Get Started in the Cisco Partner Ecosystem

July 2016

Introduction

Get Cisco.com ID

Become a Cisco Partner

Manage Company Information

Apply for Role

Need Help?

Welcome to the Cisco Partner Ecosystem

Thank you for accepting our invitation. We're excited to have you join our ecosystem of trusted partners. This guide incudes the information you need to get started with your new role as a Cisco Integrator or Cisco Lifecycle Advisor, from new partner onboarding to completing the online application.

Where Should You Start?

Here's an overview of the process:

1 Get Ready

Start by reviewing the role requirements.

You'll need to provide documentation of your practice and product capabilities for the online application.

Find out what documents are required:

- Qualify as an Integrator
- Qualify as a Lifecycle Advisor

Learn more about the roles:

- Integrator
- Lifecycle Advisor

2 Complete New Partner Onboarding

New to working with us?

Prior to applying for your role, you must first establish your relationship with Cisco.

Set up ID and password

Register as a Cisco partner

3 Manage Company Information

Ensure your team has the right level of access.

Before completing the application, you need to assign critical roles to the right people and update your communications preferences.

Get Started

4 Apply for Role

Complete the online application.

Complete the questionnaire, upload required documents, review application, and submit for review.

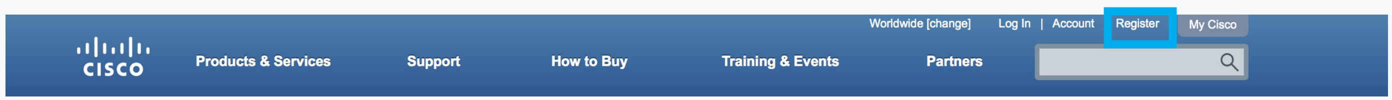
Apply Now

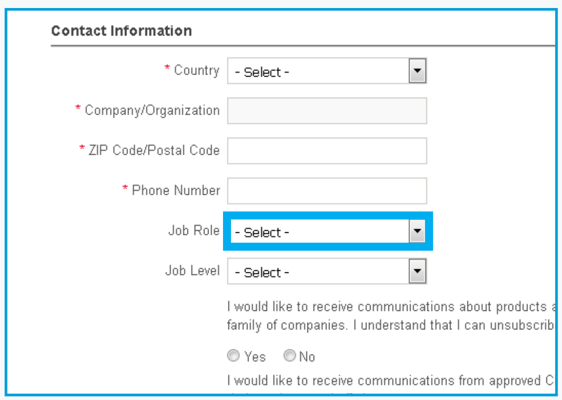
Register for Cisco.com ID and Password

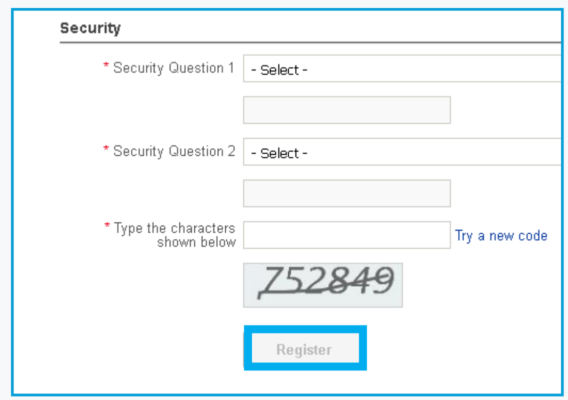
If your company is new to Cisco, start by registering for a Cisco.com ID and password. You'll need it before you can apply to become an Integrator or a Lifecycle Advisor—it's how you get access to the necessary websites, tools, and resources.

Important: Each individual at your company who will access Cisco tools and documentation will need to obtain a Cisco.com ID.

1. Go to www.cisco.com. Select the Register link in the upper right corner of the screen.
2. Enter your Contact Information. Please ensure that each individual chooses the correct job role.
3. Complete the requested Security information, and then click Register to complete registration. An email confirmation will be sent within 15 minutes with your new credentials.







