

Accepting the MCA through the HostedBizz Management Console

Starting on February 1, 2020, Microsoft requires acceptance of the Microsoft Customer Agreement when new orders are placed for any HostedBizz offers under Microsoft Public Cloud. This includes changing number of seats and the renewal of existing licenses.

Microsoft Customer Agreement Acceptance

You can now accept the Microsoft Customer agreement in the HostedBizz Management Console on behalf of your customer, or your customer can accept this themselves in the console.

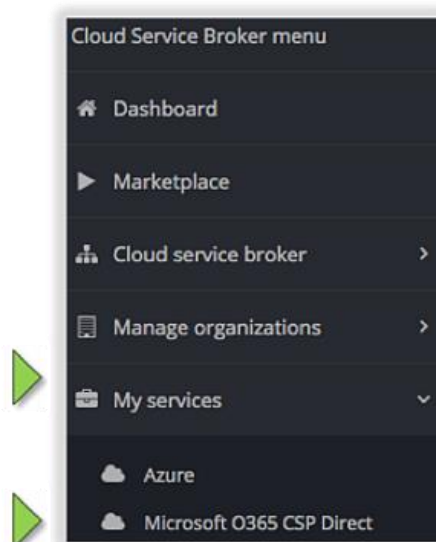
Note: If the MCA has not been accepted, the HostedBizz Management Console will prompt the user to accept the agreement before they are able to access the subscription page to add or manage subscriptions.

Reseller Acceptance of the MCA Agreement on behalf of customers – follow the steps below:

STEP 1

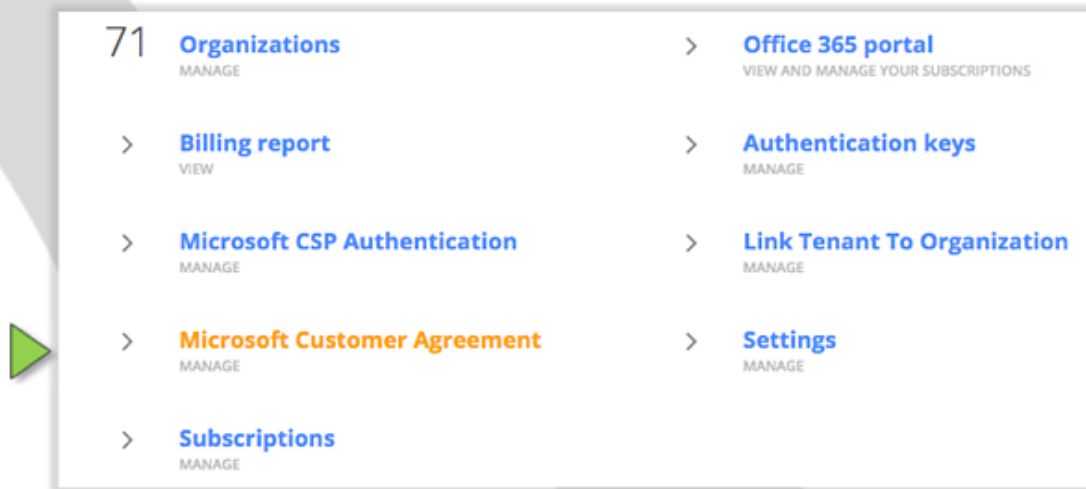
Login to <https://cp.vmcloud.ca>

Navigate to the Cloud Service Broker menu > Click on **My Services** and select **Microsoft O365 CSP Direct**.



