

Locate Your Company's Partner Self Service (PSS) Administrator

This role is responsible for granting you access to PXP and certain capabilities for success in the programs you participate in. To locate your PSS Administrator, log into [PSS](#) then follow these steps:

1. Click on the "Access Management" task.
2. Click on the "Request Additional Access."
Note: Requesting Additional Access area just allows users to locate their administrator(s). Administrator(s) still need to be contacted directly for help with any additional access. In the pop-up that appears, refer to the list of available contacts in the Partner Administrator section.
3. Select "Partner Self Service (PSS)" next to tool you need access to.
4. Select your country/country group.
5. Click "Submit".

6. The list of Partner Self Service (PSS) administrators will display. Contact administrator(s) for any additional access needed. There is an email option available to help with contacting them directly.

Important:

It is recommended that your company assign at least two PSS Administrators (in multiple countries for multinational companies) so that you have a backup.

It is not recommended to map a single role to multiple countries.

Refer to the [PSS User Guide](#) for more information on role assignment.

Request PXP Access

Access requires permission from your company's PSS Administrator. Contact this individual as soon as possible to be granted access, then take advantage of the on boarding materials and training.

When you request PXP access, make sure to let your PSS administrator know what incentive program(s) you manage so they can establish your access to the right program tab(s) in the Incentive Programs, Reporting, and Sales Opportunities dashboards.

PSS Administrator Assets:

- [PSS Access Management and Enrollment User Guide](#)
- [PSS Access Management and Enrollment FAQ](#)
- [PSS Access Management and Enrollment Training Video](#)

Assign a Rebate Coordinator for Specific Programs & Incentives

Certain programs require at least one Rebate Coordinator to be assigned in order to receive earned incentives from Cisco.

If you are currently enrolled in these programs, please ensure your PSS Administrator assigns at least one rebate coordinator for each program per region.

- Cisco Services Partner Program
- Lifecycle Incentives
- Perform Plus
- VIP

For directions, refer to the [PSS User Guide](#).

If you are unsure of which programs and incentives that you are actively enrolled in, refer to the [Partner Program Enrollment](#) tool and reference the Enrollment Dashboard Tab. For direction refer to the [PPE User Guide](#).

Resources

Partners and Distributors can explore the [library of materials](#) organized by audience, format, and category/topic. There is something for everyone—overview of the current capabilities, how to enroll partners to get access to PXP, and how to use the information in PXP to identify business opportunities and increase sales.

Coming Soon

Take advantage of [TPV transition training](#) now.

As we approach February 28, 2022 more training options will be made available. We encourage you to get set up quickly and start familiarizing yourself with PXP now.