Become a Cisco Partner

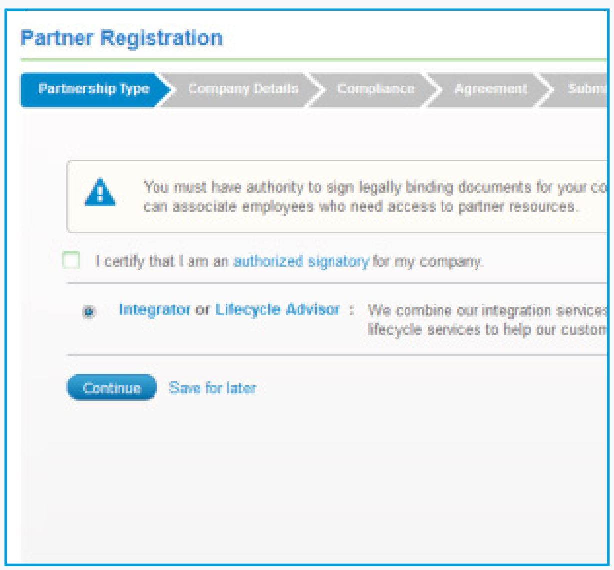
The next step is to register as a Cisco partner, which establishes your company's business relationship with Cisco. Allow about 30 to 45 minutes to complete the application.

1. Log in to the Partner Registration tool using the link from your invitation.
2. Select the check box to indicate that you are the signatory for your company. Then select Integrator or Lifecycle Advisor. Click Continue.
3. Complete the required steps as indicated.
4. Review compliance requirements (U.S. partners must supply an IRS W9 form).
5. Accept the Terms and Conditions document, and then submit the application.
6. We will review your company's application within 10 business days of your submission date. Once your application is processed, you'll receive an email notifying you that your company has either been approved or denied as a Cisco Registered Partner.
7. If you are approved as a Cisco Registered partner, we'll send an email within one week of your confirmation status with next steps to apply for a role within the Cisco Partner Ecosystem.

Next, you need to make sure everyone has the right access level/role and update your communications preferences.

Having trouble?

Refer to the steps in the back of this guide to open a case with Cisco Support.



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- Need Help?

Manage Your Company Information

It's critical to manage your preferences and assign critical roles prior to applying for a role within the Cisco Partner Ecosystem. If you have received your invitation and completed the steps below, proceed to the next section for enrollment steps.

About Your Role as Partner Administrator

As the person who registered your company, you are automatically assigned as Cisco's primary contact and also have the Partner Administrator level of entitlement, which allows you to:

- Manage your company's data
- Authorize tool access for other contacts at your company
- Enroll as an Integrator or Lifecycle Advisor, and register activities
- Assign other important roles (including additional Partner Administrators for your company)

1 Manage your preferences

Set up your communications preferences through Cisco Account Profile.

2 Associate employees to your company

Need to make sure other employees are associated with your company and have access to Cisco websites?

- They need a Cisco.com user ID and password first. Register here.
- After the Cisco User ID is registered, each employee will need to go to Partner Self Service to request association.
- You will receive an email to approve the association. Within 48 hours of your approval, employees will have access to all resources based on your company's access level.

3 Assign Partner Administrator(s)

If you prefer, you can assign another person as your Partner Administrator using Partner Self Service.

- Refer to the Partner Self Service Job Aid, User Guide, and FAQs for directions and ensure that that this individual is assigned with the following access levels:
  1. Partner Self Service (PSS) Administrator
  2. Certification and Specialization Application (CSApp) Administrator
- The individual must be associated to your company before you can assign the access.

For Questions and Help

Refer to the related documentation via www.cisco.com/go/integrator or www.cisco.com/go/lifecycleadvisor or the steps to properly open a case with Cisco Support found in the back of this guide.

Apply for Role

The Partner Administrator for your company should complete the enrollment application. Please have any required documentation and company information ready before starting the online application–this information is outlined in Qualify as an Integrator and Qualify as a Lifecycle Advisor.