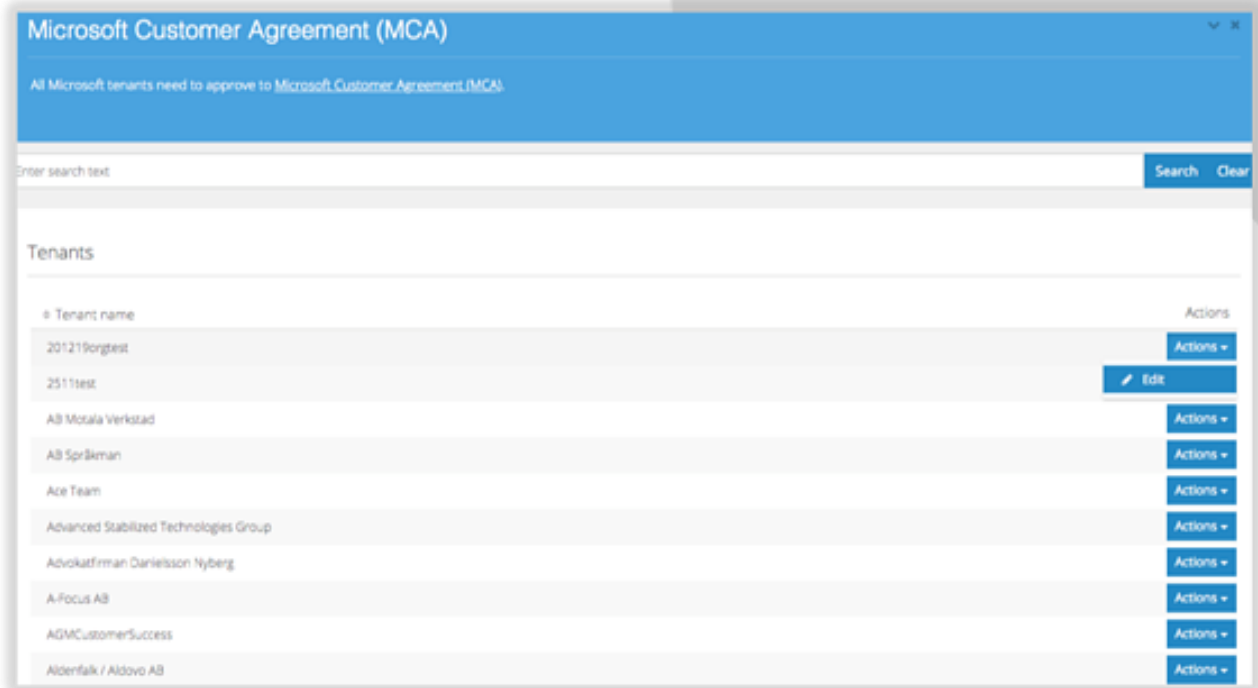
STEP 2

Click on **Microsoft Customer Agreement**



STEP 3

You will see a list of your Microsoft tenants. To accept the agreement on behalf of your customer click on **Actions > Edit**



The Microsoft Customer Agreement acceptance form will appear. Complete the form and click **Update**. This will automatically accept the MCA agreement in the Microsoft Partner Center, enabling you to continue managing O365 subscriptions on behalf of your customer.



The screenshot shows a web form titled "Agreement details" with a sub-header "Update to Microsoft Customer Agreement!". The form contains the following fields:

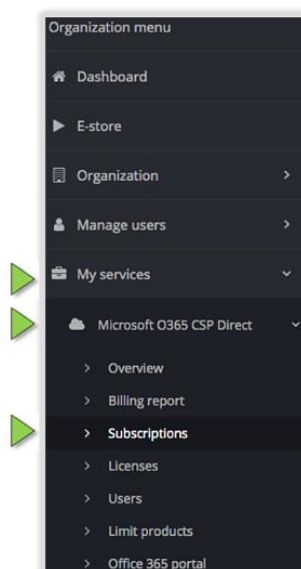
- First Name *: jonathan
- Last Name *: Aldenfolk
- Email address *: jonathan@aldenfolk.se
- Phone number: Please enter phone number
- Select date when agreement was signed: 07 Apr 2019

At the bottom of the form is a blue button labeled "Update".

