


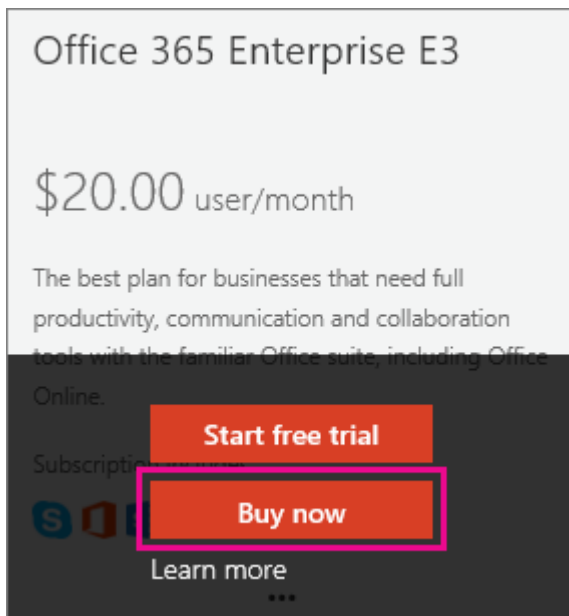
Office 365 CSP Transfer – Smooth, Easy, Hassle-Free

Apps4Rent is an authorized partner of Microsoft who serves as your subscription advisor provides the sales, support, and technical expertise you need to help you set up and maintain your subscription. You can add a subscription advisor partner as a partner of record when you purchase Office 365 or at another time. If you're not currently working with a partner, you can also find one on the Microsoft Pinpoint website.

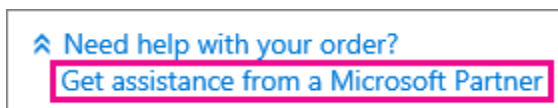
The partner you choose depends on the Office 365 services you use and the country or region where you'll use those services. If you are adding a partner, or changing the partner for your subscription, first you need to get the partner's Microsoft Partner ID by asking the partner for it.

Add a partner at the time of purchase

1. Sign-in to Office 365 with your work or school account.
2. Select the app launcher icon  in the upper-left and choose **Admin**.
3. Choose **Billing > Purchase services**.
4. Select **Buy now** from the expanded menu on the bottom of each listed service.




5. To add a new partner, expand **Need help with your order?** and choose **Get assistance from a Microsoft Partner**.

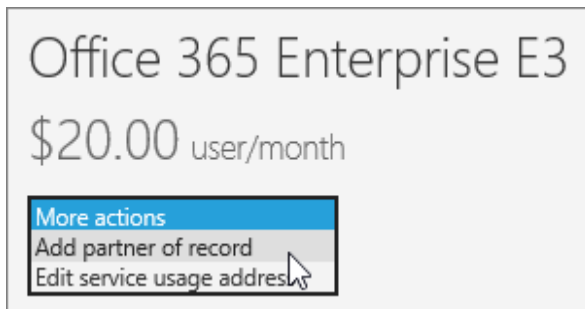


Follow the steps on the Pinpoint page to either search for, or to get matched with a partner.

6. If you already have a partner, in the second step of the **Check out** wizard, in the right pane, under **Partner information**, select **add**.
7. Type the Microsoft Partner ID for the partner you're adding. You can get the partner's Microsoft Partner ID by asking the partner for it.
8. Complete the rest of the wizard to finish buying your subscriptions.


Add a partner to an existing subscription

1. Sign-in to Office 365 with your work or school account.
2. Select the app launcher icon  in the upper-left and choose **Admin**.
3. Choose **Billing > Subscriptions**.
4. If you have more than one subscription, select the subscription you want to edit.
5. On the right, under the subscription cost, select **More actions > Add partner of record**.



6. Type the Microsoft Partner ID for the partner you're adding, select **Check ID**, and then **Submit**. You can get the partner's Microsoft Partner ID by asking the partner for it.
7. The partner ID displays on the **Subscriptions** page.


Change the partner for your subscription

1. Sign-in to Office 365 with your work or school account.
2. Select the app launcher icon  in the upper-left and choose **Admin**.
3. Choose **Billing** > **Subscriptions**.
4. If you have multiple subscriptions, select the name of the subscription you want to edit.
5. Under the **Partner ID**, select **Edit partner of record**.



6. Type the new Microsoft Partner ID for the partner you're adding, select **Check ID**, and then **Submit**. You can get the partner's Microsoft Partner ID by asking the partner for it.
7. The partner ID displays on the **Subscription details** page.

View your partner's relationships

1. Sign into Office 365 with your work or school account.
2. Select the app launcher icon  in the upper-left and choose **Admin**.
3. Go to **Settings** > **Partner Relationships**.

Your partners are listed on the **PARTNER RELATIONSHIPS** page.

If you don't have a partner, you'll see a message that says, "We didn't find anything to show here."

If you want to switch your CSP that takes away all your Office 365 subscription worries, Apps4Rent is the one you're looking for!

Feel free to contact our sales team: sales@aps4rent.com

US Toll Free: 1-866-716-2040