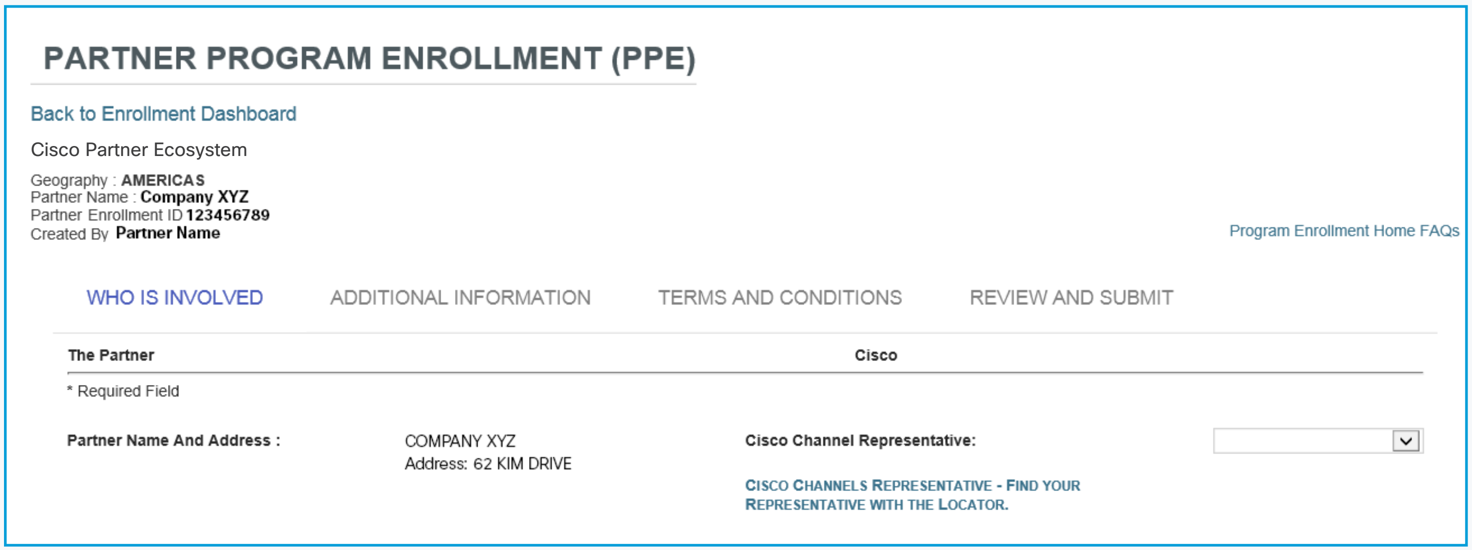
Access the Application

Launch Partner Program Enrollment to access your application (valid Cisco ID and password required). There are four parts to the application:

- Who Is Involved
- Additional Information
- Terms and Conditions
- Review and Submit

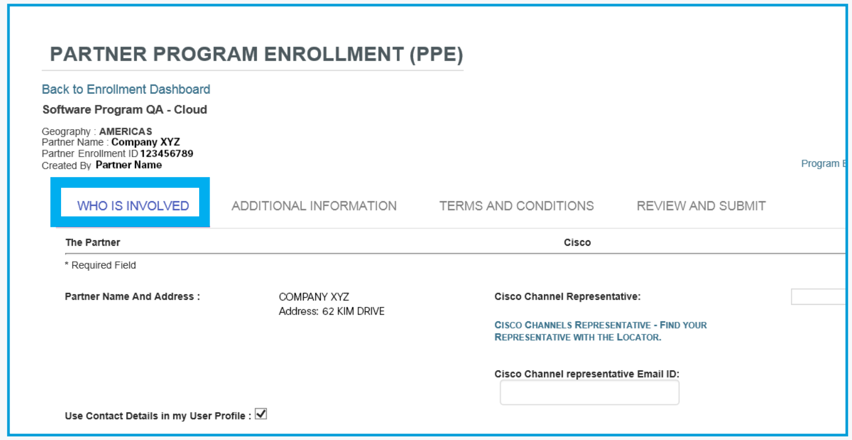
Make sure to complete required information on all four tabs–see below for details. Also, it's important to note that the individual who begins the application process must also complete the application process.

Important: In order to apply for a role within the Cisco Partner Ecosystem, you must have received an invitation to enroll.



