

Partner Registration Guide

Congratulations on taking the first step to become a Polycom Partner:

Step 1 – Register to become a Polycom Partner

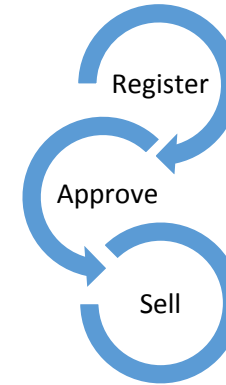
*Please complete the online **application form***

Step 2 – Polycom approves your application

The person designated by you as your company signatory will receive an email to sign the Polycom Partner Program Agreement. Once signed your application is approved

Step 3 – You now have access to sell the below Polycom registered product solutions immediately

| Product Registration products | |
|------------------------------------|---|
| Name | Qualifies Partner to sell |
| Microsoft Optimized CX Devices | Polycom® CX Devices (excluding CX8000) |
| Circuit Switched conference phones | Polycom® SoundStation2™, SoundStation 2W™, VoiceStation® 300, SoundStation VTX1000® |
| Polycom® SoundStation® IP | SoundStation® IP and SoundStation® Duo |
| RealPresence Debut™ | RealPresence Debut™ |



What you will need to Register:

- Select an authorized Distributor in your region to be your primary, but you can buy from any authorized distributor
- Business identification & associated numbers (Company Tax ID, VAT, Government ID or DUNS number)
- The name of the individual designated to sign the Polycom Partner Program Agreement on behalf of your organisation, if you are not authorized to sign. Terms must be signed prior to final approval. **View Polycom Partner Program Agreement here**

Important note re: Signing Polycom Partner Program Agreement.

- The person you identify as the Company Signatory will receive two emails:
 1. Polycom New User Registration Confirmation – to verify their PartnerConnect account.
 2. Link to sign the Program Agreement T&C's - FOR ACTION: Conditional Approval subject to signing the T&Cs– once account is verified the signatory can log into PartnerConnect to accept the T&Cs.
- Do not forward these emails to any other contact, if you need to reassign to a different person to sign the T&C's follow the instructions in the email.
- You have 30 days from the notice to sign the agreement. Your application will be rejected if the agreement is not signed.

While pending approval, we encourage you to access information about Polycom solutions and next steps available [here](#).

Read the **Polycom Partner Starter Kit** to see how the above registered products are just the start of your journey and partnership with Polycom.

Once your company is an approved Polycom Partner

- Invite your colleagues to register for a [PartnerConnect](#) account.
- The person who applied will be designated as the Company Administrator - responsible for maintaining your company profile in PartnerConnect
- Identify an individual within your organization as the Training Administrator role – They will be responsible for applying for and managing your company's certification or specializations.