

# Associate Myself with a Company

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To place an order, your Cisco Account must be associated with your registered Cisco Partner Company.

To submit a request to your administrator to be associated with your company and to gain partner level access, log into [Partner Self Service](#). **Note:** Access requires a valid Cisco Account, see [Register with Cisco](#).

## Access Levels

### Guest

As a Guest User Type, the only task that can be performed is to Associate Myself with a Company.

**Step1.** Click on task “Associate Myself with a Company” menu option.

**Step2.** Fill in the details including Country and Company Name. Click on “Next”.

**Step3.** Click on the radio button to select the appropriate company. Click on “Next”.

**Step4.** Click on the radio button corresponding to your site address.

- a. Search from the list of addresses using the blue filter icon next to the search bar.

**Step5.** Click on “Submit” to return to the “My Profile” page and submit your request for processing.

### Partner

As a Partner User Type, the three tasks that can be performed are My Profile, Access Management, and Manage My Reward Programs.

**Step1.** Click on task “Access Management” menu option.

**Step2.** Click on “Request Additional Access” button.

**Step3.** Select Cisco Commerce as the Tool you need access to.

**Step4.** Select the Country/Country Group where you need access. Click on “Submit” button.

**Step5.** Locate an admin and click on “Request Access” to contact the corresponding individual.

**Step6.** Click “Yes” to send an email requesting access. You will receive a notification via email and your Cisco Account will be upgraded to a partner level.