Section 1: Who Is Involved

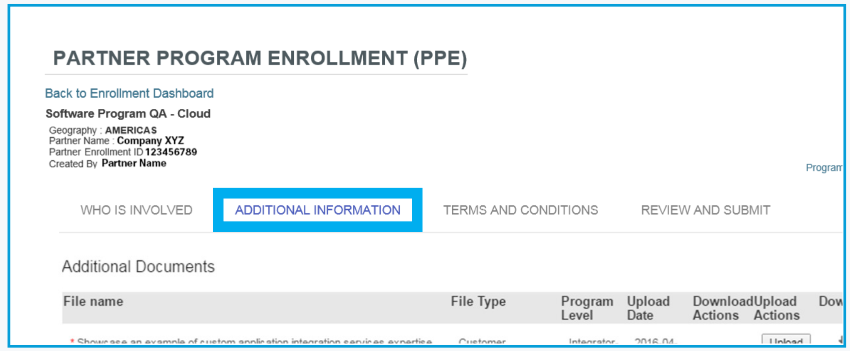
1. Verify that your company information is correct under the **Who Is Involved** tab. Make any needed changes.
2. Click **Save** and **Continue**.



Section 2: Additional Information

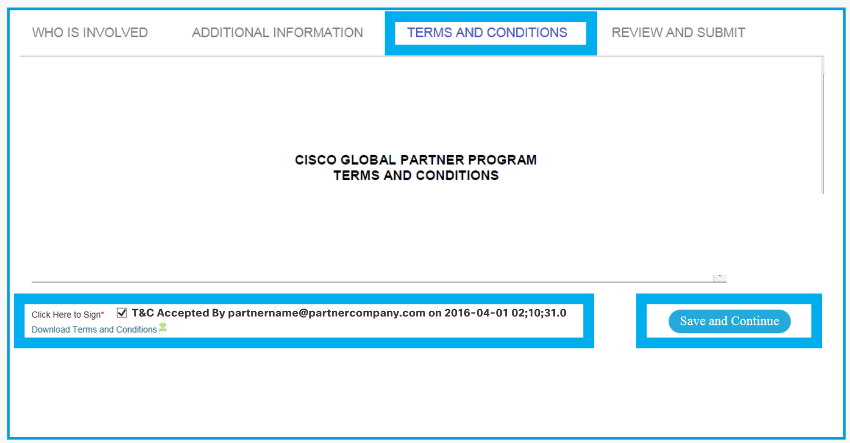
1. Complete the questionnaire.
2. Submit the required documents by clicking the **Upload File** button.
3. Click **Save** and **Continue**.

Have questions about the required documents or how to answer a question? Contact us.



