

Office 365 Government GCC for CSP Partner and Customer Validation Step by Step Guide

The purpose of this document is to detail the various process steps a Cloud Solution Provider (CSP) program *direct bill partner would carry out to validate their eligibility and/or their customers eligibility to participate in Office 365 Government GCC for the CSP program. If concerns or questions specific to the validation process, please contact the appropriate alias listed in the [Questions](#) section at the end of this document. Dynamics 365, EMS and Power BI offers will be available September 2018 and the eligibility criteria, validation process, and ordering steps for these offers will be the same as for Microsoft Office 365 Government GCC. Partners and their customers who are already validated for Microsoft Office 365 Government GCC will not be required to go through an additional validation for these offers.

**Direct bill partner refers to direct resellers and indirect providers. If you are an indirect reseller please work with your indirect provider.*

NOTE: This document is optimized for Web Layout view type.

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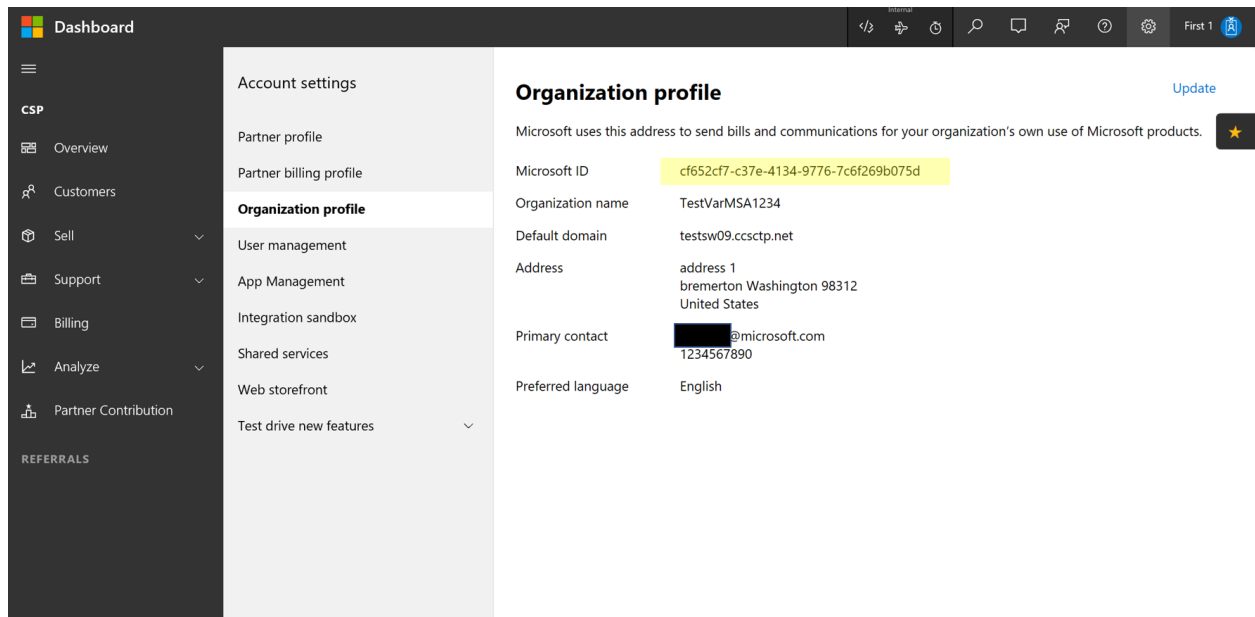
Partner Validation Process

IMPORTANT: Your organization must be [enrolled](#) in the Cloud Solution Provider program as it is a pre-requisite to being approved for Office 365 Government GCC for CSP.

Step 1: Navigate to the [Office 365 Government GCC for CSP partner validation page](#). Complete the form and you will receive a response via email, within two business days outlining next steps. Ensure you have your *Commercial/Global Partner Tenant ID ready to complete this step.

