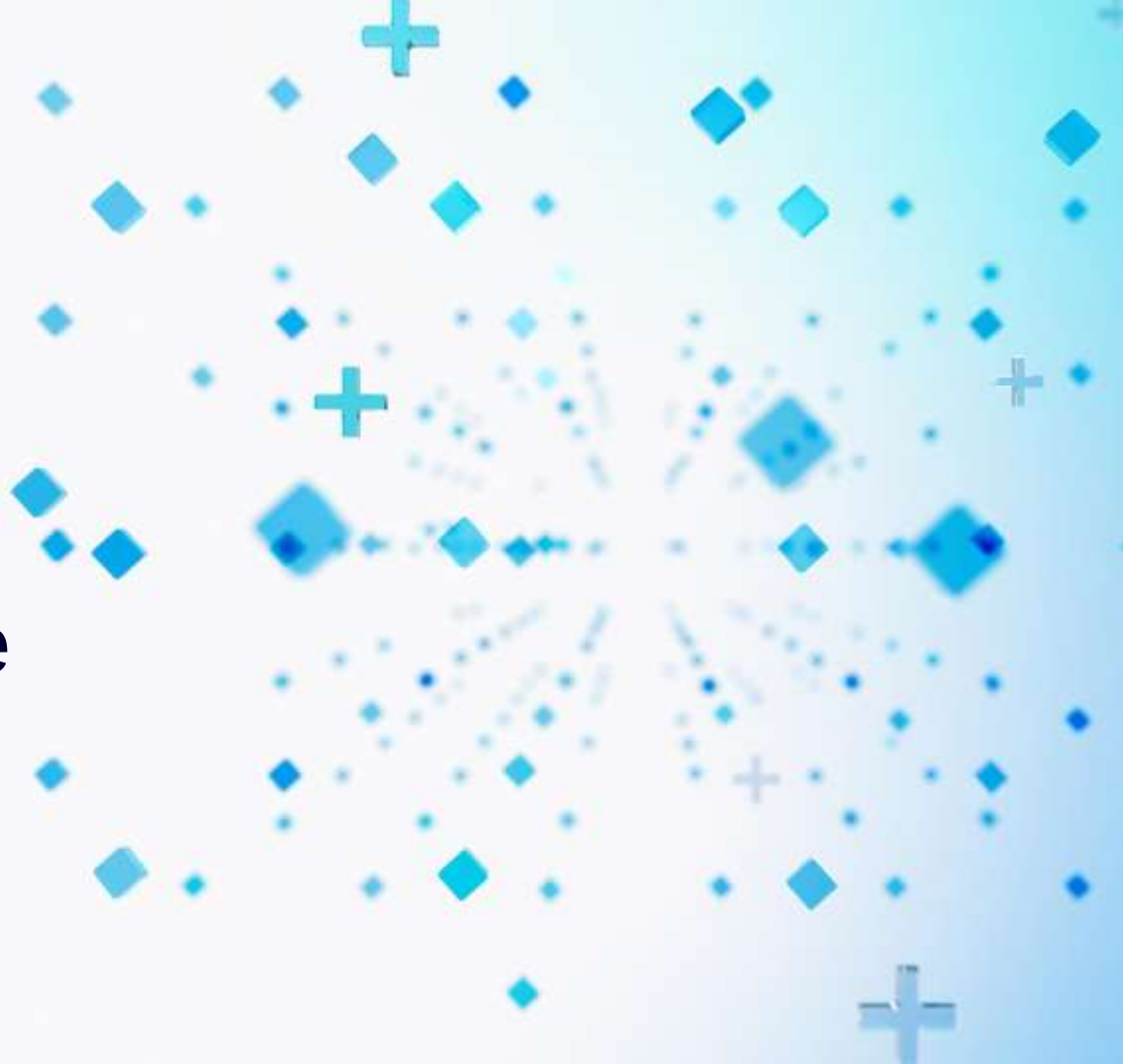


HCLSoftware

Business Partner Registration Guide

Registering as a new partner
organization



Are you?

Registering a New Partner Organization

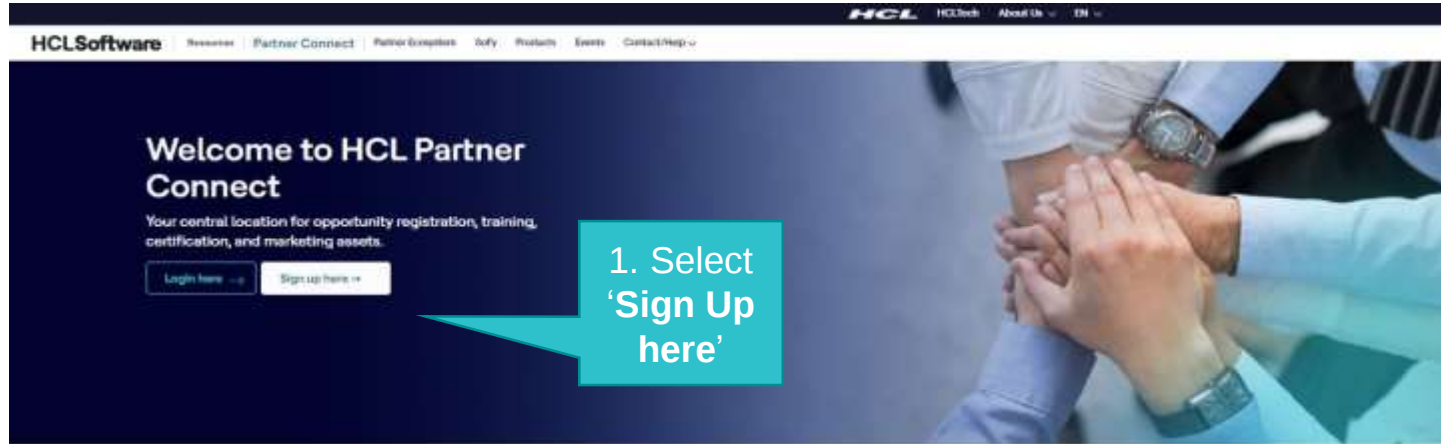
Continue to follow this
guide.