Customer acceptance of the MCA agreement in HostedBizz Management Console

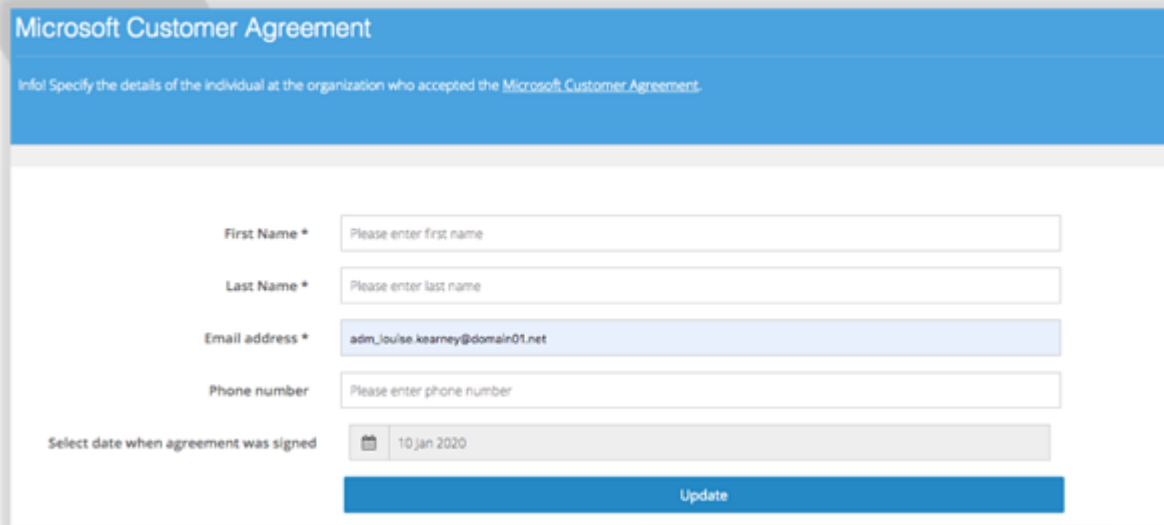
STEP 1

Customer can also directly accept the agreement if they were provisioned with an account. Login to <https://cp.vmcloud.ca>
Navigate to the Organization menu. Click on **My Services > Microsoft O365 CSP Direct > Subscriptions**



STEP 2

The MCA acceptance form will appear. Complete the form and click **Update**. This will automatically accept the MCA agreement in the Microsoft Partner Center, enabling the user to continue to managing their O365 subscriptions.



Microsoft Customer Agreement

Info! Specify the details of the individual at the organization who accepted the [Microsoft Customer Agreement](#).

