Cisco Partner Registration

Provides partner access to Cisco tools and information.

Online Resources

http://www.cisco.com/warp/public/765/tools/registration/userguide.shtml
http://www.cisco.com/warp/public/765/tools/registration/reference_guide.shtml

Prerequisites

- Your company must be a Cisco Registered Partner
- Individual user from partner company must have a valid Cisco.com ID
- Cisco.com ID must be associated to their partner company

Partner Registration

➢ **Step 1.** Your company must be a Cisco Registered Partner.

   a. Partner registration is completed once per company at http://www.cisco.com/go/partnerregistration.

   b. To check if your company has already been registered, go to the Cisco Partner Locator at http://tools.cisco.com/WWChannels/LOCATR/jsp/partner_locator.jsp.

   - If your company is already registered, go to Step 2.
   - If your company is not registered, complete the process by following the steps outlined on the Cisco Partner Registration Website and then go to Step 2.

➢ **Step 2.** Individual user must have Cisco.com ID and password.

   a. To get a Cisco.com ID and password, visit the Cisco Registered Partner page at http://www.cisco.com/go/partnerregistration

   b. Click **New User**. This action takes you to the Cisco.com registration page at http://tools.cisco.com/RPF/register/register.do.

   c. In the "Register for Additional Access" section, check the **Cisco Channel Partner** box.

   d. Please answer all the questions, then click **Submit** at the bottom of the page.

If you have difficulty completing this process, log a case with the Partner Relationship Team at http://tools.cisco.com/WWChannels/IPA/welcome.do.

Cisco Partner Registration (continued)

- ➢ **Step 3.** Associate or link your Cisco.com ID and password to your partner company.

    a. Log into Partner Central at http://tools.cisco.com/WWChannels/GETLOG/login.do.

    b. Launch the Partner Self Service tool using your Cisco.com ID and password.

    c. Search for your company by choosing a value from the "Country" drop-down list. Enter your company name and click **Next**. It is recommended that you select the country where your company's headquarters are located.

    d. From the result(s), choose your company and click **Next**.

    e. You will be asked to choose a specific location if your company has multiple office locations. Find your location and click **Next**.

    f. The Profile Information page appears. On this page, you can update your user information, such as your phone number. Once you are satisfied that the information is accurate, click **Submit**.

    g. An e-mail will be sent to your company's Cisco administrator to approve your request. Upon approval, the association will be completed within 48 hours.

If you have any difficulty completing the association, open a support case at http://www.cisco.com/web/partners/tools/helponline/index.html.

- ➢ **Step 4:** Associate or link your Cisco.com ID to your service contracts and receive confirmation.

    a. In your browser, type http://www.cisco.com. Select **Log In** in the upper right corner. Log in using your valid Cisco ID and password.

    b. Click **Profile**.

    c. Click **Additional Access**. Under "Obtain Additional Access", click **Obtain access to additional service contracts**.

    d. Under "Request to Insert Service Contracts", enter support contracts number(s).

    Note: Cisco Shared Support and Co-Brand Partners can list up to five support contracts in their profile using this process. You are required to use the My Colleagues Tool Aggregate process to dynamically associate the remainder of your company's support contracts to your profile. Contact your My Colleagues Tool Aggregate administrator to request dynamic contract association. If you do not know who your My Colleagues Tool Aggregate administrator is, please contact your Cisco account manager (channel service account manager, service account manager, or Cisco Worldwide Partner Support) to get the name of your administrator or to request that an administrator be appointed.

    e. Click **Submit**.

    f. Support contract association can take up to six hours to complete.

If you have any difficulty completing this registration process, please open a support case at http://www.cisco.com/warp/public/687/Directory/DirTAC.shtml.