Adding a New User at Existing Partner

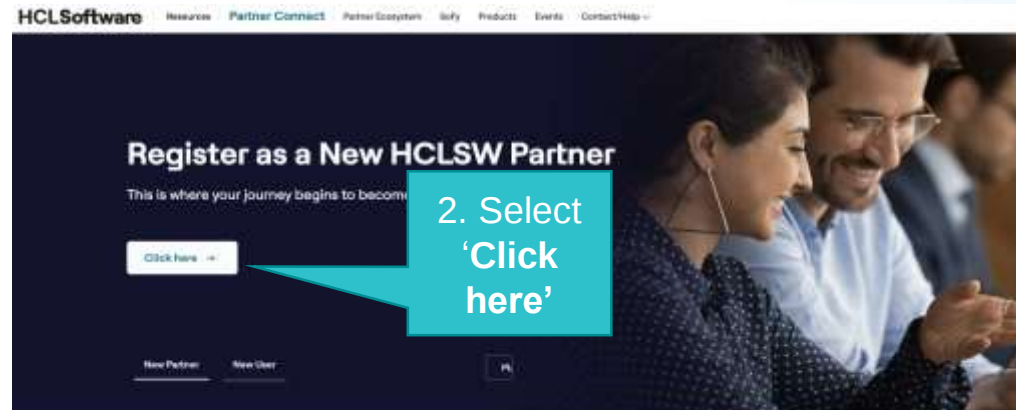
Please follow the:
[Partner Registration -
Adding Additional Users
Guide](#)

Step 1 - Visit Partner Connect

<https://www.hcl-software.com/resources/partner-connect>

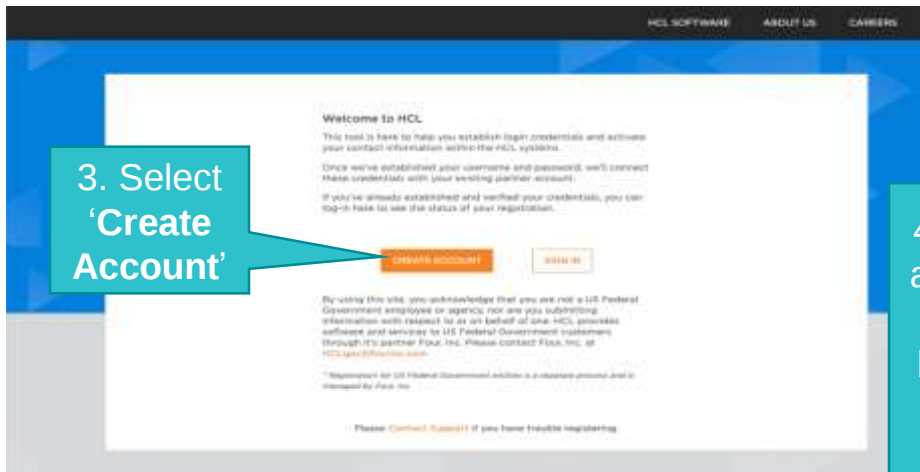


If you have any questions during the Registration process please [submit a case](#)



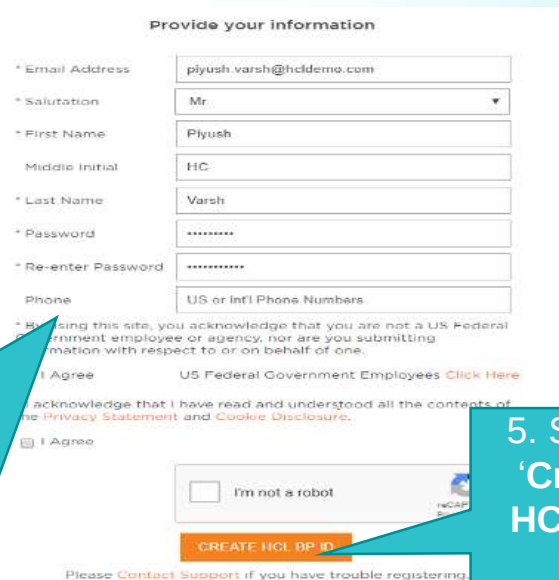
Step 2 - Create Business Partner User Account

3. Select
'Create
Account'



The screenshot shows the HCL Software login page. At the top, there are links for 'HCL SOFTWARE', 'ABOUT US', and 'CAREERS'. The main heading is 'Welcome to HCL'. Below it, there is a paragraph: 'This tool is here to help you establish login credentials and activate your contact information within the HCL systems.' Another paragraph follows: 'Once we've established your username and password, we'll connect these credentials with your existing partner account.' A third paragraph says: 'If you've already established and verified your credentials, you can log-in here to see the status of your registration.' There are two buttons: 'CREATE ACCOUNT' (highlighted with a red box) and 'SIGN IN'. Below the buttons, there is a disclaimer: 'By using this site, you acknowledge that you are not a US Federal Government employee or agency, nor are you submitting information with respect to or on behalf of one. HCL provides software and services to US Federal Government customers through its partner Four, Inc. Please contact Four, Inc. at HCL.gov@fourinc.com'. At the bottom, there is a link: 'Please [Contact Support](#) if you have trouble registering.'

4. Complete
all fields and
check
boxes. NB:
public
domain
email
addresses
(e.g.
gmail/yahoo
etc) are not
accepted

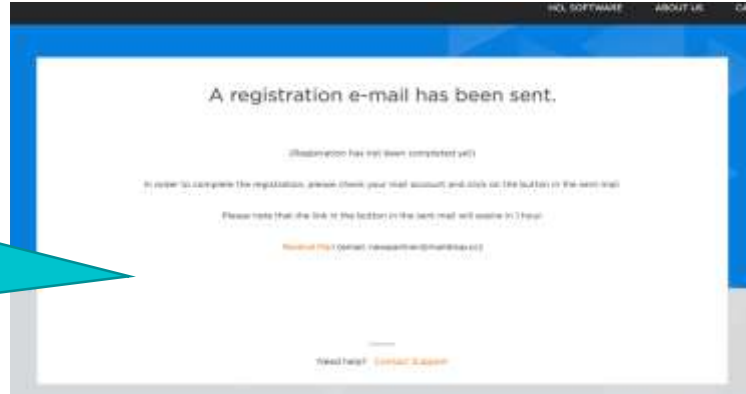


The screenshot shows the 'Provide your information' registration form. It has the following fields: 'Email Address' (filled with 'piyush.varsh@hcldemo.com'), 'Salutation' (dropdown menu showing 'Mr'), 'First Name' (filled with 'Piyush'), 'Middle Initial' (filled with 'HC'), 'Last Name' (filled with 'Varsh'), 'Password' (filled with '*****'), 'Re-enter Password' (filled with '*****'), and 'Phone' (filled with 'US or Intl Phone Numbers'). Below the fields, there is a checkbox for 'I Agree' and a link 'US Federal Government Employees [Click Here](#)'. There is also a link 'I have read and understood all the contents of the [Privacy Statement and Cookie Disclosure](#).' and another checkbox for 'I Agree'. At the bottom, there is a checkbox for 'I'm not a robot' and a 'CREATE HCL BP ID' button (highlighted with a red box). Below the button, there is a link: 'Please [Contact Support](#) if you have trouble registering.'

