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.

	Microsoft 365 admin center				
=	:	Preferred Strategies, LLC \rightleftharpoons	✓ Search		
م ا	Home Users V	Essentials			
^ ¢	Groups 🗸	Microsoft Teams	Microsoft Teams ··· User management ···		
6	Billing Purchase services Your products Licenses Bills & payments Billing accounts	Support remote workers with Teams Learn how to manage Teams for remote work, with setup guidance, short videos, and tips.	Azure AD Connect A Password sync: recent synchronization Sync status: last synced 10 minutes ago	\$0.00	Total balance
G	Payment methods Billing notifications	 Teams is on for your organization Check setup status for new Teams users 	Add user Edit a user 🗸	Balance	Subscription
	' Setup	Guest access is on	Training & guides	Service heal	th
	Customize navigation	Manage Teams Learn more	Training for admins Microsoft 365 tutorials and videos Customized setup guidance Choose a setup path to fit your org Training for users Learn to use Microsoft 365 and the Office apps	No re	ported issues.

5. Select the active Power BI Pro subscription.

ayment methods Illing notifications	Microsoft 365 products (8)						
etup	Product name ↑		Assigned licenses	Purchased quantity	Subscription status	Paid with	Choose columns
ustomize navigation	Microsoft Power Apps Plan 2 Trial		5	10000	 Active 	Not available	
now all	Microsoft Power Automate Free		4	10000	Active	Not available	
	Ø Microsoft Teams Commercial Cloud Trial	:	1	500000	Active: Expires on 11/12/2020	Not available	
	Ø Microsoft Teams Exploratory Trial	:	5	100	 Active 	Not available	
	Office 365 E3		27	30	Active: Expires on 12/30/2020	Not available	
	່ມເຈັ ງ Power Bl (free)	÷	34	1000000	Active	Not available	
	Power BI Pro		24	25	Active: Expires on 12/30/2020	Not available	
	9 PowerApps and Logic Flows	÷	5	10000	Active	Not available	1

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

Your products - Products > Power BI Pro						
License	Subscription and payment settings		Purchase information		Service usage address 🕕	
24/25 assigned	Expiration date Off, expires on 12/30/2020 Edit recurring billing	Billing frequency Prepaid Edit billing frequency	Initial purchase date 12/30/2019 Purchase channel	Unit price user/year	2425 PORTER ST STE 20 SOQUEL, CA US Edit service usage address	
Add licenses Assign licenses	Payment method Payment method Replace payment method	Subscription status Active Cancel subscription	Download and install soft	ware		
Product details and upgrades	Partner information]			
You're currently subscribed to Power BI Pro. View apps and services included with this subscription View upgrades recommended for your org	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					

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!