**Some organizations also have an Azure GCC Tenant ID. Do not use this tenant ID.*

The Partner Tenant ID can be found in the Partner's Organization Profile in the Partner Center's Partner Settings/Organizational profile labeled "Microsoft ID:"



Dashboard

CSP

- Overview
- Customers
- Sell
- Support
- Billing
- Analyze
- Partner Contribution

REFERRALS

Account settings

- Partner profile
- Partner billing profile
- Organization profile**
- User management
- App Management
- Integration sandbox
- Shared services
- Web storefront
- Test drive new features

Organization profile [Update](#)

Microsoft uses this address to send bills and communications for your organization's own use of Microsoft products. [★](#)

Microsoft ID	cf652cf7-c37e-4134-9776-7c6f269b075d
Organization name	TestVarMSA1234
Default domain	testsw09.ccctp.net
Address	address 1 bremerston Washington 98312 United States
Primary contact	[redacted]@microsoft.com 1234567890
Preferred language	English

Partner Validation Form:

Office 365 Government GCC for CSP

Validate your organizations eligibility for Office 365 Government GCC for CSP by completing the brief form below. You could be approved if you are a partner serving US federal, state, local or tribal government entities. Specific eligibility criteria for partners and customers can be found [here](#).

[Enrolling](#) in the Cloud Solution Provider program is a pre-requisite to being approved for the Office 365 Government GCC for CSP.

If you would like to determine your customer organizations' eligibility, please complete the customer form located [here](#).



Get started selling Office 365 Government GCC license-based services for CSP!

You will receive a response via email, within two business days after completing the form below, outlining next steps.

Check out the detailed [Step-by-Step guide](#) that walks through the end-to-end process.

Contact [RSC Support Escalations](#) for validation questions or issues.

Tell us about your organization

First Name

Last Name

Organizational E-mail Address

Confirm E-mail Address

Country Code

Phone Number

Organization Name

Organization Website

Please provide your business address

Country/Region

Step 2: Once your organization is confirmed you will see **"Government_community_cloud"** appear as one of your organizations "Reseller Qualifications" in your Partner Center Partner Profile.

The screenshot shows the Microsoft Partner Center Dashboard. The left sidebar contains navigation links: Account settings, Partner profile (selected), Partner billing profile, Organization profile, User management, App Management, Integration sandbox, Shared services, Web storefront, and Test drive new features. The main content area is titled "Partner profile" and includes a sub-header "Your partner profile contains your registration info and settings." Below this, there are four sections: "Legal business profile" (with an "Update" link), "Program info", "Support" (with an "Update" link), and "Reseller settings".

Section	Field	Value
Legal business profile	Verification status	Authorized
	Organization name	TestVarMSA1234
	Address	address 1 bremerton Washington 98312 United States
	Primary contact	First 1 Last 1 [redacted]@microsoft.com 1234567890
Program info	Microsoft Cloud Solution Provider status	Active Microsoft Cloud Reseller agreement February 7, 2018 Signed by First 1 Last 1
	Cloud Solution Provider tier	1-Tier
	MPN ID	4863040 Update
	Reseller Qualifications	Education Government_community_cloud
Support	Support info	bing.com pcnotify@microsoft.com 1234567890
	Reseller settings	Show or hide the option for customers to buy domains and website hosting from a third-party. Third-party domain purchases: <input checked="" type="checkbox"/> On Third-party website hosting: <input checked="" type="checkbox"/> On

Your organization is now enabled for Government Community Cloud and can view customer GCC qualifications, transact, and create new GCC customers.

Customer Validation Process

New Customer Validation Process

Once Microsoft Community Cloud has been added to your Reseller Qualifications in Partner Center Profile (see [Partner Validation Process](#)) you are ready to add new customers and submit them for validation for the Microsoft Office 365 Government for CSP which enables you to transact for such offers.

Step 1: In the Partner Center Dashboard → Customers page choose "Add a customer"

Step 3: A “Customer Validations” menu option will appear. Since this is a new customer, you will not see a Customer Validation option to choose yet, so click “What is this?” link above the drop-down menu.

The screenshot shows the 'Account info' page in the Microsoft 365 Admin Center. The left sidebar contains a menu with options: 'gcctest5444', 'Account info' (selected), 'Subscriptions', 'Review', and 'Confirmation'. The main content area is titled 'Account info' and includes a 'Company' section. This section contains several input fields: 'Country/region' (set to 'United States'), 'Company' (set to 'gcctest5444'), 'Address line 1' (set to 'One Microsoft Way'), 'City' (set to 'Redmond'), 'Special qualifications' (set to 'Government Community Cloud (GCC)'), 'Primary domain name' (set to 'gcctest5444.ccscpt.net' with a confirmation message 'gcctest5444.ccscpt.net is available'), 'Address line 2' (empty), 'State/Province' (set to 'Washington'), 'ZIP/Postal code' (set to '98052'), and 'GCC Validation Code' (set to 'Select a validation request'). A yellow circle highlights the 'What is this?' link above the 'GCC Validation Code' dropdown. Below the 'Company' section is the 'Primary contact' section, which has four empty input fields for 'First name', 'Last name', 'Email address', and 'Phone number'.

