

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.