

Purchase Power BI Pro Licenses

*Instructions to purchase Power BI Pro Commercial Licenses to view NEDED's BRE reports
November 30, 2021*

1. Power BI Pro Commercial License

1. Go to the link below:

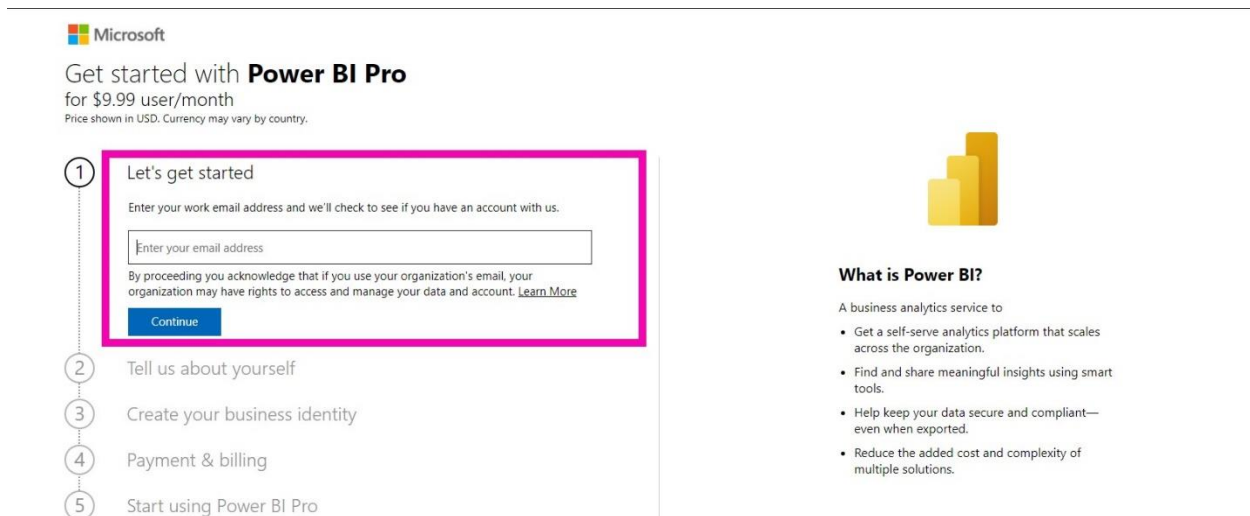
<https://powerbi.microsoft.com/en-us/>

2. In the top right-hand side of the screen is "Buy Now". Click on the button.



You will be directed to the page below. It will ask for an email to start.

NOTE: This email must be a work email. Power BI will not let you sign up with a personal email domain. (e.g. "@gmail.com", "@hotmail.com", "@yahoo.com", etc.)



3. Enter your email and click “continue”.



Get started with **Power BI Pro**

for \$9.99 user/month

Price shown in USD. Currency may vary by country.

- 1 Let's get started

Enter your work email address and we'll check to see if you have an account with us.

Email
test@nededresearch.org

By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account. [Learn More](#)

[Continue](#)
- 2 Tell us about yourself
- 3 Create your business identity
- 4 Payment & billing
- 5 Start using Power BI Pro

NOTE: If you already have an account, it will allow you to skip to “4. Payment & Billing”. If you do not have an account, it will refresh the page and prompt you to create a free account. (This is a free Microsoft account NOT free Power BI account.)

4. Click on 'Create a Free Account'



Get started with **Power BI Pro**

for \$9.99 user/month

Price shown in USD. Currency may vary by country.

- 1 Let's get started
In order to purchase Power BI Pro you first need to [create a free account.](#)
- 2 Tell us about yourself
- 3 Create your business identity
- 4 Payment & billing
- 5 Start using Power BI Pro

5. The page will load to enter/verify the email associated with the licenses. Click "Next".



Next →

6. The page will then have you verify this is a company email. Click "Yes".



Did you get your email address from your company?

Microsoft Store for Business is designed to be used by people within a company, so your email address may be visible to others who sign up with addresses. If your email address wasn't provided to you by your company, we want to make sure you don't use it with Microsoft Store for Business. Addresses from free services like outlook.com, or from shared email service providers, shouldn't be used.

Yes →

No, I'll use a different email address →

- Next it will ask for you to set up a password for Power BI and to verify the email associated with the licenses.