First Name *

Last Name *

Email address *

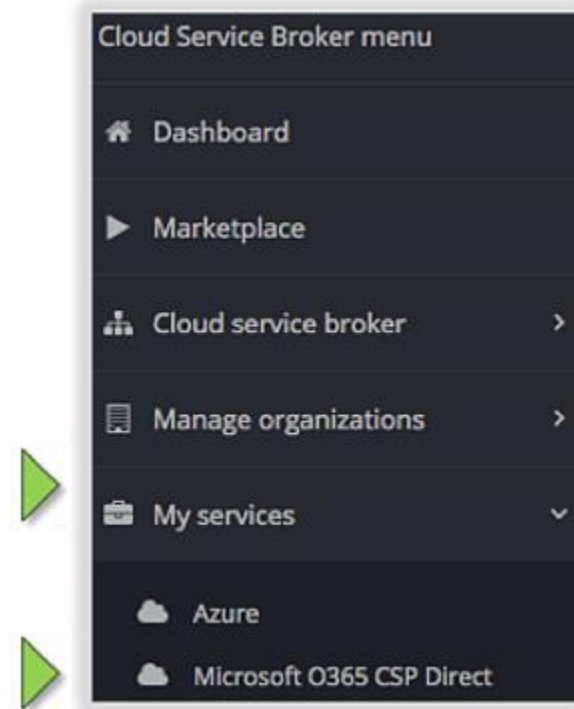
Phone number

Select date when agreement was signed

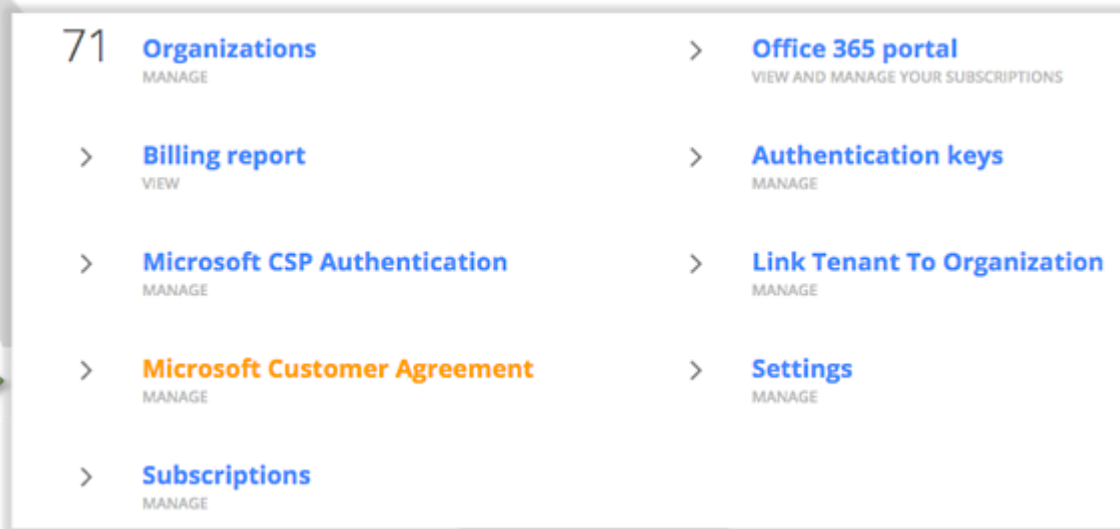
Update

Review which organizations have accepted the agreement (resellers only)

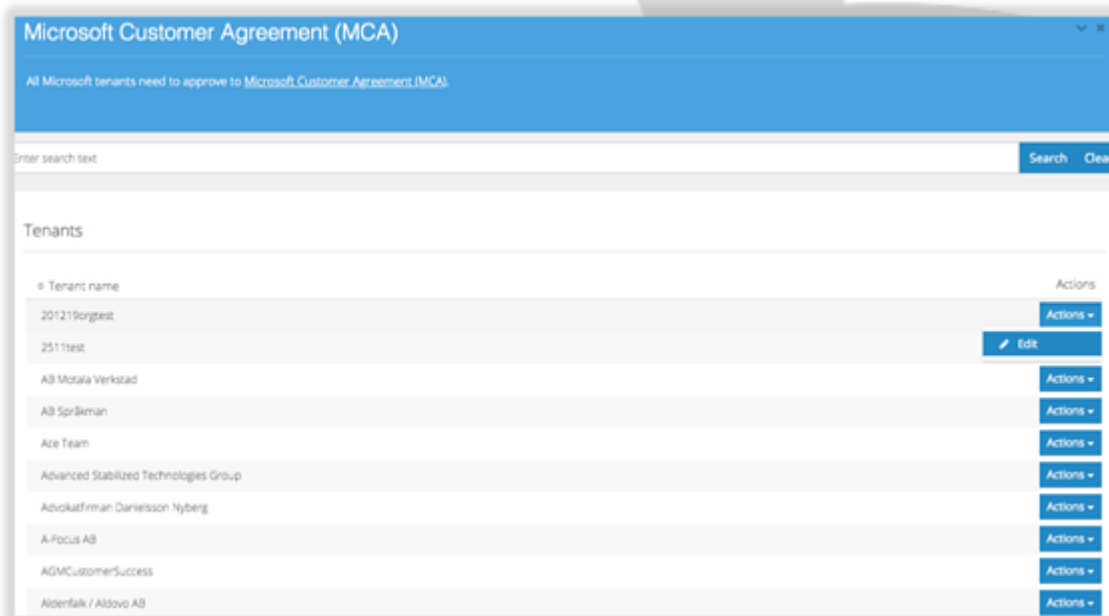
Navigate to the Cloud Service Broker menu. Click on **My Services** and select **Microsoft O365 CSP Direct**.



