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

• Contact your firm’s Authorized Profile Administrator (APA) to register as BP employee within PartnerWorld Profile System (PPS)
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
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
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
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’
Thank You!

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