

HOW TO ACCESS YOUR RENEWAL REPORTS VIA THE TREND MICRO PARTNER PORTAL

To access your Renewal Reports using the Trend Micro Partner Portal, please follow the below steps.

1. Please choose the partner that represents yourself and follow the steps to access your account:

Partner A



I already have a
Trend Micro Partner
Portal Account



Please log into your account under:

<https://community-trendmicro.force.com/Partner/>

Partner B



I do not have a
Trend Micro Partner
Portal Account



Please register for a new account under:

https://community-trendmicro.force.com/Partner/GlobalPRM_Registration

After successful registration, log into your account under:

<https://community-trendmicro.force.com/Partner/>

2. Once you have logged into the Partner Portal, navigate to the *Sales* tab to access your *Renewal Information*:

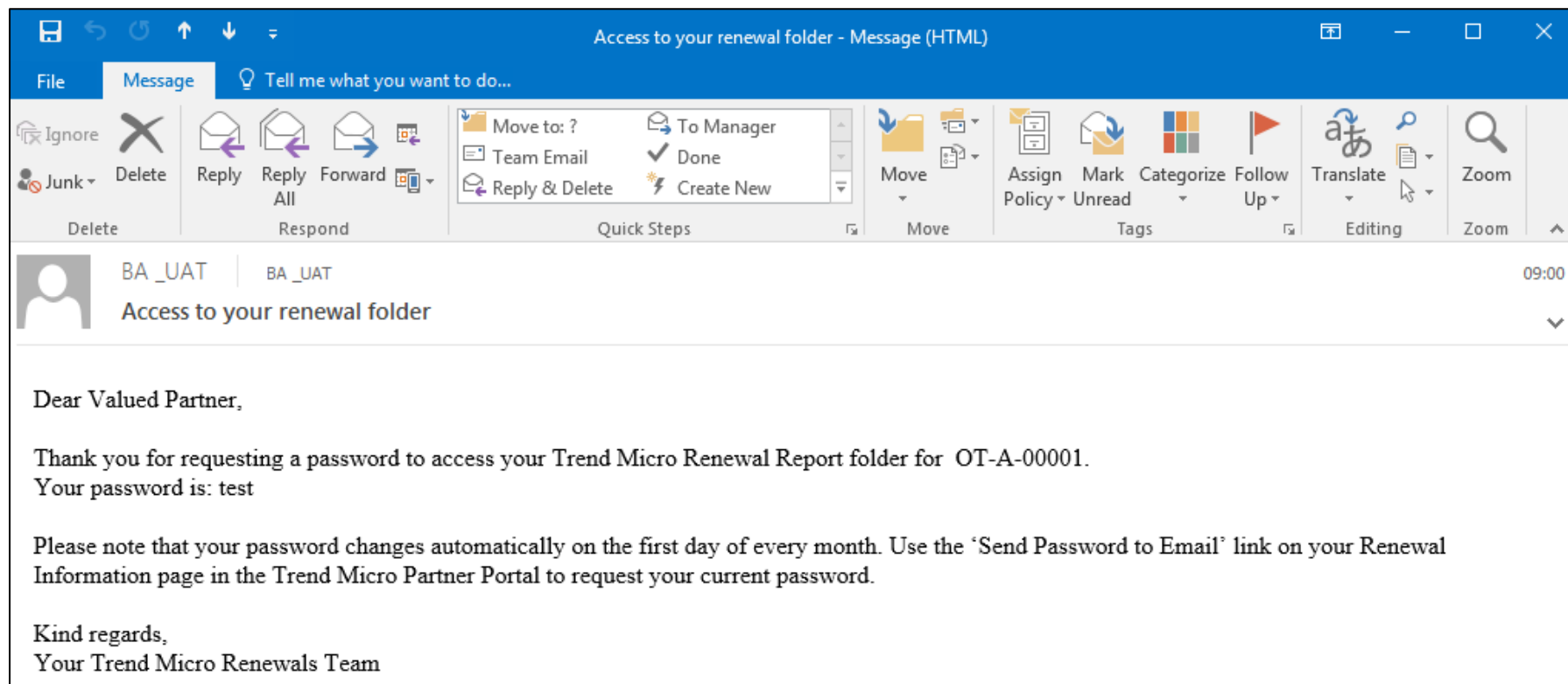
The screenshot shows the Trend Micro Partner Portal interface. The top navigation bar includes the Trend Micro logo, the text 'Partner Portal', and user options: 'Welcome', 'My Profile', 'Company Profile', and 'Log Out'. A secondary navigation bar contains tabs for 'Sales', 'Partner Program', 'Marketing', 'Education', and 'Support'. The 'Sales' tab is active, and a dropdown menu is open, with 'Renewal Information' highlighted. Below the navigation, the main content area is titled 'Renewal Information' and contains a paragraph of instructions. At the bottom of the page, there is a 'Promotions' section with a percentage icon.

