



## Windows Embedded Partner Program Enrollment Instructions

### ➤ STEP #1: Designate the “Primary Contact” for your company

The Primary Contact is responsible for enrolling your company in the Windows Embedded Partner Program (WEPP) and for maintaining your company’s Partner Profile and Promotions on the Windows Embedded Partner Program Resource Center. The members of your company decide who the Primary Contact will be. The Primary Contact completes the rest of the steps below to enroll your company in WEPP.

### ➤ STEP #2: The Primary Contact creates his or her Windows Live ID

All users of the Windows Embedded Partner Program Resource Center use the Windows Live ID service to sign in. This service keeps personal information private while allowing for convenient and secure access everywhere on the service. The Primary Contact creates his or her Windows Live ID. [Click here to do so now.](#)

*Other members of your company who wish to access the Windows Embedded Partner Program Resource Center (PaRC) will also wish to create their own Windows Live ID. However, they will not be able to access PaRC until the Primary Contact has completed the steps outlined in this document.*

### ➤ STEP #3: The Primary Contact signs up for the Microsoft Partner Program

All users of the new Windows Embedded Partner Resource Center must be “Registered” members of the Microsoft Partner Program (MSPP). This program offers training, sales and marketing, and customer service resources to support your business efforts every day as well as providing your business with promotional opportunities across the Microsoft ecosystem. There is not a fee for joining the Microsoft Partner Program at the registered level.

#### ➤ **If your company is already a member of MSPP, the Primary Contact must make sure that his or her Windows Live ID is associated with your company’s MSPP profile.**

*Please note that all members of your team that wish to access the Windows Embedded Partner Program Resource Center (PaRC) will need to associate with your company’s MSPP profile. However, they cannot access PaRC until after the Primary Contact associates his or her Windows Live ID with MSPP and sets up your company’s membership in the Windows Embedded Partner Program.*

1. Sign in to the [Partner Membership Center](#) using a Windows Live ID (Don’t have one? [Create one now](#)).
2. Click on “Associate to Another Organization”
3. Type in your organization’s name and choose location; or type in your organization’s domain address; or enter your organization’s Microsoft Partner Program ID
4. Click on “Find My Organization”
5. Click on your organization’s name
6. Click on “Associate to this Organization”
7. Type in your Windows Live ID and your name
8. Click on “Submit”
9. Your company administrator approves your request
10. **Work with your company administrator to make sure that your company’s “Company Doing Business As (DBA) Name” is completed. The DBA field must be completed with your company name in English.**
  - a. **You may also include in your DBA the name of your company in a language other than English. For example, a DBA may be listed as “White Water Company” or as “White Water Company 白水公司” . Customers will only be able to search on the company name in English, “White Water Company” in this example.**



## Windows Embedded Partner Program Enrollment Instructions

### ➤ If your company is not a member of MSPP, the Primary Contact must register your company in MSPP.

1. If you do not have a Windows Live ID, [create one now](#).
2. Sign in to the [Partner Membership Center](#) using a Windows Live ID.
3. Answer a few questions about yourself and your company.
4. **Make sure that your company's "Company Doing Business As (DBA) Name" is completed. The DBA field must be completed with your company name in English.**
  - a. You may also include in your DBA the name of your company in a language other than English. For example, a DBA may be listed as "White Water Company" or as "White Water Company 白水公司" . Customers will only be able to search on the company name in English, "White Water Company" in this example.
5. Click on "I Accept" to the Microsoft Partner Program Agreement.

### ➤ Update your company's DBA Name, if your company's DBA Name is not in English or has not been entered.

1. Go to your company's [Partner Membership Center](#).
2. Choose "Organization Information/Manage Organization Profile" from the menu that appears along the top of the page, just below the masthead. The DBA field must be completed with your company name in English.
  - a. You may also include in your DBA the name of your company in a language other than English. For example, a DBA may be listed as "White Water Company" or as "White Water Company 白水公司" . Customers will only be able to search on the company name in English, "White Water Company" in this example.

### ➤ STEP #4: Enroll in the Windows Embedded Partner Program

The Primary Contact must sign up your company in WEPP.

1. If you do not have a Windows Live ID, [create one now](#).
2. If your company is not a registered member of the Microsoft Partner Program, [do so now](#)
3. If you are not associated with your company in the Microsoft Partner Program, [do so now](#)
4. If your company's profile in MSPP does not have a completed DBA Name or it is not in English, [update it now](#).
5. Sign in to the [Windows Embedded Partner Resource Center](#) using your Windows Live ID.
6. Complete the Windows Embedded Partner Application Form. This includes completing your Business Profile, accepting the online Microsoft Windows Embedded Partner Agreement and accepting the online Microsoft Windows Embedded Logo Agreement.
7. Sign yourself up as the Primary Contact.
8. The address listed in your company's MSPP account will be displayed as your company's main office. If you wish to alert customers that you have additional locations, in other countries, please add locations. See the tab "Locations" in "Manage My Profile" in the Partner Resource Center.
9. In the section called "Status" in "Manage My Profile", hit the submit button at the bottom of the page.



## Windows Embedded Partner Program Enrollment Instructions

### ➤ Once Microsoft has reviewed and approved your application, the following will happen:

- The Windows Embedded Team will send you a "Welcome" email explaining the process to complete your application. Please note: this email will be sent to the Primary Contact listed in your application.
- The Windows Embedded Team will mail you two copies of the Microsoft Reciprocal Non-Disclosure Agreement to the address you provide. After you have reviewed and affixed your signature, mail one copy back to Microsoft.
- When one signed copy of the Microsoft Reciprocal Non-Disclosure Agreement is received by Microsoft, an email notification will be sent to the Primary Contact listed in your application notifying you that the application process has been completed and your membership has been activated. You will then be able to take advantage of several key Partner benefits immediately such as promoting your business on the WEPP site, promoting your membership with WEPP by downloading the WEPP Logo, and downloading Marketing and Sales content.

### ➤ Additional members of your company may now associate themselves with WEPP by following these steps:

1. If he or she does not have a Windows Live ID, [create one now](#).
2. If he or she is not associated with your company in the Microsoft Partner Program, [do so now](#).
3. Sign in to the [Windows Embedded Partner Resource Center](#) using his or her Windows Live ID.
4. Add contact information as a Marketing, Sales or Technical Contact.
  1. *A contact in another office location than the main company location may receive Partner Updates by defining his or herself as the Primary Contact for that specific location.*

Please contact the Windows Embedded Partner management team at [mswepp@microsoft.com](mailto:mswepp@microsoft.com) if you have any questions or need assistance.