Step 4: A help dialogue will appear. Click the “new request” link within the dialogue text.

Dashboard

New customer

Account info

Subscriptions

Review

Confirmation

Account info

Company

Country/region * [Why can't I see other countries/regions?](#)

United States

Company *

gcctest444

Address line 1 *

One Microsoft Way

City *

redmond

Special qualifications [What is this?](#)

Government Community Cloud (GCC)

Primary domain name * [What is this?](#)

gcctest444 .ccsctp.net

gcctest444.ccsctp.net is available ✓

Address line 2

Government Community Cloud (GCC) requires customer tenants to have valid GCC approvals, you can select from an existing approval list or submit a new request at the GCC submission site.

State

VA

Postal code *

20052

GCC Validation Code * [What is this?](#)

Select a validation request.

Primary contact

First name *

Last name *

Email address *

Phone number

Microsoft cloud agreement

☐ The customer has accepted the latest [Microsoft Cloud Agreement](#)

Step 5: You will be taken to the [Office 365 Government GCC for CSP customer validation page](#). Complete the form below on behalf of your customer (you will need your * Commercial/Global Partner Tenant ID). It takes up to 2 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 complete, the customer's status will be updated in their Partner Center account and you can begin placing orders for GCC offers.

***IMPORTANT:** All partner types (direct reseller, indirect provider, indirect reseller) can submit validation requests on behalf of their customers. However, the Commercial/Global partner tenant ID they use must be that of the transacting partner. For example, if you're an indirect reseller, you would use the Commercial/Global partner tenant ID of the indirect provider. Note that some organizations also have an Azure GCC Tenant ID. Do not use this tenant ID.

Office 365 Government GCC for CSP

Validate your customers' eligibility for Office 365 Government GCC for CSP by completing the brief form below. Your customer could be approved if they are an organization that handles government-controlled data or are a U.S. federal, state, local or tribal government entity. Specific eligibility criteria for partners and customers can be found [here](#).

If you would like to determine your organizations' eligibility, please complete the partner form located [here](#).



Get your customers started with Office 365 Government GCC for CSP!

Your customer will receive a response via email, within two business days, after completing the form below outlining next steps.

Check out the detailed [Step-by-Step guide](#) that walks through the end-to-end process.

Contact [RSC Support Escalations](#) for validation questions or issues.

Tell us about your organization

My Organization is:

Select ▾

Select

U.S. Federal, State, Local or Tribal Government Entity

Customers handling Government regulated data

First Name

Last Name

Organizational E-mail Address

Confirm E-mail Address

Country Code

Phone Number

Organization Name

Organization Website

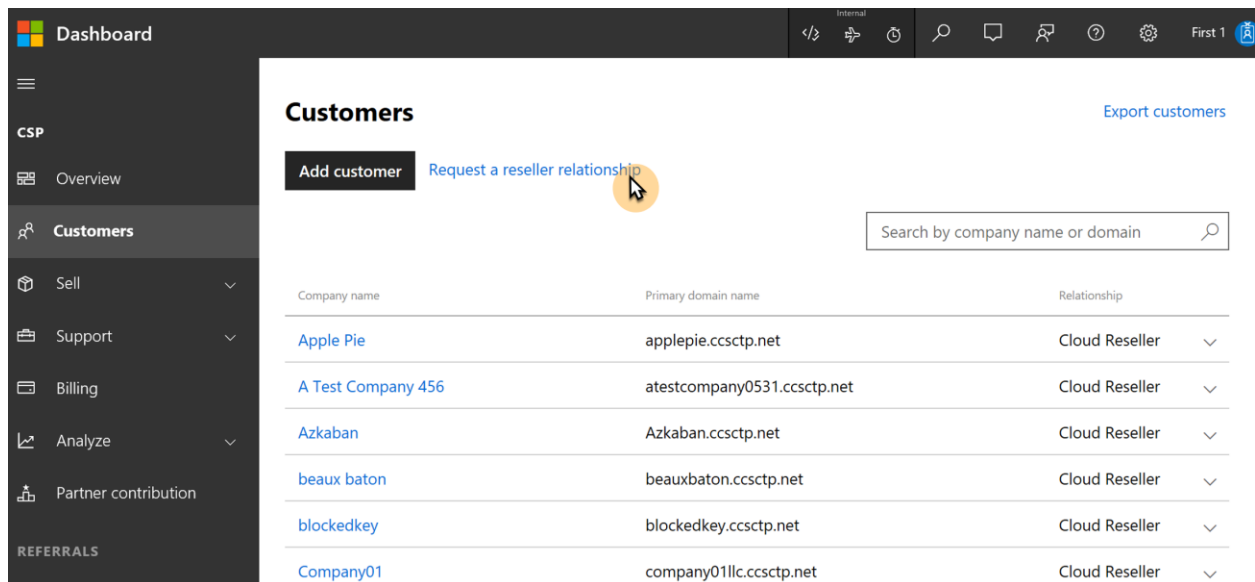
Step 6: Once the customer has been validated you will see the customer's status updated in their Partner Center account and you can place orders for GCC offers for this customer. See [Check Customer Validation Status](#) section for details on how to do this.