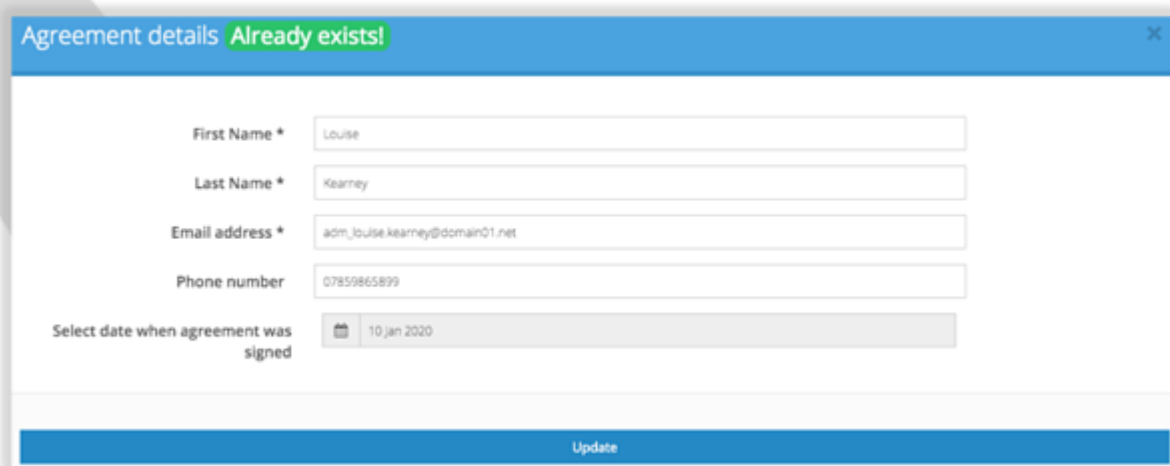
Next click on **Microsoft Customer Agreement**



You will see a list of your Microsoft tenants. To check if your customer has already signed the agreement click on **Actions > Edit**



If your customer has already accepted the agreement the screen below will appear




The screenshot shows a web form titled "Agreement details" with a green banner indicating "Already exists!". The form contains the following fields:

- First Name *: Louise
- Last Name *: Kearney
- Email address *: adm_louise.kearney@domain01.net
- Phone number: 07859865899
- Select date when agreement was signed: 10 Jan 2020

An "Update" button is located at the bottom right of the form.

If your customer has not accepted the agreement the screen below will appear



The screenshot shows a web form titled "Agreement details" with an orange banner indicating "Update to Microsoft Customer Agreement!". The form contains the following fields:

- First Name *: jonathan
- Last Name *: Aldenfolk
- Email address *: jonathan@aldenfolk.se
- Phone number: Please enter phone number
- Select date when agreement was signed: 07 Apr 2019

An "Update" button is located at the bottom right of the form.

Prompt your customers to accept the MCA Agreement

We suggest that you provide your customers with guidance on how they can quickly accept the MCA agreement in the HostedBizz Management Console by advising them to follow the steps below:

1. Log into the HostedBizz Management Console
2. Click on the URL here. This takes the user directly to the MCA acceptance form <https://cp.vmcloud.ca> **Note that the user must be logged into the platform for this to work. The form won't appear if it has already been completed.**
3. Complete the form and click on Update. This will automatically sign the MCA agreement in the Partner Center.