5. Select
'Create
HCL BP
ID'

Step 3 - User Registration Confirmation

1. An onscreen message will confirm your form has been submitted

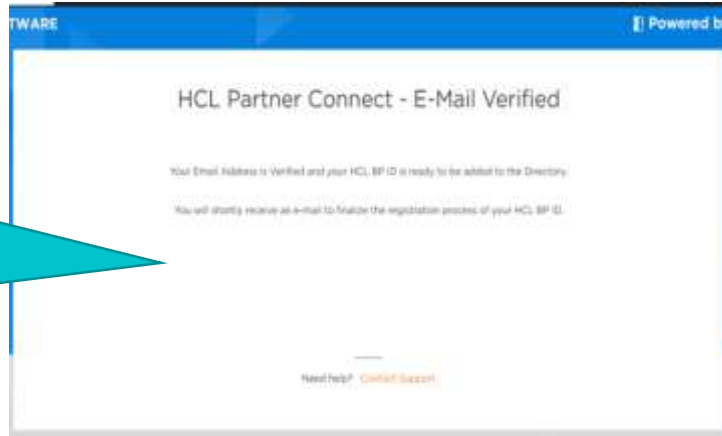


2. IMPORTANT
You must click the '**Confirm**' link in your email to verify your email within **one hour** of receipt

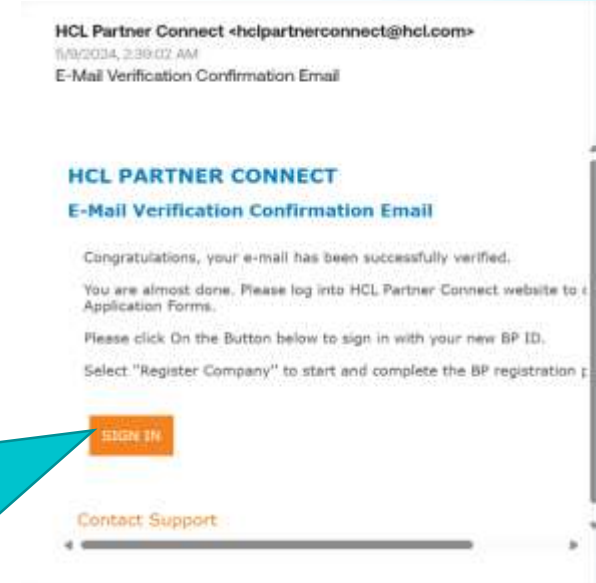


Step 3 - User Registration Confirmation

4. An onscreen message will confirm your email has been verified



5. Following confirmation you will receive an email with a 'Sign In' link to enable you to complete your application



Step 4 - Business Partner Organization Registration

1. Sign in to continue your Partner Application



2. Select 'Register Company'



Step 4 - Business Partner Organization Registration

HCLSoftware Business Partner Registration

Email	*
First Name	*
Last Name	*
Company	*

SUBMIT

1. Please complete all fields.
NB: public domain email addresses (e.g. gmail, yahoo, etc.) are not accepted.

2. Onscreen confirmation message - Please check your email

HCLSoftware Business Partner Registration

Thank you for registering your interest to become an HCLSoftware Business Partner. To proceed with your application please check your inbox and click the link to verify your email address.

3. Follow the instructions and link in your inbox to continue your application.

"HCL Software" <hcl-uat-sandbox@amp-engine.com>
10/14/2024, 1:29:03 pm
HCLSoftware Business Partner Registration - Action Required

Dear John,

Thank you for registering your interest in becoming a HCLSoftware Business Partner. To proceed with your application please click [here](#)

If you have any questions please raise a [case](#).

Kind regards
HCLSoftware Partner Program Team

Step 5 - Partner Registration Form

Please complete all required fields about you and your Organization.

Partner Registration Form

Please complete the form below to complete your registration to become a HCLSoftware Business Partner. Once completed a Business Partner Manager will reach out to discuss your application.

Your Details

Please complete the form below to complete your registration to become a HCLSoftware Business Partner. Once completed a Business Partner Manager will reach out to discuss your application.

First Name*	Last Name*
Email Address*	Phone Number*
Job Title*	

Organization Details

Are you affiliated with an existing HCLSoftware Company?

Yes ☐ No ☐

Address HCL ID (if you track it internally)	Website URL*
Organization Name*	Website ID#*
Organization Address 1*	Organization Address 2
City*	State/Region*
Zip Code/Postal*	Select Country*
Entity Number	Bank Details (if applicable)
VAT Number (if applicable)	Years in Business*
Number of Employees*	Number of Active Customers*
Please Select *	

NB - please include <https://> on url

Step 6 - HCLSoftware Partnership Selection

HCLSoftware Partnership

Please confirm what type of partnership you are registering for. On initial application please select one. Your approval you can request additional partner types.

To learn more about HCLSoftware Business Partner Types please [click here](#).

Partner Type*

- Please Select -

- Please Select -
- Reseller Partner
- System Integrator Partner
- Solution Partner
- 2nd Tier Resell Partner
- Technology Partner
- GSI Partner

Please provide any additional comments below*

SUBMIT

To learn more about our partner types [click here](#)

1. Select your **Partner Type**. Please note on initial registration you can select **one**. Following approval you can add additional partner types.

Once you have completed the Application Form the next step is to upload your **Certificate of Corporation**.

HCLSoftware Business Partner Application Complete



Thank you for registering to become an HCLSoftware Business Partner.
(Please check your inbox for instructions on how to upload your Certificate of Incorporation to your application.)