Existing Microsoft Office 365 GCC Government Customer Your Organization Doesn't Manage

If the customer you wish to place an order for is not already in your Partner Center customer validation list you will need to request a reseller relationship and have the customer approve.

See also Partner Center Help article [Connect with customers in Partner Center](#)

Step 1: To request a reseller relationship, select **Customers** from your **Dashboard** menu and then select **"Request a reseller relationship"**.



The screenshot shows the Microsoft Partner Center Dashboard. On the left is a dark sidebar with a menu. The main content area is titled 'Customers' and has a search bar and a table of existing customers. A yellow circle highlights the 'Request a reseller relationship' link, which is next to the 'Add customer' button.

Dashboard

Customers [Export customers](#)

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

Search by company name or domain

Company name	Primary domain name	Relationship
Apple Pie	applepie.ccscpt.net	Cloud Reseller
A Test Company 456	atestcompany0531.ccscpt.net	Cloud Reseller
Azkaban	Azkaban.ccscpt.net	Cloud Reseller
beaux baton	beauxbaton.ccscpt.net	Cloud Reseller
blockedkey	blockedkey.ccscpt.net	Cloud Reseller
Company01	company01llc.ccscpt.net	Cloud Reseller

Step 2: On the next page, review the draft email message. You can open the draft message in your default email application or you can copy the message to your clipboard and paste it into an email. You can edit the text in the email but be sure to include the link as it is personalized to link the customer directly to your account. Select Done when you've completed this step.

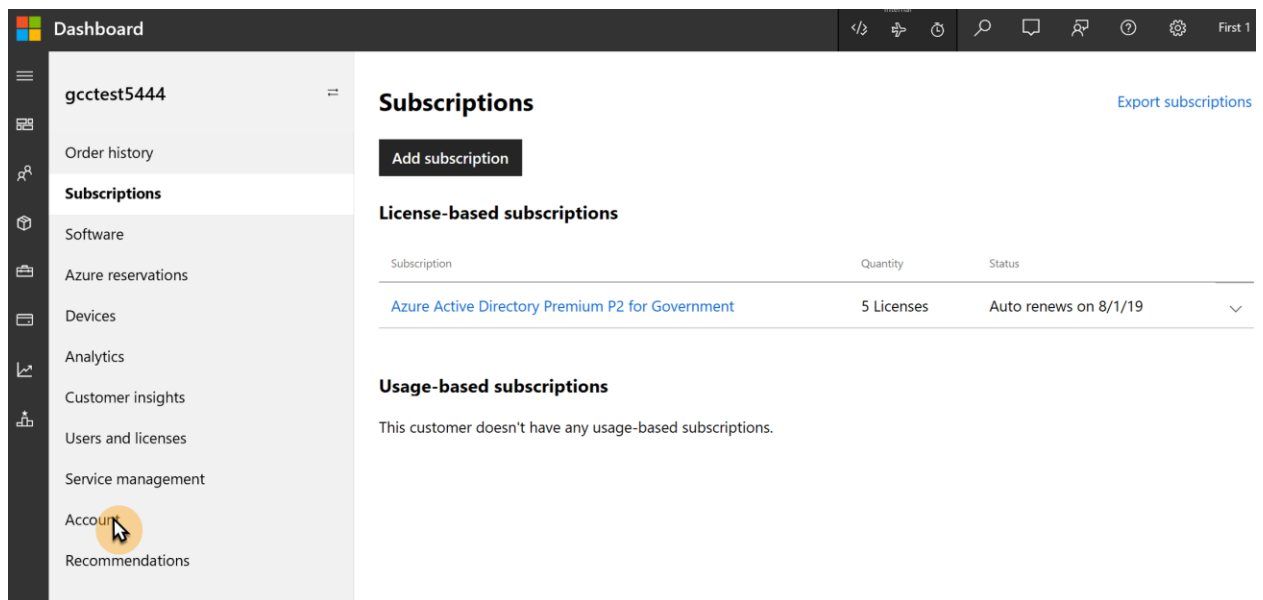
Step 3: Send the email to your customer.

