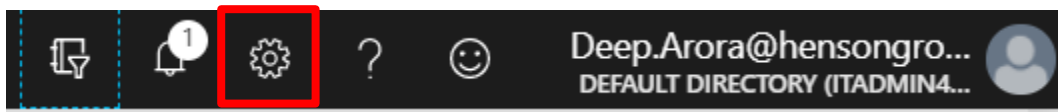


1. Login to Azure Portal and go to All Directories.

The screenshot shows the Azure Portal interface. At the top, the user is logged in as Deep.Arora@hensongro... under the DEFAULT DIRECTORY (ITADMIN4...). The main heading is 'Directory + subscription'. Below this, there's a section for 'Default subscription filter' explaining that the portal shows data only for selected subscriptions. It lists '4Cast Azure Enterprise' as the current directory and provides a link to 'Learn about directories and subscriptions'. The 'Switch directory' section allows setting a default directory from a dropdown menu. Below this, the 'All Directories' tab is selected and highlighted with a red box. A search bar is present. The list of directories includes:

- aask-az.org**: aaskazorg.onmicrosoft.com, fd2440eb-dc61-4efb-8c28-a70132d61a55
- Asurio, Inc.**: asurioinc.onmicrosoft.com, a2cee1fc-1b63-4967-9f19-d33cc7097940
- cPaperless, LLC**: cpaperless.com, 185e7ed4-24c7-4904-a70c-4d1b7fa32214
- Default Directory**: itadmin4castweb.onmicrosoft.com, 8e08b492-6649-4bbd-af9d-6fe7cf667979

2. Go to each directory and click on settings.



- Click on the "Link your partner ID to this account" from the bottom of settings panel in each directory.

The screenshot shows the Azure Portal settings panel for the user Deep.Arora@hensongro... The panel is titled "Portal settings" and includes a close button (X) in the top right corner. The settings are organized into sections: "General" (selected) and "Language & region". Under "General", there are options for "Sign me out when inactive" (set to "Never"), "Choose your default view" (set to "Home"), "Choose a theme" (set to "Dark"), and "High contrast theme" (set to "None"). There is also a checkbox for "Enable pop-up notifications" which is checked. At the bottom, there is a "Useful links" section with links for "Restore default settings", "Export all settings", and "Delete all settings and private dashboards". Below these links, there is a question "Are you a Microsoft Partner Network (MPN) member?" and a link "Link your partner ID to this Azure account" which is highlighted with a red box.

1

Deep.Arora@hensongro...
DEFAULT DIRECTORY (ITADMIN4...

Portal settings

Looking to switch directories or filter subscriptions?
[Click here](#)

General [Language & region](#)

Sign me out when inactive
Never

Choose your default view ⓘ
Home Dashboard

Choose a theme
[Light] [Dark] [High Contrast] [Dark Theme]

High contrast theme ⓘ
None White Black

☒ Enable pop-up notifications ⓘ

Useful links

[Restore default settings](#)
[Export all settings](#)
[Delete all settings and private dashboards](#)

Are you a Microsoft Partner Network (MPN) member?
[Link your partner ID to this Azure account](#)

4. Enter Henson Group MPN ID “570551” and Click on Link a partner ID.

Home > Link to a partner ID

Link to a partner ID

Partners help to deploy, optimize and manage services. In the section below, a partner can link their user account to their Microsoft partner ID.

If you're a partner working with this customer, enter your Microsoft partner ID to link to your user account. You'll then be able to track your aggregate contributions to this customer.

Microsoft partner ID ⓘ
570551

By continuing, you agree that Microsoft can share your activity with this customer. This information can include aggregate data about your contribution to the customer. For more information, please review the [privacy statement](#).

Link a partner ID

5. Go to Azure Subscription from All services.

Microsoft Azure Search resources, services, and docs (G+)

Create a resource

Home

Dashboard

All services

All services subscriptions

All

General

Compute

Subscriptions

Resource groups

6. Verify “My Role” in the subscription.

Subscriptions

aask-az.org

+ Add

Showing subscriptions in aask-az.org. Don't see a subscription? [Switch directories](#)

My role ⓘ 8 selected Status ⓘ 3 selected

Apply

☒ Show only subscriptions selected in the [global subscriptions filter](#) ⓘ

Search to filter items...

SUBSCRIPTION NAME	SUBSCRIPTION ID	MY ROLE
AzureCSP	08be63d2-48ea-4cff-a85d-6dab04961d13	Owner

- Click on the subscription and if the Offer type is not CSP go to cost analysis and get the Azure Consumption for last month.

Home > 4Cast Azure Enterprise

4Cast Azure Enterprise

Subscription

Search (Ctrl+ /)

Manage → Transfer to a CSP → Cancel subscription → Rename → Change directory

Subscription ID : [ca3cd696-f9aa-4e6e-8956-e3db2486cab2](#) Subscription name : 4Cast Azure Enterprise

Directory : Default Directory (itadmin4castweb.onmicrosoft.com) Current billing period : 10/1/2019-10/31/2019

My role : Owner Currency : USD

Offer : Enterprise Agreement Status : Active

Offer ID : MS-AZR-0017P

Overview
Activity log
Access control (IAM)
Diagnose and solve problems
Security

Home > 4Cast Azure Enterprise - Cost analysis

4Cast Azure Enterprise - Cost analysis

Subscription

Search (Ctrl+ /)

Save Save as Delete view Share Refresh Export Settings Cost by resource

Scope : 4Cast Azure Enterprise Accumulated costs Oct 2019 Add filter

ACTUAL COST (USD) \$2,275.50 FORECAST: CHART VIEW ON \$7,001.75

\$10K
\$8K
\$6K
\$4K
\$2K
\$0

Oct 1 Oct 3 Oct 5 Oct 7 Oct 9 Oct 11

Accumulated cost Forecast cost

< PREVIOUS NEXT >

Recommended

Last 7 days Oct 5-11

This month Oct 2019

Custom date range >

Relative dates

Last 7 days Oct 5-11

Last 30 days Sep 12-Oct 11

Calendar months

This month Oct 2019

This quarter Oct-Dec 2019

This year 2019

Last month Sep 2019

Cost Management

Cost analysis

Budgets

Advisor recommendations

Billing