First name Last name

Create password

Confirm password

We sent a verification code to **test@nededresearch.org**. Enter the code to complete signup.

Verification code [resend signup code](#)

United States

This can't be changed after sign-up. Why not?

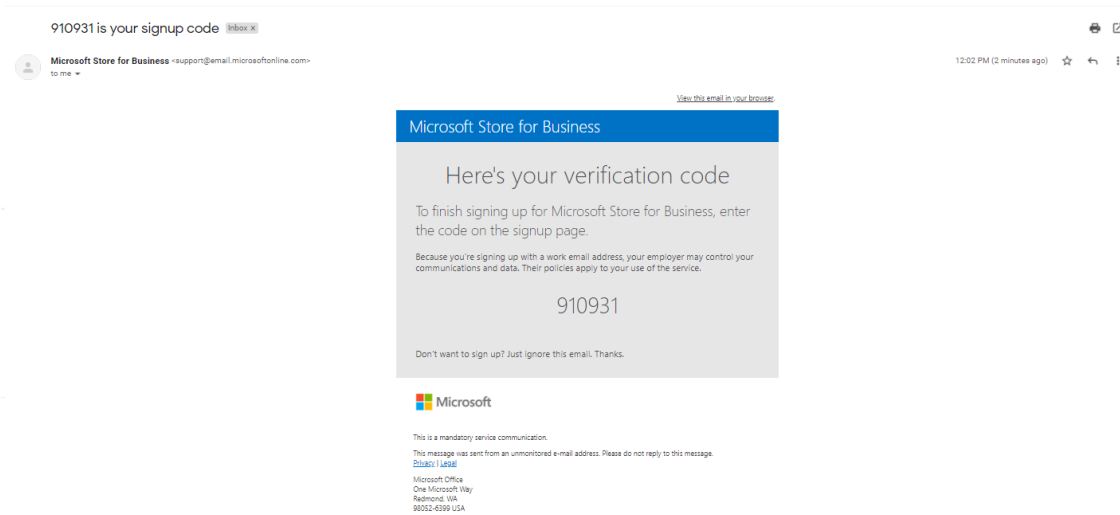
Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime.

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing , you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and trial organization name will be visible to other people in your organization. [Learn more](#).

Next [➔](#)

- The verification email will have a verification code and look like this:



9. Fill out the form with your information and click next.
Note: Remember password entered as it is your password to log into Power BI Pro.



Test Research

..... *Password to Login

.....

We sent a verification code to **test@nededresearch.org**. Enter the code to complete sign-up.

Emailed Verification Code →

910931 resend signup code

United States

This can't be changed after sign-up. Why not?

Microsoft will send you promotions and offers about Microsoft products and services for businesses. You can unsubscribe anytime.

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

By choosing , you agree to our [terms and conditions](#) and [Microsoft Privacy Policy](#) and acknowledge that your email address is associated with an organization (and is not a personal use or consumer email address). You also understand an administrator of your organization may assume control over your account and data and that your name, email address, and organization name will be visible to other people in your organization. [Learn more](#).

Next →

10. Microsoft will then process your verification. This may take a few minutes. Do not refresh page until Microsoft redirects you back to the page below.

11. Once you have been directed to the page below, click “Next”.

The screenshot shows the Microsoft logo at the top left. Below it, the text reads "Get started with **Power BI Pro** for \$9.99 user/month" and "Price shown in USD. Currency may vary by country." A vertical progress indicator on the left shows five steps: 1. Welcome back, Test; 2. Tell us about yourself (highlighted); 3. Create your business identity; 4. Payment & billing; 5. Start using Power BI Pro. The main content area for step 2 asks "Where will you be using Power BI Pro?" with a dropdown menu showing "United States". Below the dropdown is a disclaimer: "By proceeding you acknowledge that if you use your organization's email, your organization may have rights to access and manage your data and account. [Learn More](#)". A blue "Next" button is positioned below the disclaimer.

12. Click on “Add Payment Method”

The screenshot shows the Microsoft logo at the top left. Below it, the text reads "Get started with **Power BI Pro** for \$9.99 user/month" and "Price shown in USD. Currency may vary by country." A vertical progress indicator on the left shows five steps: 1. Welcome back, Test; 2. Since you're already a customer; 3. We can skip a couple steps; 4. Payment & billing (highlighted); 5. Start using Power BI Pro. The main content area for step 4 displays a table with the following data:

Product name	Price (USD)	Quantity	Subtotal (USD)
Power BI Pro Billed monthly	\$9.99	1	\$9.99

Below the table, the text "Subtotal before tax: \$9.99" is displayed. A blue "Add payment method" button is located below the subtotal. The bottom of the page shows step 5: "Start using Power BI Pro".