ID	Account Name	Address	Report Link	Password
OT-A-00001	Demo Gold UK Child		Access to Report Folder	Send Password to Email

3. Click on the 'Send Password to Email' link:

ID	Account Name	Address	Report Link	Password
OT-A-00001	Demo Gold UK Child		Access to Report Folder	Send Password to Email

This will trigger an email notification to your email address containing your password to access the Report Folder:



Access to your renewal folder - Message (HTML)

File Message Tell me what you want to do...

Ignore Delete Reply Reply All Forward Reply & Delete To Manager Done Create New Move Assign Policy Mark Unread Categorize Follow Up Translate Zoom

BA_UAT | BA_UAT 09:00

Access to your renewal folder

Dear Valued Partner,

Thank you for requesting a password to access your Trend Micro Renewal Report folder for OT-A-00001.
Your password is: test


Please note that your password changes automatically on the first day of every month. Use the 'Send Password to Email' link on your Renewal Information page in the Trend Micro Partner Portal to request your current password.

Kind regards,
Your Trend Micro Renewals Team

4. Click on the 'Access to Report Folder' link:

ID	Account Name	Address	Report Link	Password
OT-A-00001	Demo Gold UK Child		Access to Report Folder	Send Password to Email


This will bring you to the report folder page where you can log in to see your reports:

 PowerBox

Password Required

Welcome to the PowerBox File Sharing Page. You can view the content of `20019_001U000000YGURGIAX` here.


To start, please enter the required password:



5. Enter the password you received via email on the report folder log in page to access your report folder:

To start, please enter the required password:

.....






6. Download your report:

Share folder: powerbox_prd@trendmicro.com/20019_001U000000YGUrGIAX Expire Date: 2018-09-06 07:23:19 GMT [998 times left]

20019_001U000000YGUrGIAX >

20019_001U000000YGUrGIAX

<input type="checkbox"/>	File Name	Type	Size	Date (+01:00)	Action
<input checked="" type="checkbox"/>	 20019_001U000000YGUrGIAX_20180802.xlsx	xlsx	8.6 KB	Aug 2, 2018 8:22 AM	



- File
 - Download
 - Preview

Once downloaded, you can expand the report to view all rows and columns in a flatfile format:

TREND MICRO
Your Customer ID

Year	Quarter	Company Name	Expiry Date of License	Suggested Renewal Value	End Customer #
2017					
	Q4	Q4 Total		100.00	
	2017 Total			100.00	
2018					
	Q1	Q1 Total		100.00	
	Q2	Q2 Total		100.00	
	2018 Total			100.00	
Grand Total				500.00	

Please note that TREND MICRO reserves the right to vary, amend or modify quotations. Errors and omissions are excluded at all times and invalidate the prices referenced. The prices referenced do not contain VAT. Please note our general terms of business and license conditions. For further questions, please do not hesitate to contact Central Renewals.
1) Resell Opportunity is based on suggested retail price to the end user. The retail opportunity price does not reflect your margins.
2) Prices are based on transacting currency between TREND MICRO and Distribution.

7. Support

Should you require any support, please contact your Renewal Sales Manager via email: uk_renewalsales@trendmicro.com