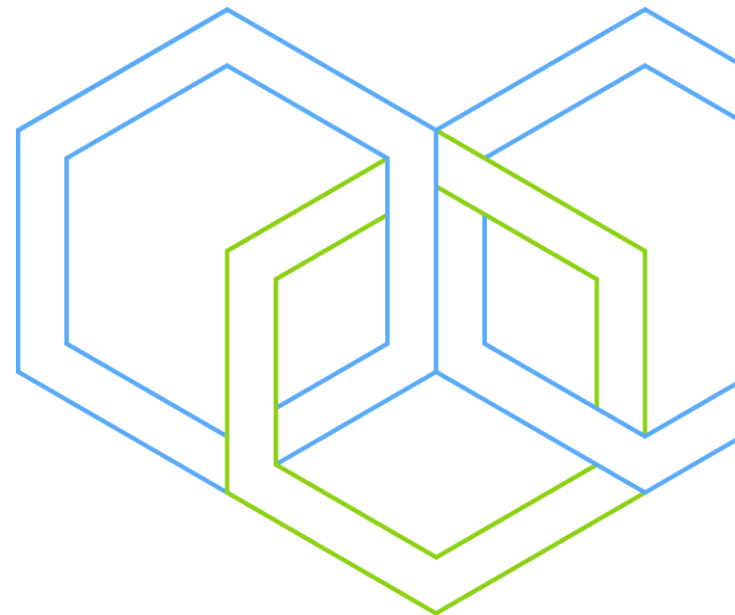


# ESA Admin Registration Guide



## ESA Contact Registration

Business Partner can assign an employee to be your firm's ESA contact through your firm's PartnerWorld Profile System (PPS)

There are three types of ESA Roles that can be registered in PPS.

- **Administration Contact**
- Billing Contact
- Primary Contact

Ensure you have an employee assigned as 'Administration Contact'.

Assigned 'Administration Contact' will receive latest 'News and Communication' related to ESA business, and also have access to ESA Business Partner 'Programs' and other 'Benefits' provided thru IBM PartnerWorld.

e.g. ESA Client Credit Program

Refer to 'Step-by-Step Guide' to register an ESA Administration Contact for your firm.

If you have any question related to PartnerWorld Profile, please contact IBM PartnerWorld Contact Services for assistance: <https://www.ibm.com/partnerworld/resources/support>

# Step-by-Step Guide

- 1) Assigned employee must create an IBM ID for PartnerWorld access
- 2) Assigned employee must be aligned under ESA company profile as an employee
- 3) Assign the employee for ESA Administration Contact role

## 1. Assigned employee must create an IBM ID for PartnerWorld access

If employee already has an active IBM ID, skip to next step

### How to Create IBM ID

- Submit and create personal IBM ID  
<https://www.ibm.com/account/reg/au-en/signup?formid=urx-30292>
- Contact your firm's Authorized Profile Administrator (APA) to register as BP employee within PartnerWorld Profile System (PPS)

### Create an IBM account

Get access to trials, demos, starter kits, IBM Cloud services, and APJs.

Already have an IBM account? [Log in](#)

Email \*

First name \*

Last name \*

Company

Job title

Street address

City

Country or region \* (?)   
Korea, Republic of

State or province   
Select state

Zip code

Phone \*  
+82

Fax number  
+82

## 2. Assigned employee must be aligned under ESA company profile as an employee

- Performed by Firm's APA (Authorized Profile Administrator)

### Employee Registration in PartnerWorld Profile System

- Firms APA (Authorized Profile Administrator) logs into PartnerWorld Profile  
<http://www.ibm.com/partnerworld/partnertools>
- Click 'Employee' then 'Manage Employee' in the left menu

IBM

IBM PartnerWorld

PartnerWorld  
ProfileWorldwide  
enterprise

Country enterprise

Location

Employee

Manage  
employeesRelationship  
management

Benefits

Employee

Type of search:

Standard search ▾

Please select the profile that you would like to view or edit.

Select worldwide enterprise:\*

... Select one ... ▾



## 2. Assigned employee must be aligned under ESA company profile as an employee - Performed by Firm's APA (Authorized Profile Administrator)

- Select Worldwide/Country enterprise profile if prompted
- Find 'Add an employee' tab
- Fill up all the mandatory information
- Click 'Submit'

\* You must wait for Employee to be added within the system

PartnerWorld Profile

Worldwide enterprise

Country enterprise

Location

Employee

Manage employees

Relationship management

Benefits

Related links:

Contact us

User manual

### Manage employees

To add employees to this location select appropriate link below.

Select worldwide enterprise:\*

Amazing PW(Korean IBMer) - ztztmk ▾

Country enterprise

Amazing PW(Korean IBMer) - 2a7e8nq0

Location

Amazing PW(Korean IBMer)(Seou) - 10a6xmfd

Add an employee
Add/Edit multiple employees

#### Employee information

First name:\*

Name in local language:\*

Last name:\*

Email:\*

Job function:\*

Country of residence:\* Preferred language:\*

Korea, Republic of (South Korea) ▾ ... Select one ... ▾

Employee candidate ID for IBM certifications / Skills information:

#### IBM ID information

After entering text on this field, click on button next to it

IBM ID:

Unique ID:

Submit

Cancel and exit

### 3. Assign the employee for ESA Administration Contact role - Performed by Firm's APA (Authorized Profile Administrator)

- Log into PartnerWorld Profile  
<http://www.ibm.com/partnerworld/partnertools>
- Click 'Employee' in the left menu
- Select Worldwide/Country enterprise profile if prompted
- Select employee that will require role update
  - Press 'Select' next to IBM ID and Employee Name
  - 'Select Action' will be created at bottom of page
  - Choose 'Employee role's' from 'Select action' dropdown box and go to next page

**Employee**

PartnerWorld Profile

Worldwide enterprise: Type of search: Standard search

Country enterprise: Please select the profile that you would like to view or edit.

Location: Select worldwide enterprise:\*

Employee: Select country enterprise:\*

Manage employees: Number: [Redacted]

Relationship management: Select location:\*

Benefits: Number: [Redacted]

Select	IBM ID	First name	Last name	Status
<b>Selected</b>	hwangho [Redacted].com	Hojung	Hwang	ACT

Select action:

- ... Select one ...
- Employee country of residence
- Employee privacy
- Employee roles**
- General information
- Skills and certifications

Info: Information for Consultants and integrators, Independent software vendors (ISVs), Hardware resellers

### 3. Assign the employee for ESA Administration Contact role - Performed by Firm's APA (Authorized Profile Administrator)

Under 'People Roles' page, scroll down

Under 'Role Groups' section you can find 'ESA Roles'

Select 'Administration Contact'

Press 'Submit'

PartnerWorld Profile > Employee >

## PeopleRoles

Hojung Hwang

The key contact communication roles below are the key contacts for this location. For each location one person and one person only may are Sales, Marketing, Technical and Executive. If the role is assigned to another individual it will not display for selection. If you believe you contact for the location please contact your Authorized Profile Administrator.

### PartnerWorld key contacts

Key Executive Contact :  
Key Marketing Contact :  
Key Sales Contact :  
Key Technical Contact :

Related links :  
[Contact us](#)  
[User manual](#)

### Access role

Person Role

### Role groups

\*\*To select multiple items, hold down the CTRL key while selecting items

Blue Harmony Access Role

ESA Roles :

- Administration contact
- Billing Contact
- Primary Contact



# Thank You!

You have completed assigning an ESA Administration Contract role for your company