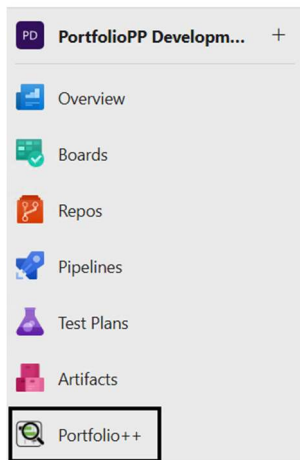# Subscribing to Portfolio++ Pro with Microsoft Azure

This guide will help you to subscribe to Portfolio++ Pro using your existing Microsoft Azure subscription.
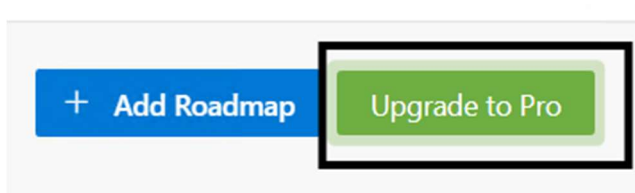
Step 1 – Open Portfolio++ Pro

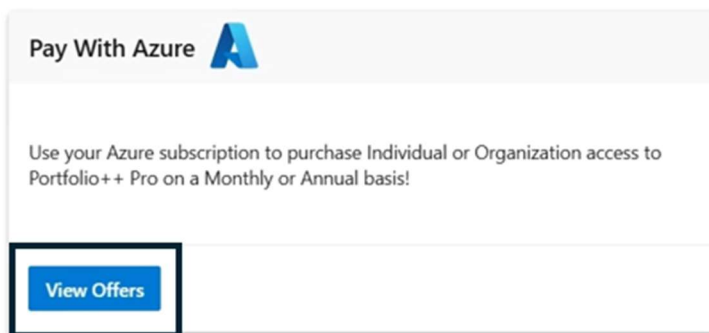From the left navigation in Azure DevOps, open Portfolio++

Step 2 – Select "Upgrade to Pro"

In the top-right corner, select "Upgrade to Pro"

Step 3 – Select "View Offers"

This will take you to the Azure Marketplace

Step 4 – Review the licensing options

If ten or more individuals will be using Portfolio++ Pro, it is more economical to purchase an Organization license.

License fees are paid once the subscription is approved by Microsoft. Annual licenses are paid in full for the entire year at sign-up. The **Azure Marketplace Refund Policy** applies

- https://learn.microsoft.com/en-us/marketplace/refund-policies

You may be prompted to sign-in or create an account on the Azure marketplace.

Step 5 – Select the desired subscription type and click Subscribe

Plan

Monthly Organization Plan ⌄
Monthly Organization Plan
Monthly Individual Plan
Annual Individual Plan
Annual Organization Plan

Subscribe

upport   Ratings ·

Step 6 – Complete the Basics page

Note: The subscriber must have security access to add Portfolio++ to the Azure subscription and to see or create Resource Groups.

Subscribe To Portfolio++ Pro ⋯
Subscribe to plan

* Basics   Tags   Review + subscribe

Fill out the plan details. After you've finished subscribing, configure your SaaS account on the publisher's website to complete the process.

Project details

Select the subscription to manage deployed resources and costs. Use resource groups like folders to organize and manage all your resources.

Subscription ⓘ	Visual Studio Enterprise Subscription – MPN ⌄	Select the Azure subscription Portfolio++ Pro will be added to
Resource group * ⓘ	PortfolioPP-RG ⌄	Select or Create a Resource group for the subscription
	Create new	

SaaS details

Name * ⓘ		Give the subscription a name
Plan	**Annual Organization Plan - 1-year subscription** ◀━━━━━━	Confirm the desired subscription type is selected
	Annual Organization Plan.	
	Change plan ◀━━━━━━━━	Change the subscription type if necessary
Billing term ⓘ	1-year subscription	
Price/payment frequency ⓘ	$0.00/year	
Subtotal ⓘ	$0.00 for 1 year	
Recurring billing ⓘ	◉ On ◀━━━━━━━━━	Confirm that you want your subscription to automatically renew
	○ Off	

Step 6b – Add Tags as desired (Optional)

Refer to Microsoft Learning for guidance on the usage of Tags

- https://learn.microsoft.com/en-us/azure/azure-resource-manager/management/tag-resources

Home > Portfolio++ Pro >

Subscribe To Portfolio++ Pro   ...
Subscribe to plan

* Basics   **Tags**   Review + subscribe

Name ⓘ		Value ⓘ	
Cost Center	:	1234-00001	🗑
	:		

Step 7 – Go to Review and Subscribe page and click Subscribe

Note: Completion of this step depends on Microsoft and may take 1 to 30+ minutes to complete.