13. Enter your payment information. Note: Power BI Pro will re-bill at the email provided and will make automatic payments unless you request differently within the Microsoft 365 portal.

Microsoft

Get started with **Power BI Pro**
for \$9.99 user/month
Price shown in USD. Currency may vary by country.

- Welcome back, Test
- Since you're already a customer
- We can skip a couple steps
- Payment & billing**
- Start using Power BI Pro

Add a payment method
We'll save the payment method you add here so you can use it for future purchases.

Country/Region *
United States

First name * Last name *

Email *
test@medresearch.org

We accept the following cards:
VISA M/C DISCOVER

Card number * Security code * Expiration month * Expiration year *

Name on card *

Address line 1 *

Address line 2 (Optional)

City * State * Zip *

Save Cancel

14. A verification page with your payment information will appear. Double check the payment information and click "Place Order".

Microsoft

Get started with **Power BI Pro**
for \$9.99 user/month
Price shown in USD. Currency may vary by country.

- Welcome back, Test
- Since you're already a customer
- We can skip a couple steps
- Payment & billing**
- Start using Power BI Pro

Product name	Price (USD)	Quantity	Subtotal (USD)
Power BI Pro Billed monthly	\$9.99	1	\$9.99

Payment method

Sold-to address
[Redacted]
US
Edit

Payment method
[Redacted] Add a new payment method

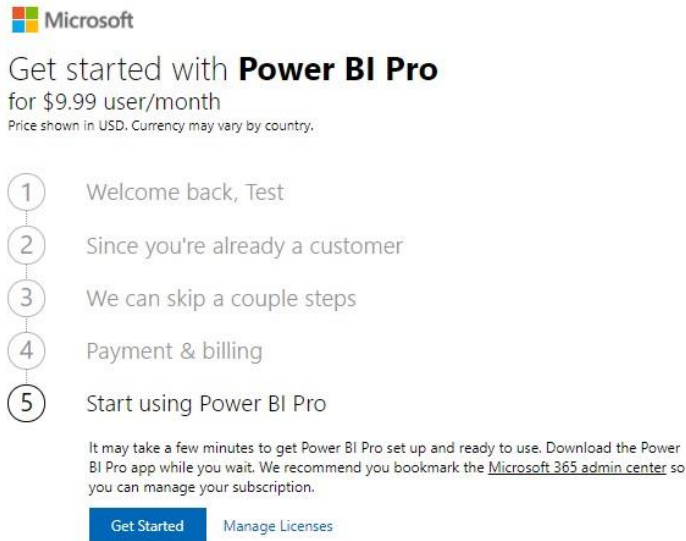
Summary

Estimated taxes: \$0.00
Total: \$9.99

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more or to unsubscribe at any time, view the privacy notice.
By selecting Place order you accept the Microsoft Customer Agreement and privacy statement and represent that you have the authority to do so. Any subscriptions begin immediately, and billing starts with your next monthly invoice.