[Back to Home](#)

Step 7 - Certificate of Corporation Upload

1. Follow the link in your email and login with your username and password.

2. Follow the onscreen instructions to

- Accept terms of use
- Update Password
- Select time, date and language settings

"HCL Software" <hcl-ust-sandbox@emp-hcl.com>
HCLSoftware Business Partner Application

Dear John,

Thank you for your application to become an HCLSoftware Business Partner.

Due to your application being reviewed - please upload your certificate of incorporation. Please login with the details below.

Username: john.h@hclcorp.co

Password: hcl50/hcl_mfYdJf

Click [here](#) to login.

Your temporary password is only valid for 3 days. We recommend updating your temporary password when you login.

Once you have uploaded your certificate of incorporation we will review your application and be in contact with any questions.

If you have any questions please email a [CARE](#).

Kind regards,

HCLSoftware Partner Program Team

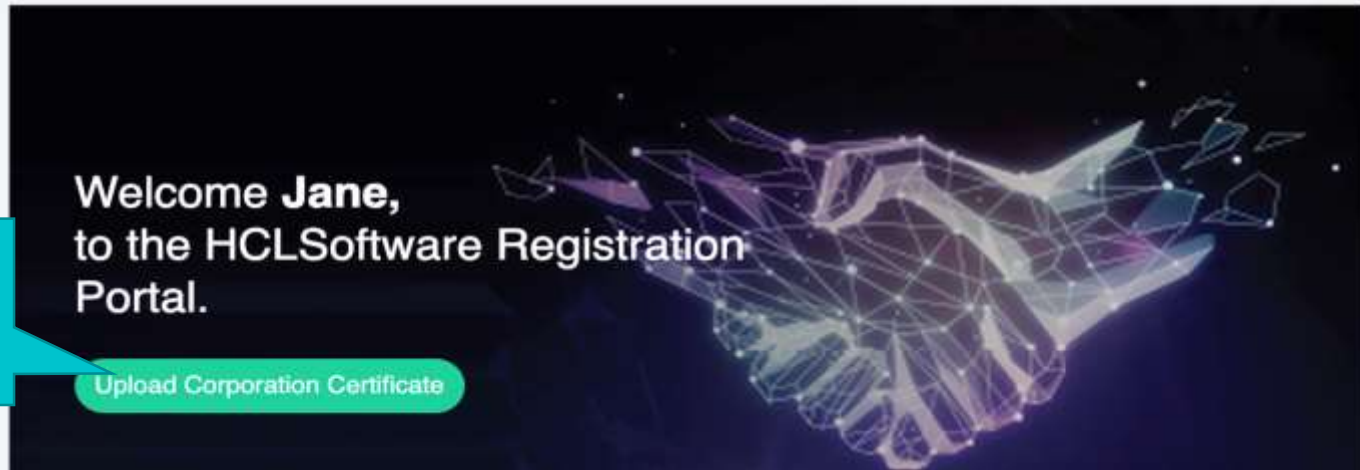
The screenshot shows the 'Welcome To HCL Software' page with three navigation links: 'Partner Engagement Platform Terms of Use', 'Platform Onboarding', and 'Platform Language Settings'. The 'Partner Engagement Platform Terms of Use' link is selected. Below the navigation bar, the page title is 'Partner Engagement Platform Terms of Use'. The main content area contains the text: 'By accepting or using the platform, you agree that you accept and use of the platform is governed by the Partner Engagement Platform Terms of Use. [Click here](#)'. At the bottom right, there is a blue 'Next' button.

The screenshot shows the 'Welcome To HCL Software' page with three navigation links: 'Partner Engagement Platform Terms of Use', 'Platform Onboarding', and 'Platform Language Settings'. The 'Platform Onboarding' link is selected. Below the navigation bar, the page title is 'Setup Password'. The main content area contains the text: 'Please create a new password to login to the platform'. Below this, there are four input fields: 'New Password', 'Confirm Password', 'New Password', and 'Confirm Password'. Each field has a 'Show/Hide' button to its right. At the bottom right, there is a blue 'Next' button.

The screenshot shows the 'Welcome To HCL Software' page with three navigation links: 'Partner Engagement Platform Terms of Use', 'Platform Onboarding', and 'Platform Language Settings'. The 'Platform Onboarding' link is selected. Below the navigation bar, the page title is 'Time and Date Settings'. The main content area contains two sections: 'Time and Date Settings' and 'Select Language'. The 'Time and Date Settings' section has two input fields: 'Time Zone' (set to 'GMT-05:00 Eastern Standard Time (EST)') and 'Date Format' (set to 'MM/DD/YYYY'). The 'Select Language' section has a dropdown menu set to 'English'. At the bottom right, there is a blue 'Next' button.

Step 7 - Certificate of Corporation Upload

3. Select
'Upload'
Corporation
Certificate



Upload Corporation Certificate

Organization Name *

SI Consulting

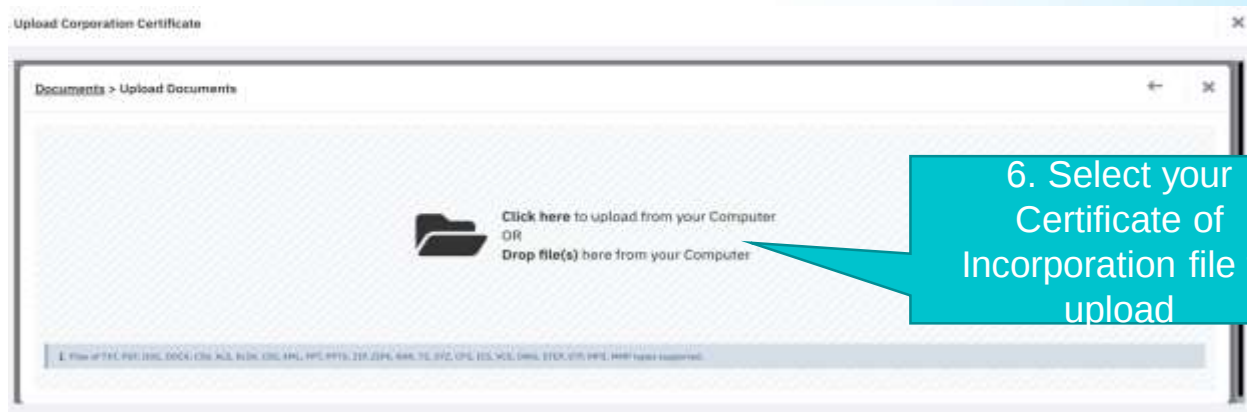
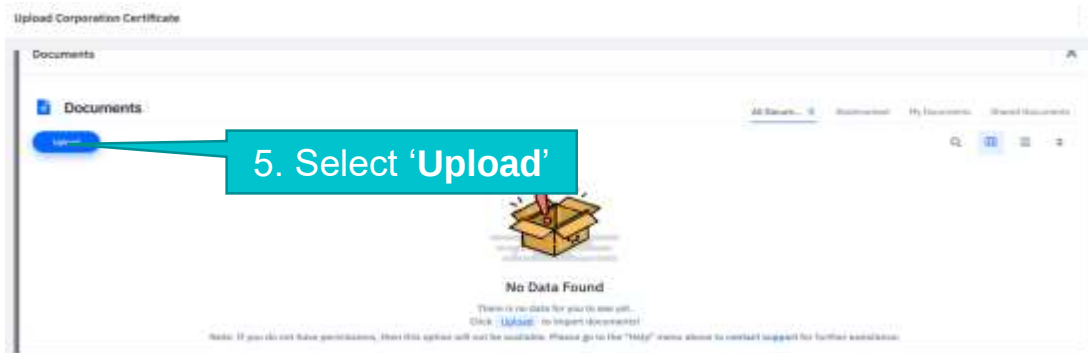
Upload Corporation Certificate *

