Microsoft is changing the way that payments are made for **Worldwide Learning Programs** and is using Partner Center to provide a secure method of capturing your payment details. **Note:** This change only impacts the process for which payments are remitted to partners and does not impact direct registration to any specific program. Registration for the FY20H1 Incentive Program will continue within the framework detailed in the program guidelines on the [Incentive Program site](#).

- **Purpose**
  The Worldwide Learning Programs are designed to reward Learning Partners for activities and performance that are in line with Microsoft strategies.

- **Need to Know**
  Worldwide Learning offers several programs and each program has specific requirements. Program requirements are defined within each program’s documentation, which may be in the form of an agreement, program letter or Statement of Work. Previously, you were required to enroll in Partner Center separately for each program *payment*. We have streamlined this process to allow you to enroll in Partner Center once for all Learning Program *payments*.

- **Eligibility**
  To be eligible for any Worldwide Learning Program, a Learning Partner must be an active MPN member and in good standing in the Learning Partner Program (silver or gold option). Additionally, the Learning partner must comply with the specific program’s eligibility requirements as outlined in the program documentation. If unsure, speak to your Microsoft Representative.
Payment Enrollment Process
Details

Partners will receive an **invitation to enroll** in the program payment tool by Sep 30, 2019. To continue to receive payments, partners will need to action this invitation, and enroll in the payment tool by providing bank and tax details. This will occur in Partner Center.

Partner Center will be the single location for all program payment details (for program-specific milestones, you may need to refer to your Program Portal Dashboard). If you are enrolled in a program outside of Worldwide Learning and have submitted bank and tax details previously in Partner Center, you can use the same details when you enroll in a different Worldwide Learning program.

To use this new process, partners must enroll in the program titled **WW Learning**. An invitation will be sent to your primary contact/MPN admin. The primary contact/MPN admin must then assign the role of incentive admin to themselves or to a colleague to complete enrollment.

*It is recommended that you use Microsoft Edge, Google Chrome, or Mozilla Firefox to access Partner Center. Internet Explorer is not recommended.*
Useful information

The enrollment process should take between 10 and 20 minutes to complete. Please note:

• **Bank details to be entered by the incentive admin:**
  Depending on where your company is located, you may be required to provide an IBAN, sort code, BIC, and/or SWIFT. The beneficiary name for the account is also required, i.e. the contact person should the bank have any questions.

• **Tax details to be entered by the incentive admin:**
  Depending on where your company is located, you may be required to provide a VAT number, EIN number, or the relevant national tax identification number. If your agreement is with the Microsoft Corporation in the US, you will need to complete the US Tax W-9 form.

• **Minimum Threshold**
  All payments within the earning period will be consolidated into a single transaction. If your earnings for a program period are equal to or less than USD $200, your earnings will be held over until the total owed to you meets that threshold. In the dashboard, you will see these as earnings as opposed to payments.
Useful links

- Microsoft Partner Dashboard
- Partner Center Overview
- Payment Enrollment Guide
- Microsoft Support page
  - Area: Incentives and Payouts
  - Category: WW Learning
  - Topic: Enrollment Support
Partner Incentive Enrollment Invitation

Dear Partner,

Your company is invited to enroll in the WW Learning Incentive program for the upcoming period of July 1, 2019 - June 30, 2020 for MPN ******.

Enrolling in an incentive program provides your company with exciting opportunities to complete activities and earn incentives from Microsoft.

If you are the incentive admin, when you sign into Partner Center and accept the invitation, you will be able to add your company’s bank and tax information through your partner profile. You will need to add bank and tax information for each location where this incentive program is taking place.

To learn more about assigning incentive roles and permissions in Partner Center as well as the enrollment process, refer to Incentives Enrollment Guide.

GET STARTED

Thanks, Microsoft