

Partner Portal Quick Reference Guide:

New User Registration

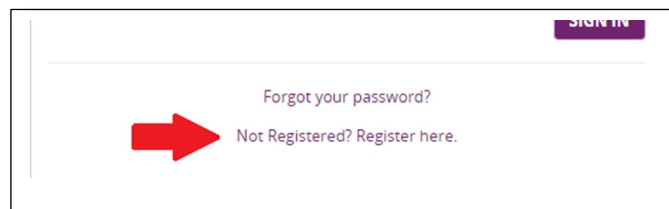
The Flexential Partner Portal (partners.flexential.com) was developed to allow partners quick and easy access to on-demand sales enablement resources to assist with sales processes and partner education on Flexential solutions. Additionally, the portal serves as the sole entry method for registering all sales opportunities for Flexential.

This guide provides instructions on how to register for the partner portal as a new user.

New User Registration (Register for Portal Access):

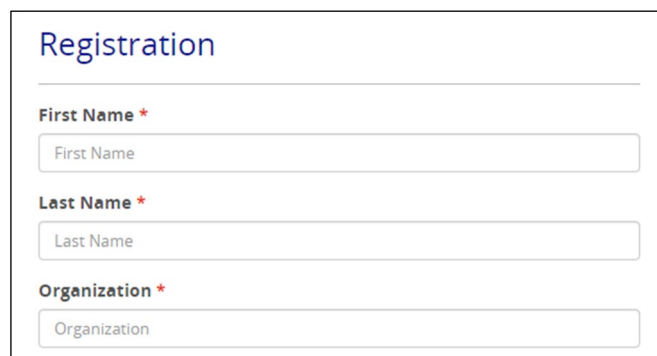
If you have not registered for portal access before, you'll need to do so to obtain access. There are two phases of new user registration, "New" and "Full Access". "New" classifies users that have just registered for portal access and still need to be verified. During this period (24-48 business hours) those users only have access to register sales opportunities. "Full Access" users have been verified by Flexential personnel that they are a channel partner and have the ability to submit leads and to also access to sales tools and materials on the portal.

To register, open your web browser and navigate to partners.flexential.com. Click on the "Not Registered? Register here" link to register for a new account.



Important... *Email addresses using a free email service, will only be able to register for access to register sales leads.* As part of Flexential's security policies to protect the content we create for our partners, users cannot register for full portal access with an email address from a free service provider. Gmail, Hotmail and other free email services are not allowed full access to the partner portal. Please work with your Regional Partner Manager (RPM) if you only have a free email service provider, yet need access to the broader materials available in the partner portal.

Once the registration page opens, provide the requested information and create a password. When creating your password, please use something easy for you to remember, yet hard for anyone else to figure out. To finish the registration process, click the "Submit Registration" button.



The image shows a screenshot of the Flexential Partner Portal registration form. The form is titled "Registration" and has three input fields: "First Name *", "Last Name *", and "Organization *". Each field has a placeholder text that matches the field name. The asterisk indicates that these fields are required.



Congratulations, you now have access to submit sales opportunities!

If you have questions or need assistance with the Flexential Partner Portal, please reach out to your RPM or email partners@flexential.com.