Document Upload

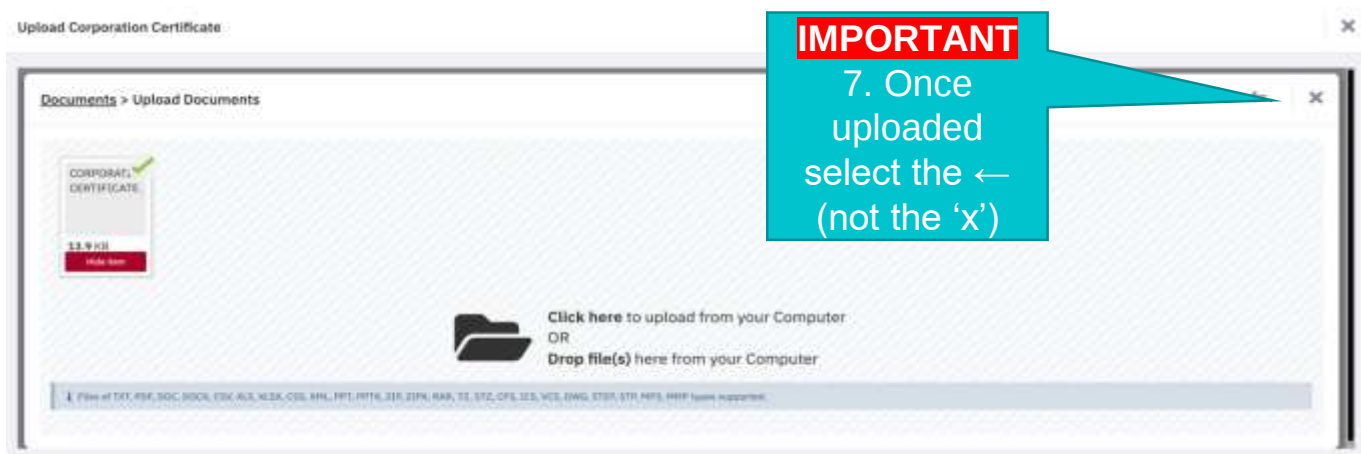
Submit

4. Select
'Document
Upload'

Step 7 - Certificate of Corporation Upload



Step 7 - Certificate of Corporation Upload



Upload Corporation Certificate

Organization Name *

SI Consulting

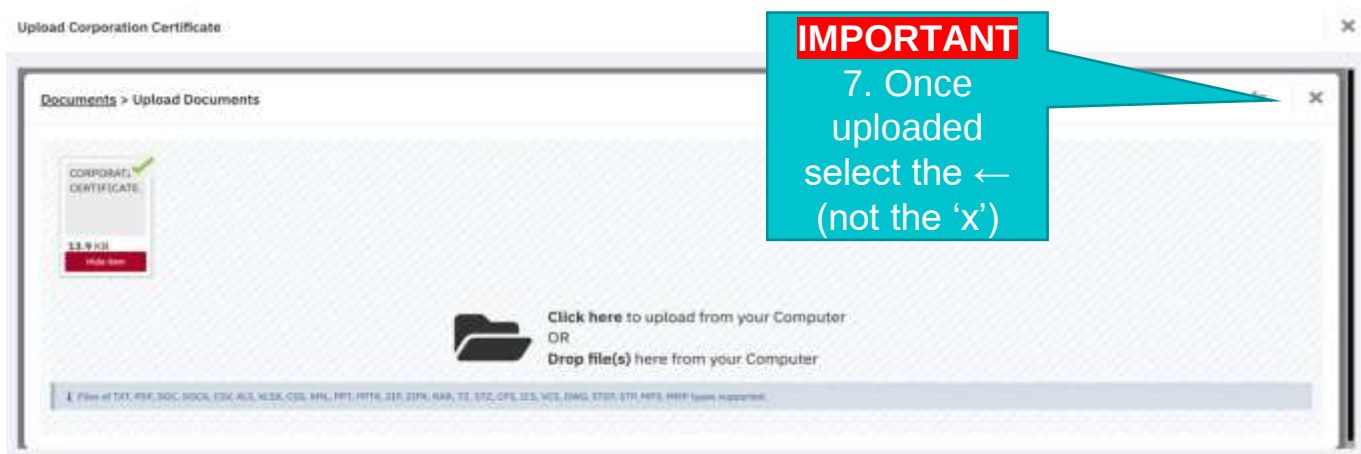
Upload Corporation Certificate *

CORPORATION CERTIFICATEdocument selected

Submit

8. Select 'Submit'

Step 7 - Certificate of Corporation Upload



Upload Corporation Certificate

Organization Name *

SI Consulting

Upload Corporation Certificate *

CORPORATION CERTIFICATEdocument selected

Submit

8. Select 'Submit'

Step 7 - Certificate of Corporation Upload

Upload Corporation Certificate

Organisation Name *

ST Consulting

Upload Corporation Certificate *

CORPORATION CERTIFICATE document selected

Submit your data?