Step 4: After the customer accepts your invitation, they'll appear on your Customers page in Partner Center, and you'll be able to provision and manage the service for the customer from there.

Step 5: [Check Customer Validation Status](#) to confirm the newly added customer is validated and ready for you to transact GCC offer orders.

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.

Dashboard gcctest5444

Account

Company info [How can I change this?](#)

Company: gcctest5444
One Microsoft Way
redmond WA 98052

Primary contact: test@test.com
4255550000

Bill-to info [Update](#) [Remove reseller relationship](#)

Company: gcctest5444
One Microsoft Way
redmond WA 98052

Primary contact: test test
test@test.com
4255550000

Customer account info

Microsoft ID: 727a3f81-912a-49b6-b38e-8006129e3b14

Domain name: gcctest5444.ccscpt.net

Microsoft cloud agreement [Update](#)

Accepted by: **Not provided**

Special Qualifications

Government Community Cloud
Validation: 5884773 – Redmond City Council

Placing an order once customer is validated

Partners can purchase Office 365 Government GCC offers only for customers that are validated for Office 365 Government GCC.

New Customer

Step 1: In the New customer Account Info screen, choose “Microsoft Community Cloud (GCC)” from the Special Qualifications dropdown.

Dashboard

Account info

Company

Country/region • [Why can't I see other countries/regions?](#)

United States

Company *

gcctest444

Primary domain name • [What is this?](#)

gcctest444 .ccsctp.net

gcctest444.ccsctp.net is available ✓

Address line 1 *

One Microsoft Way

Address line 2

City *

redmond

State/Province *

Washington

ZIP/Postal code *

98052

Special qualifications [What is this?](#)

None

Education

Government Community Cloud (GCC)

Primary contact

First name *

Last name *

Email address *

Phone number

Microsoft cloud agreement

Step 2: Choose the appropriate “Customer Validation” item from the dropdown list.

NOTE: If you are not seeing your customers’ validation appear in the dropdown then they have not been validated for GCC yet. Please see the [Customer Validation](#) steps or contact the [validation support team](#).

Dashboard

United States

Company *

gcctest444

Address line 1 *

One Microsoft Way

City *

redmond

Special qualifications [What is this?](#)

Government Community Cloud (GCC)

Primary domain name * [What is this?](#)

gcctest444

gcctest444.ccscpt.net is available ✓

Address line 2

State/Province *

Washington

ZIP/Postal code *

98052

GCC Validation Code * [What is this?](#)

11111 - Xbox (298)

Primary contact

First name *

test

Last name *

test

Email address *

test@test.com

Phone number

4255550000

Microsoft cloud agreement

☒ The customer has accepted the latest [Microsoft Cloud Agreement](#)

