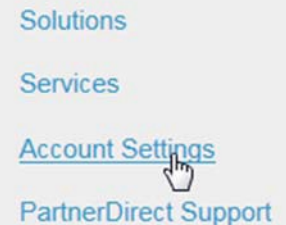


Guide to using the Account Admin functions on the Partner Portal

Log into the PartnerDirect portal

Go to www.DellEMC.com/partner. Select **Partner Account Settings** located on the top right corner on your main Portal page.



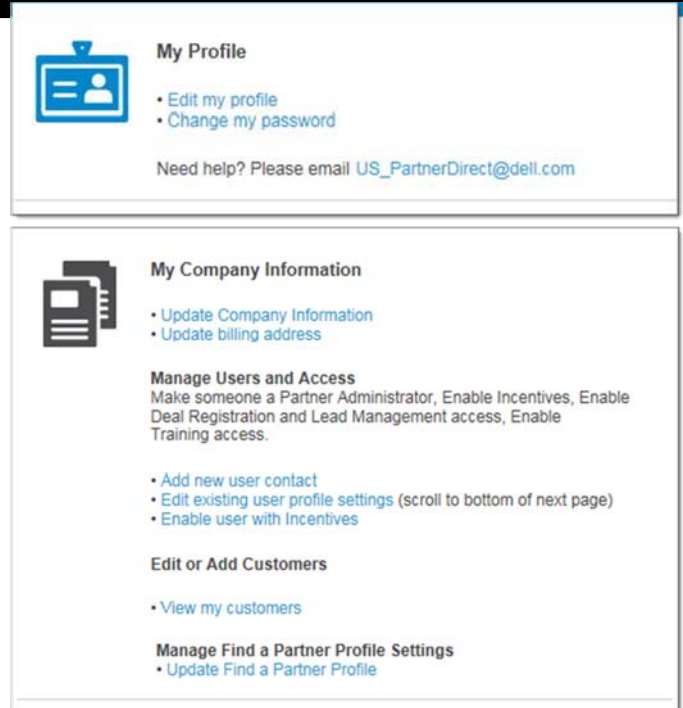
Solutions
Services
Account Settings
PartnerDirect Support

Account settings

From the **Account settings** page manage your individual and company details.

The Portal admin dashboard for partner administrators makes it easily add or update information like:

- Add new users
- Update user information
- Enable incentives
- Provision deal registration and training access
- Deactivate users
- Update company information and billing information



My Profile

- Edit my profile
- Change my password

Need help? Please email US_PartnerDirect@dell.com

My Company Information

- Update Company Information
- Update billing address

Manage Users and Access
Make someone a Partner Administrator, Enable Incentives, Enable Deal Registration and Lead Management access, Enable Training access.

- Add new user contact
- Edit existing user profile settings (scroll to bottom of next page)
- Enable user with Incentives

Edit or Add Customers

- View my customers

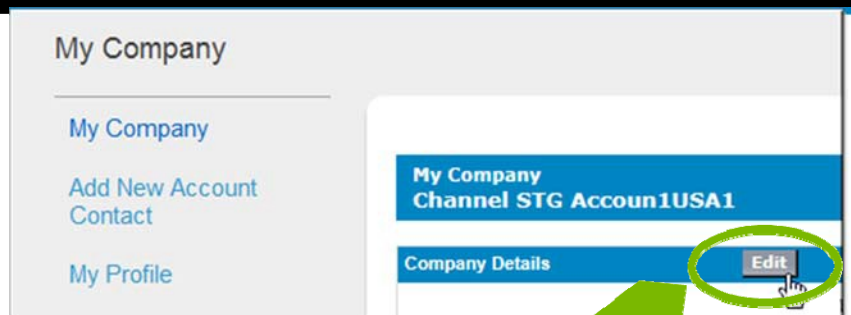
Manage Find a Partner Profile Settings

- Update Find a Partner Profile

Manage My Company information

My Company

Update and modify company details by selecting the edit button.



My Company

- My Company
- Add New Account Contact
- My Profile

My Company Channel STG Account1USA1

Company Details

Edit

New User

Save Cancel

Salutation --None--

First Name

Last Name

Job Title --None--

Address 1 1935 CLEVELAND RD

Address 2

Address 3

City SANDUSKY

State / Province OH

Postal Code 44870

Phone Number (512) 728-3239

Mobile Phone

Fax Number

Email

Would you like to receive News from Dell PartnerDirect e.g. events, special offers, product news and tools?

Enabled for Incentives

Enable as Partner Admin

Allow Deal Reg & Lead Mgmt

Enable Training

Enable as Lead Super User?

Save Cancel

Users and Access

Manage Users and Access
 Make someone a Partner Administrator, Enable Incentives, Enable Deal Registration and Lead Management access, Enable Training access.

Items marked in red are required fields. If your company has a suite number please be sure to include it in the address lines.

What happens next?

Once you successfully complete a new login, the contact will receive a welcome email with the portal login information.

- Please note, it can take up to 30 minutes for a new login to become fully active.
- There may be short periods when the system is unable to set up a login. If you try to set up a login during that period, Dell's system creates a work ticket and the Onboarding team will try to manually complete the login within 1 business day.

Edit user profile

From Account settings select **Edit existing user profile settings** and then scroll to the bottom of the

Enable user with incentives

Manage Users and Access
 Make someone a Partner Administrator, Enable Incentives, Enable Deal Registration and Lead Management access, Enable Training access.

- [Add new user contact](#)
- [Edit existing user profile settings](#) (scroll to bottom of next page)
- [Enable user with Incentives](#)

Partner Portal Users New				
Actions	Name?	Job Title	Email	Created Da
Edit Inactivate	137 test Production		13.7produsa@gm ail.com	8/11/2012
Edit Inactivate	1New142 Prod		nicole_lee@dell.c om	3/2/2013
Edit Inactivate	1Test Gyan Production		sfdc- in.est@dell.com	3/3/2013

Last Name

Enabled for Incentives

Yes No

To enable User for Incentive, you can search for the user's last name as shown below or locate the name on your displayed list of names.

Deactivating a User

To Deactivate a User, please follow these instructions carefully

Locate the User name and first click on the edit button.

Partner Portal Users New				
Actions	Name?	Job Title	Email	
Edit Inactivate	1New142 Prod		nicole_lee@dell.c m	
Edit Inactivate	1Test Gyan Production		sfdc- in.est@dell.com	

Next, uncheck all boxes and save

Would you like to receive News from Dell PartnerDirect e.g. events, special offers, product news and tools?

Enabled for Incentives

Enable as Partner Admin

Allow Deal Registration

Enable Training

Then click on that User's "Inactivate"

Partner Portal Users New				
Actions	Name?	Job Title	Email	
Edit Inactivate	1New142 Prod			
Edit Inactivate	1Test Gyan Production			

Please confirm by saying Yes

My Company
Channel STG Account1USA1

✔ **Please confirm**
Are you SURE you want to inactivate the following user?

A note for Administrators

Administrators have the ability to make most of the changes outlined in this document. To get help with Account Administrators, please visit the Support page on the Portal.