You are about to upload your certificate of incorporation. Please ensure you have uploaded the correct document.

Ok Cancel

9. Confirm you have uploaded the correct file. Applications without a Certificate of Incorporation will not be processed.

HCLSoftware

Summary

Welcome **Jane**,
We are currently reviewing your application.



HCLSoftware will now review your Business Partner Application.

Keep an eye on your inbox for application updates.

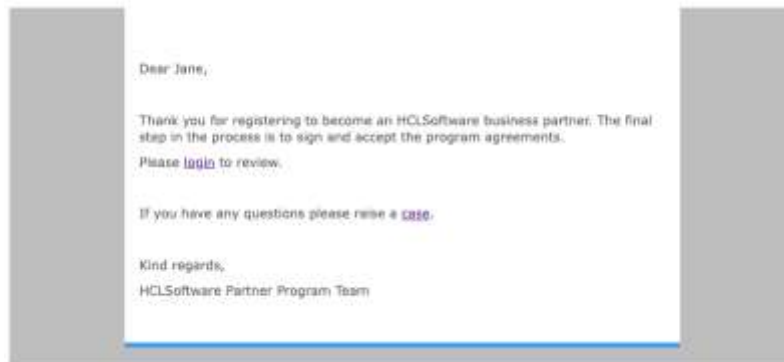
HCL Software Application Review

During the application review stage HCLSoftware may reach out via phone or email to confirm further details. Please ensure any enquiries are responded to in a timely manner to ensure we can progress your application.

If your application has not been successful we will reach out and let you know.

Once your application has been reviewed and approved you will receive an email notification confirming your application has been approved and the final step is to accept the agreement(s).

If you have any questions during the application process please [submit a case](#)



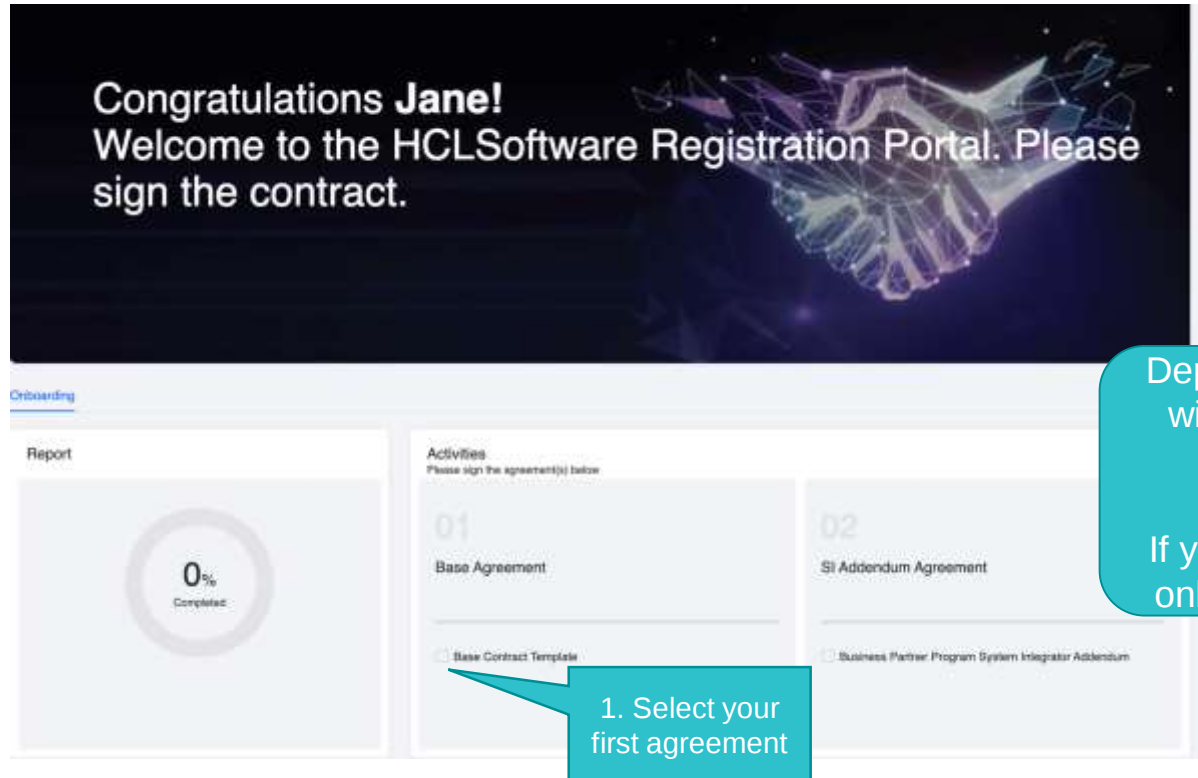
Step 8 - HCLSoftware Agreement Acceptance

Please login to view and sign your HCLSoftware Agreement(s).

Upon initial registration you will sign the relevant agreement(s) based on the below table. Following initial registration, if you would like to sign up for an additional partner type please [submit a case](#).

Partner Type	Base Agreement	Addendum
Reseller	Yes	Reseller Addendum
Solutions (MSP/PSA)	Yes	Solutions Addendum
System Integrator	Yes	System Integrator Addendum
GSI	Yes	System Integrator Addendum
Technology	Yes	Technology Addendum
2nd Tier Reseller	2nd Tier Reseller Agreement only	N/A

Step 8 - HCLSoftware Agreement Acceptance



The screenshot displays the HCLSoftware Registration Portal. At the top, a dark banner with a handshake graphic reads: "Congratulations Jane! Welcome to the HCLSoftware Registration Portal. Please sign the contract." Below this, the "Onboarding" section is visible. On the left, a "Report" card shows a circular progress indicator at "0% Completed". The main "Activities" section, titled "Please sign the agreement(s) below", lists two items: "01 Base Agreement" and "02 SI Addendum Agreement". Under "01 Base Agreement", there is a checkbox labeled "Base Contract Template". A teal callout bubble points to this checkbox with the text "1. Select your first agreement". Under "02 SI Addendum Agreement", there is a checkbox labeled "Business Partner Program System Integrator Addendum".

Congratulations **Jane!**
Welcome to the HCLSoftware Registration Portal. Please sign the contract.

Onboarding

Report

0% Completed

Activities
Please sign the agreement(s) below

01
Base Agreement

02
SI Addendum Agreement

☐ Base Contract Template

☐ Business Partner Program System Integrator Addendum

1. Select your first agreement

Dependant on your partnership - you will be presented with the relevant contract(s).

