

## Actions for Partners who are New to Cisco

To access Cisco Partner resources, each partner employee requests a Cisco.com login ID which is then associated with a Cisco Registered Partner.

### Steps to Register and Prepare to Transact Business

#### 1. Create a Cisco.com ID.

Visit [www.cisco.com/go/register](http://www.cisco.com/go/register).

#### 2. Register your company as a Cisco Partner and sign the Cisco Indirect Channel Partner Agreement (ICPA).

Visit <http://tools.cisco.com/WWChannels/IPA/welcome.do>. The first person to register is given Cisco Administrator status for your organization and can then approve others to become associated with the company.

As part of the registration process, you will be asked for the following information.

- Country headquarters address
- Headquarters phone number
- Company administrator information
- VAT identification number (required for EU companies)
- Dun & Bradstreet DUNS number (optional)

The ICPA is a standard agreement that all Cisco Registered Partners must sign. It is a click-to-accept agreement and is available in multiple languages.

#### 3. Register additional personnel.

All employees within your organization who require access to Cisco tools and resources must have their own Cisco.com ID which must then be associated with your company.

Direct new users to [www.cisco.com/go/register](http://www.cisco.com/go/register) to create their Cisco.com ID. During the process of creating an ID users can select the option to request the option “Associate my Cisco ID with my Partner Company”. Once a user has a Cisco.com ID, they can update their profile at any time to “Associate my Cisco ID with my Partner Company”. Requests to become associated are then sent via the system to your administrator for approval. *It may take up to 72 hours for employees to be recognized by partner resources, so get started to ensure their access today.*

#### 4. Choose a Cisco Authorized Distributor.

All partners new to Cisco begin by transacting through a [Cisco Authorized Distributor](#). After you open an account, the distributor will help you through the process of transacting Cisco solutions.

#### 5. Review the New Partner Welcome Kit.

The [New Partner Welcome Kit](#) contains information about Cisco channel programs and resources.

### Action Item Summary

1. [Create](#) Cisco.com ID
2. [Register](#) Partner with Cisco
3. [Associate](#) employees
4. Choose [Cisco Authorized Distributor](#)
5. Review [New Partner](#)

We value your business and have taken steps to make sure that you will be well supported during this transition. Please contact your Cisco Cariden account team for questions and additional information on the integration. Or send your questions to [cariden-integration-channel-questions@cisco.com](mailto:cariden-integration-channel-questions@cisco.com).