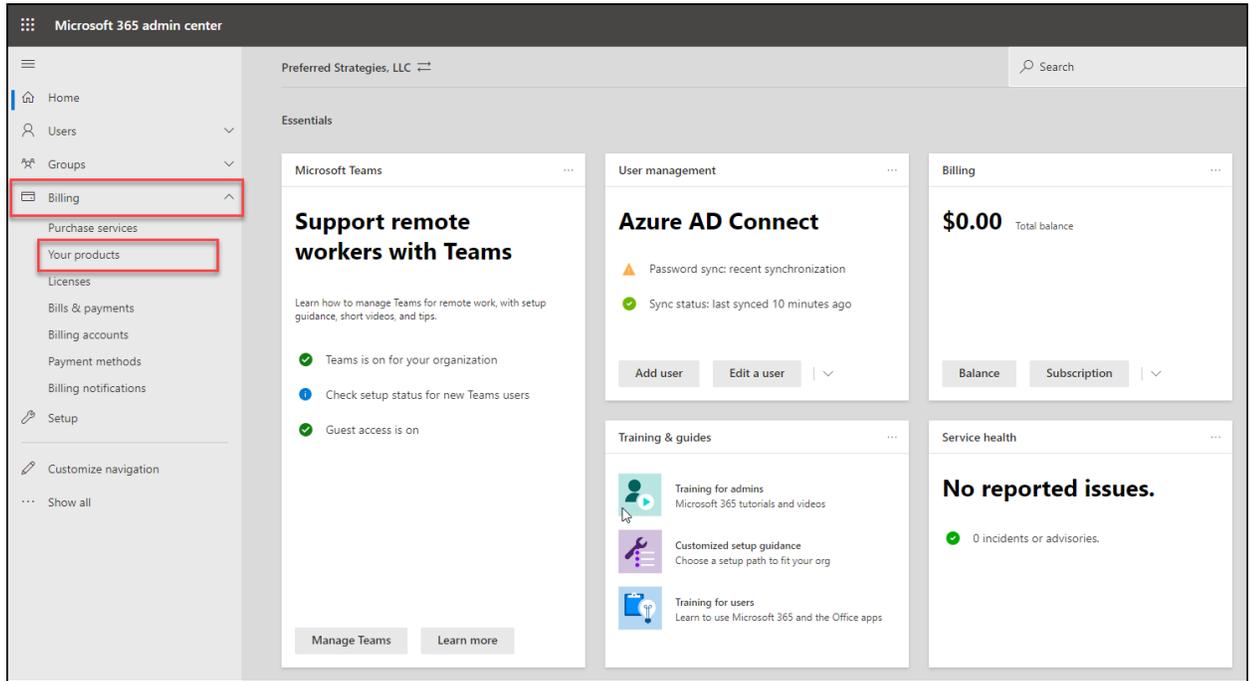


## Steps for Attaching a DPOR for Power BI

1. Go to the Customer's Office Admin Portal at <https://portal.office.com/>.
2. Log into your account using your username and password.
3. Click on Admin to enter the Office 365 admin center.
4. In the admin center, click on Billing, then Products & Services.



5. Select the active Power BI Pro subscription.

The screenshot shows a table titled 'Microsoft 365 products (8)'. The table has columns for Product name, Assigned licenses, Purchased quantity, Subscription status, and Paid with. The 'Power BI Pro' row is highlighted with a red box. The table also includes a 'Choose columns' icon in the top right corner.

| Product name ↑                         | Assigned licenses | Purchased quantity | Subscription status                  | Paid with            | Choose columns |
|--|-------------------|--------------------|--------------------------------------|----------------------|----------------|
| Microsoft Power Apps Plan 2 Trial      | 5                 | 10000              | Active                               | Not available        |                |
| Microsoft Power Automate Free          | 4                 | 10000              | Active                               | Not available        |                |
| Microsoft Teams Commercial Cloud Trial | 1                 | 500000             | Active: Expires on 11/12/2020        | Not available        |                |
| Microsoft Teams Exploratory Trial      | 5                 | 100                | Active                               | Not available        |                |
| Office 365 E3                          | 27                | 30                 | Active: Expires on 12/30/2020        | Not available        |                |
| Power BI (free)                        | 34                | 1000000            | Active                               | Not available        |                |
| <b>Power BI Pro</b>                    | <b>24</b>         | <b>25</b>          | <b>Active: Expires on 12/30/2020</b> | <b>Not available</b> |                |
| PowerApps and Logic Flows              | 5                 | 10000              | Active                               | Not available        |                |

6. Find the Partner Information section in the bottom part of the page.

Your products - Products > Power BI Pro

## Power BI Pro

**License**

**24/25 assigned**

Assigned Available

[Add licenses](#)

[Assign licenses](#)

**Subscription and payment settings**

**Expiration date**  
Off, expires on 12/30/2020  
[Edit recurring billing](#)  
[Extend end date](#)

**Payment method**  
Payment method  
[Replace payment method](#)

**Billing frequency**  
Prepaid  
[Edit billing frequency](#)

**Subscription status**  
Active  
[Cancel subscription](#)

**Purchase information**

**Initial purchase date**  
12/30/2019

**Unit price**  
user/year

**Purchase channel**  
Commercial direct

[Download and install software](#)

**Service usage address**

2425 PORTER ST STE 20  
SOQUEL, CA  
US

[Edit service usage address](#)

**Product details and upgrades**

You're currently subscribed to Power BI Pro.

[View apps and services included with this subscription](#)  
[View upgrades recommended for your org](#)

**Partner information**

If you're working with a partner to help you buy or manage online services, enter their Microsoft Partner Network ID to associate them with this subscription. [Learn more about working with a partner](#)

By selecting Add, you agree that Microsoft can share your contact and subscription information, including information about your organization's use of the service, with this partner.

Microsoft Partner Network ID

Example: 1234567

[Add](#)

7. Input Preferred Strategies Partner ID: **3785567** then click Add.

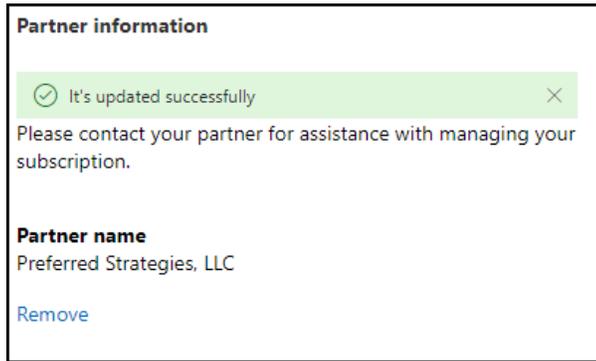
By selecting Add, you agree that Microsoft can share your contact and subscription information, including information about your organization's use of the service, with this partner.

**Microsoft Partner Network ID**

3785567

[Add](#)

8. You should now see Preferred Strategies listed as your Associated partner.



9. If you have a subscription for **Power BI Premium**, please repeat steps 5-8 for that subscription as well.

Please contact us if you have any questions or concerns.

<https://preferredstrategies.com/support/>

**Thank you!**