If you are a 2nd Tier reseller you will only be presented with one contract

Step 8 - HCLSoftware Agreement Acceptance

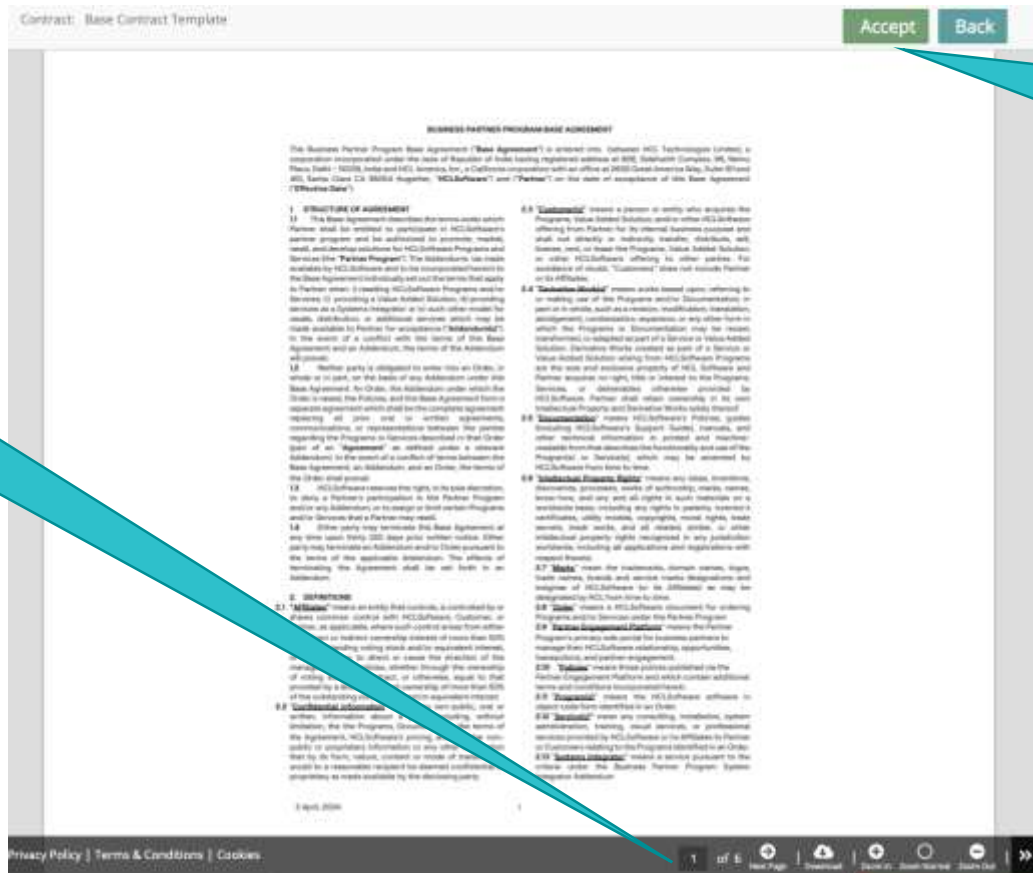
The screenshot displays the HCLSoftware interface for the 'System Integrator Journey'. At the top left is the 'HCLSoftware' logo. The top right contains a 'Dashboard' link, a search icon, a bell icon, and a user profile icon. The main header area features a blue document icon, the title 'System Integrator Journey', and the instruction 'Please review and sign the Agreement below.' To the right of this header is a progress indicator showing '0%' completion and '0 / 2 Steps Completed'.

Below the header, there are two sidebar items on the left, each with a lock icon and a progress bar: 'Base Agreement' (Total Steps 1 / Completed 0) and 'SI Addendum Agreement' (Total Steps 1 / Completed 0). The central area contains a preview of a contract document. To the right of the preview is a box labeled 'Base Contract Template' and a prominent blue button labeled 'View & Sign the Contract'. A teal callout bubble points to this button with the text '2. Select 'View and sign the contract''.

Step 8 - HCLSoftware Agreement Acceptance

3. Use the options to move through the pages, zoom or download to review.

4. When ready to sign either navigate to the last page of the document or select 'Accept'



Step 8 - HCLSoftware Agreement Acceptance

5. Select 'Please sign here'

The screenshot shows a large rectangular box with a red border. Inside the box, the text "Please sign here" is centered in a large, light blue font. Below this box, there is a section titled "Contract Signature" with a form for entering personal details: Name, Title, Company, and Date. The form fields are currently empty.

6. Enter your name, title and confirm the check boxes that you have 'Read and understood the terms of the agreement' and 'I am authorized to execute'

The screenshot shows the bottom right corner of the interface. It features a large green "Accept" button. Above the button, there is a section for "Contract Signature" with a form for entering personal details: Name, Title, Company, and Date. The form fields are currently empty. Below the form, there are two checkboxes: "I have read and understood the terms of the agreement" and "I am authorized to execute". Both checkboxes are currently unchecked. At the bottom right, there is a blue "Save" button.

7. Select 'Save'

Step 8 - HCLSoftware Agreement Acceptance

Contract: Base Contract Template

Accept Back

I, the undersigned, hereby agree to the terms and conditions of the Agreement and warrant that I am duly authorized to execute this Agreement on behalf of the undersigned.

Signature of Jane Smith

Contract Signature

Name: Jane Smith
Title: CEO
Company: HCL Consulting
Date: 4/14/2024 - 9:58 am

Privacy Policy | Terms & Conditions | Contact

8. Select 'Accept'

Contract: Base Contract Template

Accept Back

I have read and understood the terms of the Agreement.