Subscribe To Portfolio++ Pro ...
Subscribe to plan

* Basics   Tags   Review + subscribe

Product + plan details
Portfolio QA Offer - Annual Organization Plan
by iTrellis LLC
Terms of use
Privacy policy

Terms of use

By clicking "Subscribe" and completing the purchase with the provider, I (a) agree to the legal terms and privacy statements associated with each Marketplace offering above, (b) authorize Microsoft to charge or bill my current payment method for the fees associated with my use of the offerings, including applicable taxes, with the same billing frequency as my Azure subscription, until I discontinue use of the offerings, (c) agree that Microsoft may share my contact information and transaction details (including usage volume associated with the offering) with the sellers of the offerings so that they

Contact details

Name

Email address

Primary phone number

Basics

Subscription	Visual Studio Enterprise Subscription – MPN
Resource Group	PortfolioPP-RG
Name	sub1
Plan	Annual Organization Plan
Billing term	1-year subscription
Price/payment frequency	$0.00/year
Subtotal	$0.00 for 1 year
Recurring billing	On

Tags

Cost Center	1234-00001

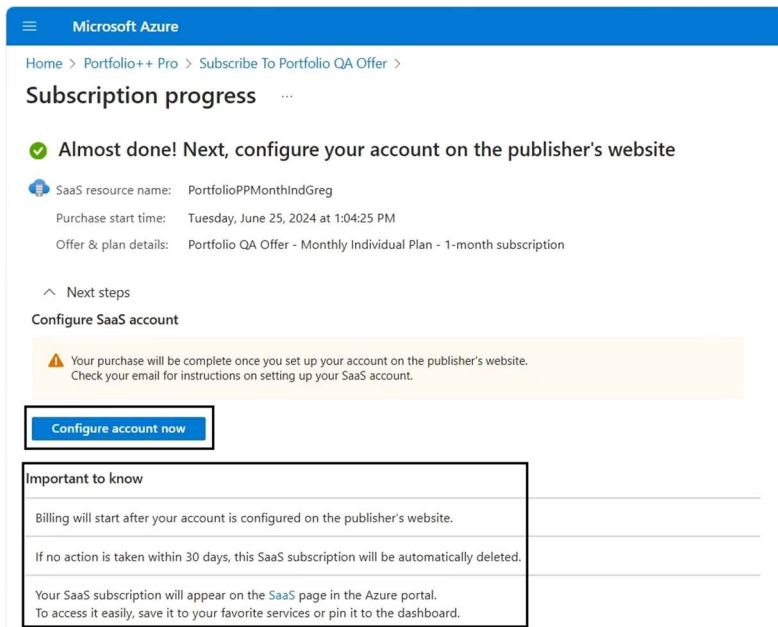ℹ After subscribing, remember to configure your SaaS account on the publisher's website.

[Subscribe]   [< Previous: Tags]   [Next >]

Step 8 – Configure the Account

After the subscription is approved by Microsoft, click "Configure account now". Access will not be granted, and billing not initiated until the subscription is Configured and Activated.

Note: An email is automatically generated which contains a "Configure account now" link that can be used if the browser is closed.

Step 9 – Activate the Subscription

Once your subscription is activated, you will be billed for the software and subject to the **Azure Marketplace Refund Policy**.
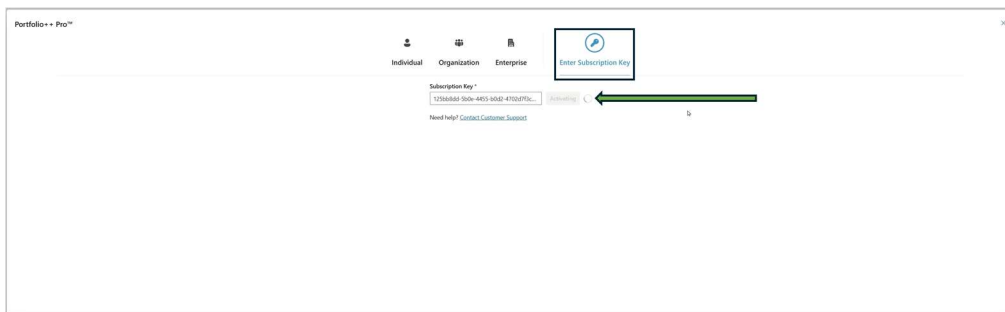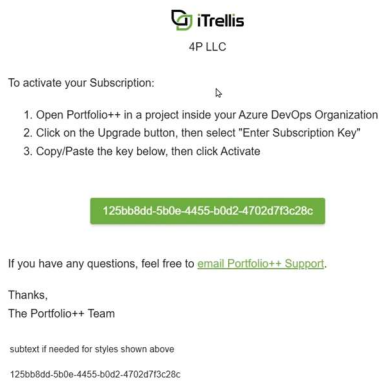
- https://learn.microsoft.com/en-us/marketplace/refund-policies

Step 10 – Activate the Subscription

Copy the subscription key received in email into the Subscription Key field in Portfolio++. Receipt of the email depends on Microsoft and may take 1 to 30+ minutes to complete.

Note: You will be billed for the software even if the Subscription Key is not used to activate it.

Your subscription is complete and ready for use.