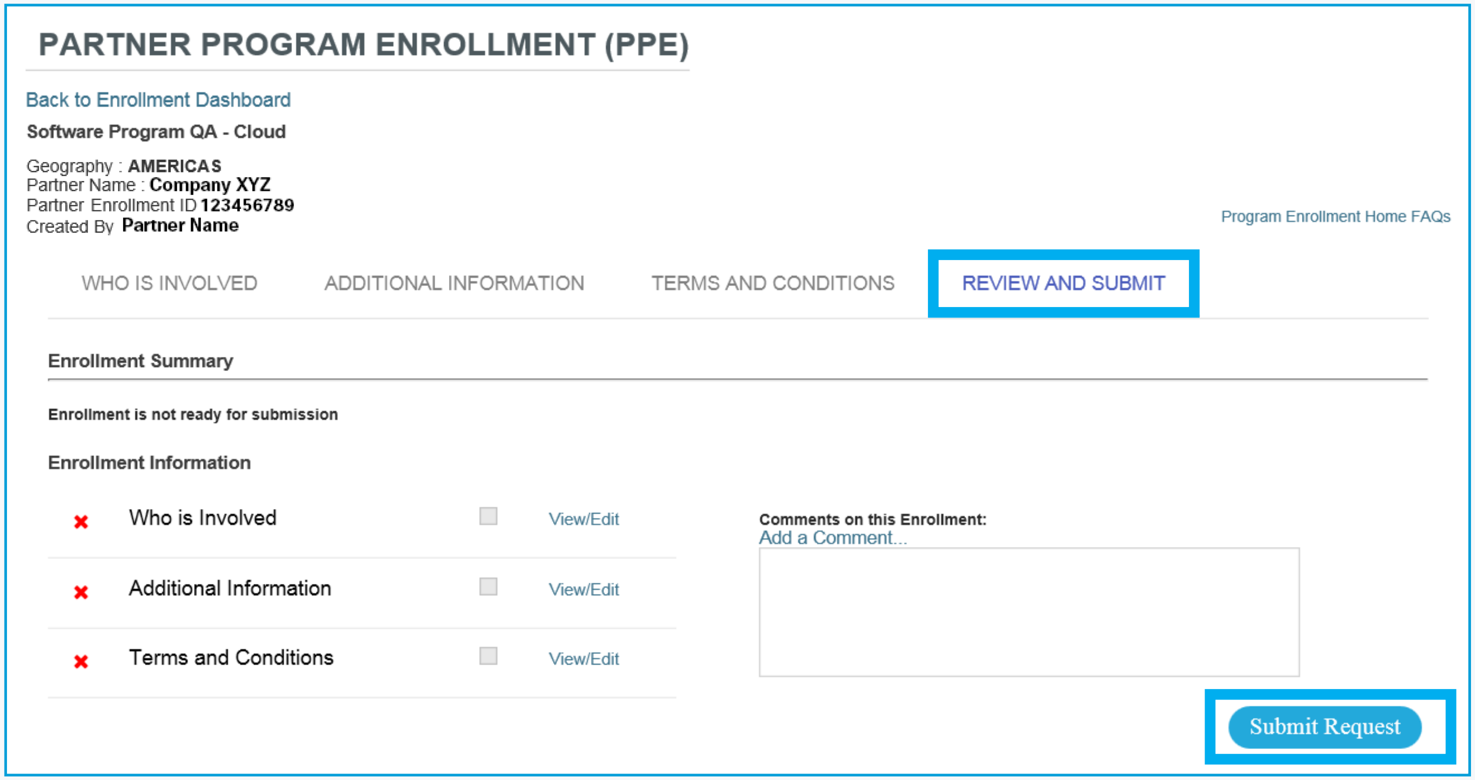
Section 3: Terms and Conditions

1. Carefully review the terms and conditions.
2. Check the **Click Here to Sign** check box to accept.
3. Click **Save and Continue**. You will be directed to the final step of your enrollment application.



Section 4: Review and Submit

1. Review your enrollment information under the **Review and Submit** tab. Under Enrollment Summary, items designated with a red X status indicate that required information is still needed. All items must have a green check to submit the application.
2. Once you complete all required mandatory information, click **Save and Continue**.
3. Click **Submit Request** to send your application to Cisco to review. After you submit your application, you'll receive a confirmation email.



Next Steps

1. Within three to five days, a Cisco representative will review your application and you'll receive an email with next steps: approved, rejected, more information required, or scheduled appointment.
2. Once this email has been received, visit the Manage My Role page to access additional documentation related to your role, including activity and deal registration.

Need Help?

Below are typical scenarios that you may experience and how to resolve them before submitting a case.

Issues	How to Resolve in Advance
• Login issues – Cisco.com – Partner Registration (PREG) – Partner Program Enrollment (PPE) • Unable to locate Partner Administrator • Need to associate Cisco.com ID with your company • Need to update your company information	• Refer to the Partner Self Service tool and User Guide for more information • Contact one of the Partner Administrators for your company, who can help resolve your issue
• Not able to access PPE	Only a Partner Administrator for your company can enroll into the Cisco Partner Ecosystem. Refer to the Partner Self Service User Guide for directions to assign a Partner Administrator for your company.
• Questions about eligibility	Refer to Qualify as an Integrator or Qualify as a Lifecycle Advisor documentation for a complete list of requirements for your role.

Still need help?

If you’re not able to resolve your issue using the recommended documents and training, please open a case through Customer Service Central.

- Tools > View All > Channel Partner Tool Access
- Scroll through the options and select the appropriate tool–note that during this step, you may see the category Other Option appear after making your selection. Please disregard; just complete the remaining sections and then submit the case.