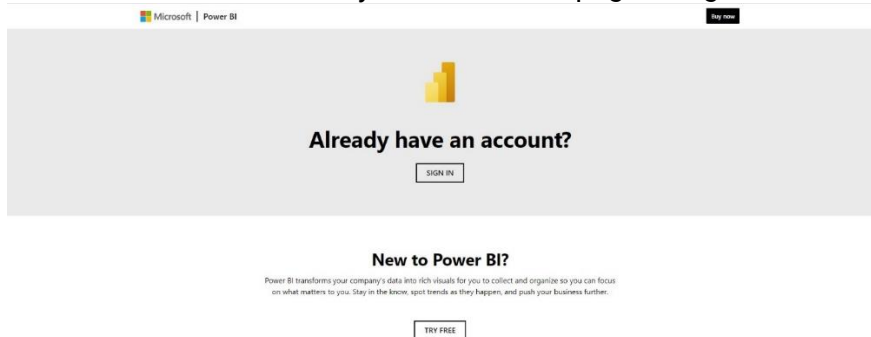
Place order

15. The page will refresh. Click on "Get Started".



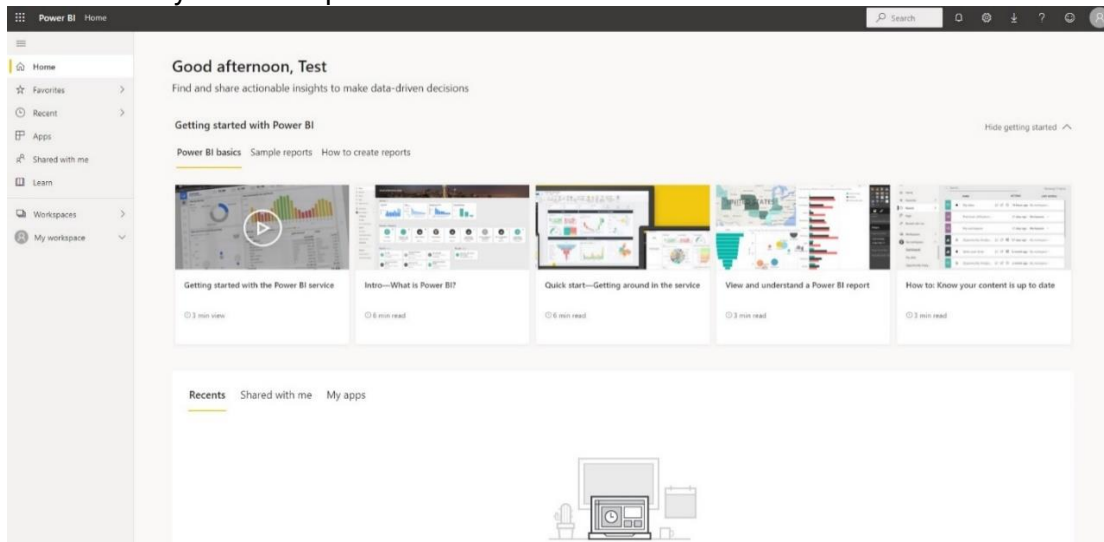
The screenshot shows the Microsoft Power BI Pro sign-up page. At the top left is the Microsoft logo. Below it, the text reads "Get started with **Power BI Pro** for \$9.99 user/month" with a note "Price shown in USD. Currency may vary by country." A vertical list of five numbered steps is on the left: 1. Welcome back, Test; 2. Since you're already a customer; 3. We can skip a couple steps; 4. Payment & billing; 5. Start using Power BI Pro. Below the list, a paragraph states: "It may take a few minutes to get Power BI Pro set up and ready to use. Download the Power BI Pro app while you wait. We recommend you bookmark the [Microsoft 365 admin center](#) so you can manage your subscription." At the bottom are two buttons: "Get Started" (highlighted in blue) and "Manage Licenses".

16. Microsoft will send you to the home page to sign in. Click "Sign in".



The screenshot shows the Microsoft Power BI sign-in page. At the top left is the Microsoft logo and "Power BI". At the top right is a "Buy now" button. The main content area has a large grey background with a yellow bar chart icon and the text "Already have an account?" with a "SIGN IN" button below it. Below this is a section titled "New to Power BI?" with a sub-header "Power BI transforms your company's data into rich visuals for you to collect and organize so you can focus on what matters to you. Stay in the know, spot trends as they happen, and push your business further." and a "TRY FREE" button.

17. Since you are already logged in while setting up the licenses (steps#1-16), it will bring you to the home page of Power BI Pro. This is where you can manage your reports and build your own reports.



The screenshot shows the Microsoft Power BI Pro home page. The top navigation bar includes "Power BI Home", a search bar, and utility icons. A left sidebar contains navigation options: Home, Favorites, Recent, Apps, Shared with me, Learn, Workspaces, and My workspace. The main content area features a greeting "Good afternoon, Test" and the tagline "Find and share actionable insights to make data-driven decisions". Below this is a "Getting started with Power BI" section with tabs for "Power BI basics", "Sample reports", and "How to create reports". A "Hide getting started" link is on the right. The section contains five video thumbnails with titles and durations: "Getting started with the Power BI service" (3 min view), "Intro—What is Power BI?" (6 min read), "Quick start—Getting around in the service" (6 min read), "View and understand a Power BI report" (3 min read), and "How to: Know your content is up to date" (3 min read). At the bottom, there are tabs for "Recents", "Shared with me", and "My apps", and a small illustration of a computer monitor and printer.