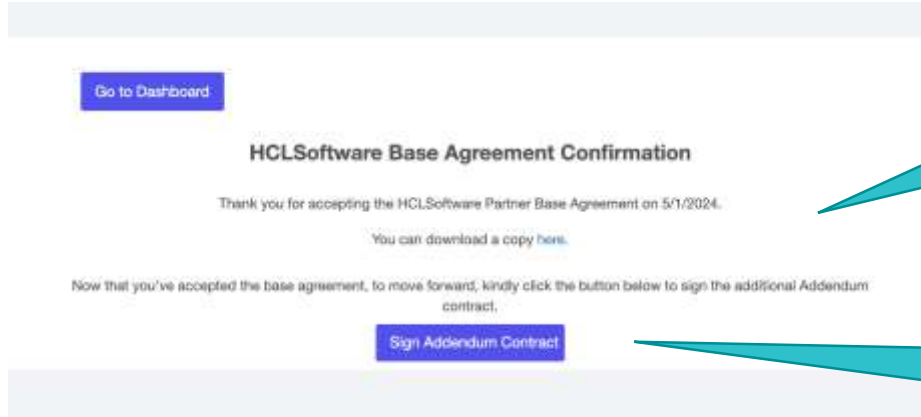
Yes No

Name: Jane Smith
Title: CEO
Company: HCL Consulting
Date: 4/14/2024 - 9:58 am

Privacy Policy | Terms & Conditions | Contact

9. Confirm you have read and understood the terms of the Agreement.

Step 8 - HCLSoftware Agreement Acceptance



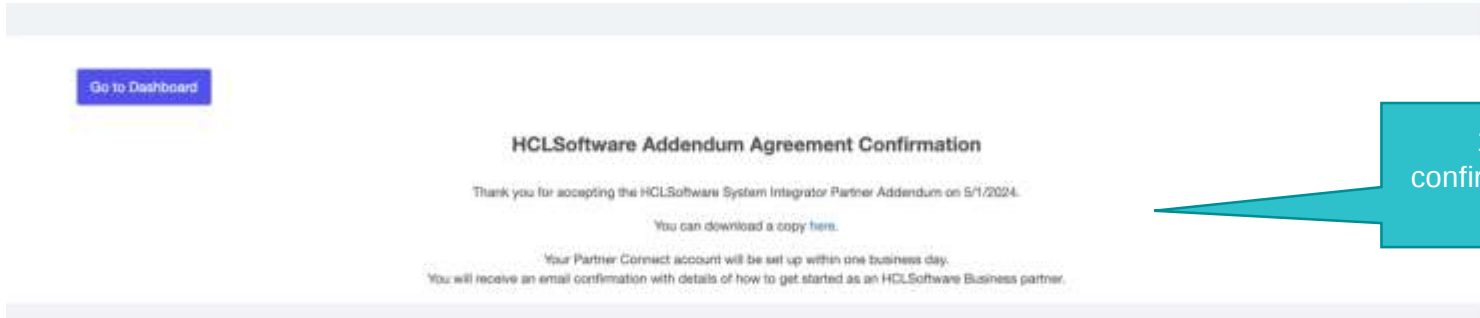
10. You will receive a confirmation message that your agreement has been signed and you can download copy

11. Please sign the addendum (if applicable)
Your application won't be complete until all agreements have been signed.



12. Please repeat items 1-9 to sign the addendum agreement

Step 8 - HCLSoftware Agreement Acceptance



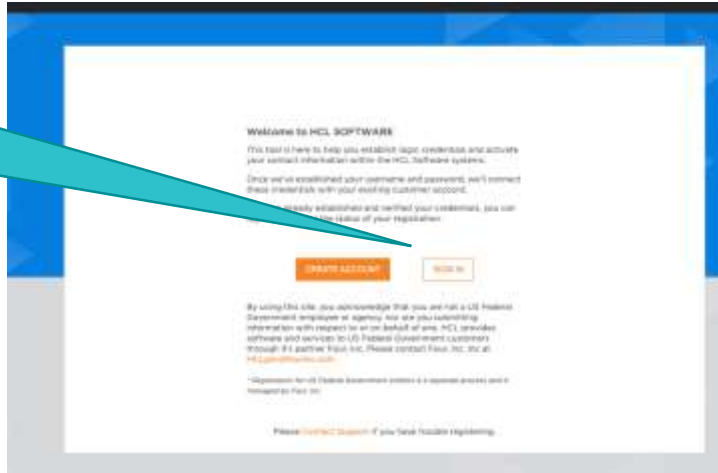
13. You will receive confirmation of the completed contracts.

Congratulations!

We are delighted to welcome you as a HCLSoftware Business Partner. Your Partner Connect account will be set up within one business day and you will receive a Welcome Email with key next steps.

Step 9 - Select your HCLSoftware system roles

1. Visit the [Customer Portal](#). Select 'Sign In' using your email and password.



2. Select your required roles for these HCLSoftware systems

- [Customer Support](#)
- [E-Commerce](#)
- [File Download and License Entitlements](#)



3. If your organization details appear select 'Choose'. If the details are not there select 'My Company is Not Listed Here'

Step 10 - HCLSoftware Partner Pack

Following receipt of your welcome email please download the [HCLSoftware Partner Pack](#) by reviewing and accepting the agreement.

The [HCL Software Partner Pack](#) provides a no fee annual subscription to a preset quantity of licenses for over fifty HCL software products, including support for them.

The HCLSoftware Partner pack licenses are intended to help our Partners:

- Develop and test within their solutions
- Demonstrate/market/sell products to customers
- Increase familiarity through hands-on learning

Step by Step Guide - [HCLSoftware Partner Pack](#)

Step 11 - Additional User Registration

If additional users need to register for the HCLSoftware Business Partner Program please share this Step by Step guide with them.

[Additional User Registration Guide](#)

If you were the first to register at your organization you have been identified as the **Primary Contact**. This means that any additional users will need to be approved by you.

Follow the steps on the next slide to approve pending applications.

Step 12 - Primary Contact Additional User Approval

1. You will receive an email confirming a new user needs approving

HCL Partner Connect <hclpartnerconnect@hcl.com>

5/13/2024, 9:30:54 AM

Your action required : Verify new account registration Jemima Smith(demoreg2@maildrop.cc)

Registration - HCL PARTNER CONNECT

Your action required : Verify new account registration Jemima Smith(demoreg2@maildrop.cc)

You are receiving this email because you are listed as Primary Contact for Leap Reseller.

Jemima Smith - () has registered as new Business Partner and requested to be linked with Leap Reseller.

Please click on button below to sign-in and take appropriate action within 10 days.

SIGN IN

You'll receive weekly reminders for any such request pending with you.

2. Select 'Sign In'

3. Select 'Approve' or 'Reject'. If approved the user will be set up in Partner Connect within one business day.

Company Association Request(s)

Your action required : Verify new account registration {Requester}

Test Me (testforme@maildrop.cc)

APPROVE

REJECT

BACK

add new
page

HCLSoftware