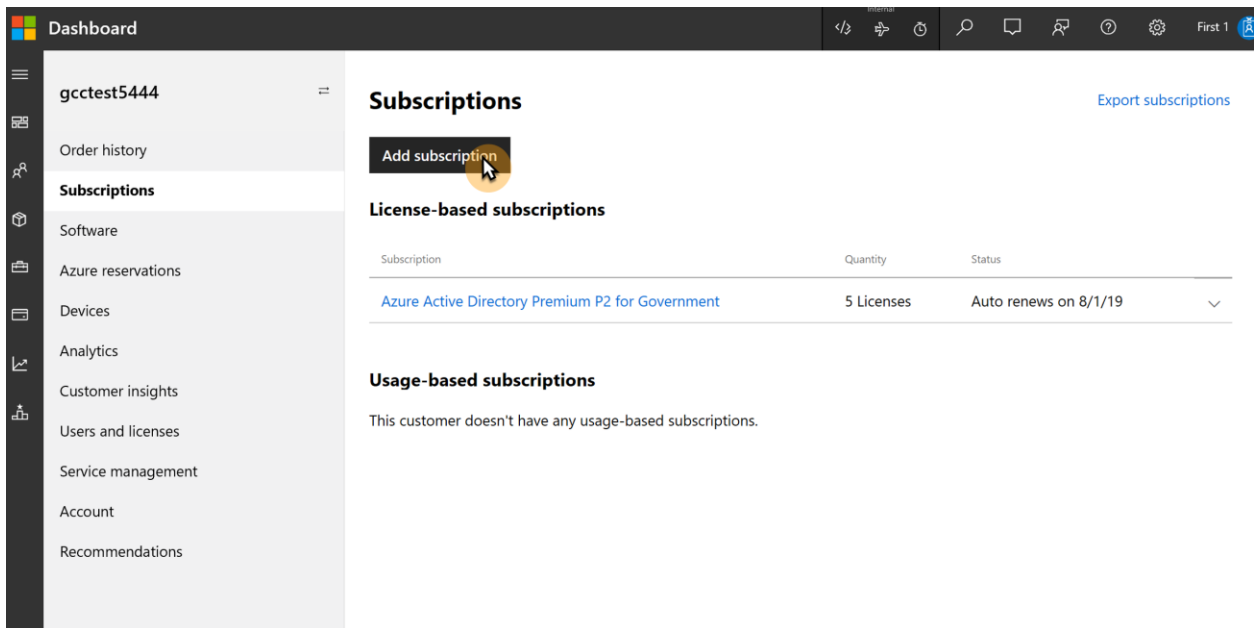
Agreement signature date

Mon Jul 30 2018

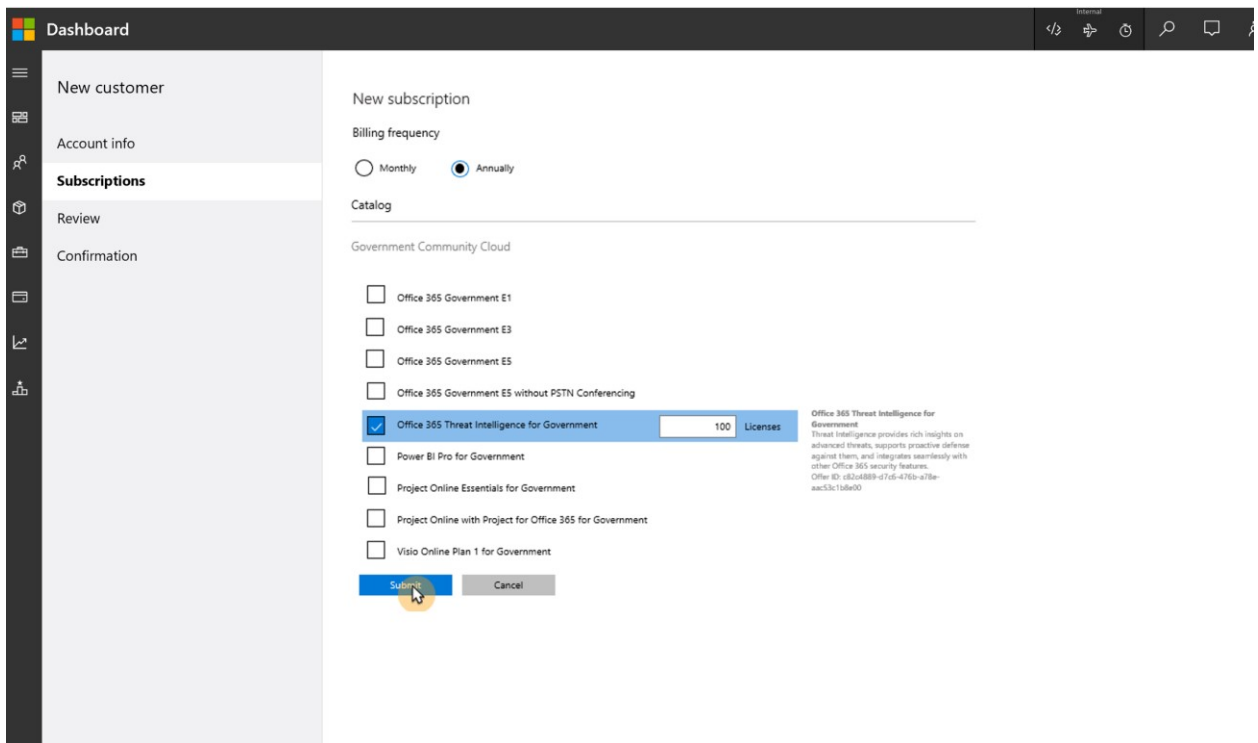
Next: Subscriptions

Cancel

Step 4: Proceed to add products as per usual ordering process...



Step 4: Select the offer and submit



Questions?

For questions specifically related to the validation process please contact [RSC Support Escalations](#).

For all other Partner Center related questions contact [Partner Center Support](#).