

ANNUAL PARTNER RE-QUALIFICATION

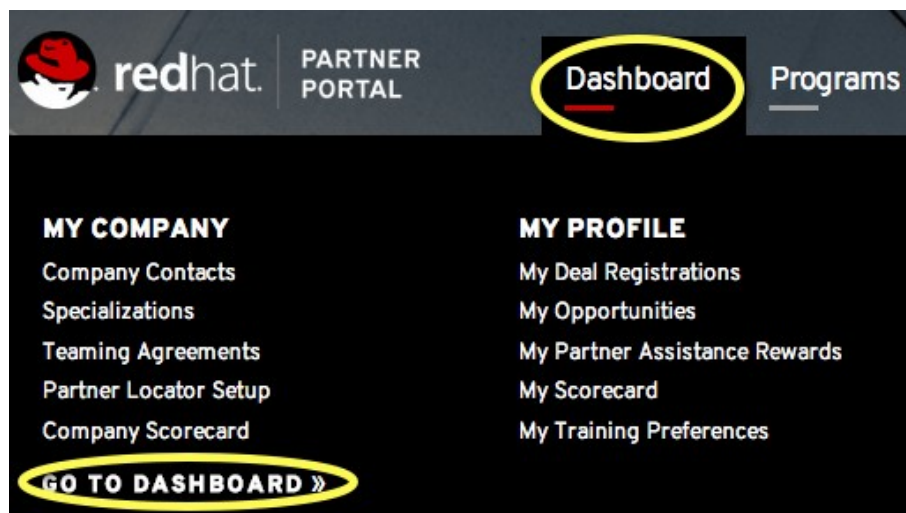
Ready, Advanced and Premier Partnerships with Red Hat are reviewed annually. The following is an outline of the process partners will follow to initiate and complete their re-qualification each year.

Partnership re-qualification Process

- 1) You will receive an email at least 60 days prior to your annual renewal date requesting that you begin the re-qualification process
 - The email will contain a click-able link to begin the re-qualification Process

NOTE: The re-qualification Process is initiated from within Red Hat Partner Center. You will need to have your Partner Center login credentials available before clicking the link to begin

NOTE: Additional email reminders will be sent at 30 days prior, on your renewal date and 15 days past due if the process has not been initiated. It is important that all partners complete the process in order to maintain their partnership status with Red Hat
- 2) Login to Red Hat's partner portal (<http://partner.redhat.com/connect/business>) Locate the "My Dashboard" link in the top navigation and click, a submenu will appear – click the link "Go To Dashboard"



- 3) Locate the button located in the left navigator labeled "Requalify" and click



- A page listing each section to review will display. Each section must be reviewed and confirmed as part of the re-qualification process

To begin the review process of your partner account information click the REVIEW AND CONFIRM buttons listed next to any section on your account. Each section can be updated and revised as you Progress. Once you have completed a full review click

REVIEW AND CONFIRM	Profile Information
REVIEW AND CONFIRM	User Administration
REVIEW AND CONFIRM	Accreditations
REVIEW AND CONFIRM	Partner Agreement
REVIEW AND CONFIRM	Anti-Corruption Compliance
REVIEW AND CONFIRM	Specializations

- 4) Click the first button labeled **REVIEW AND CONFIRM**
 - Account specific details are presented
- 5) Click the **EDIT CONTENT** button to make adjustments to the information that is displayed
NOTE: Clicking **EDIT CONTENT** will exit the re-qualification process. Once you have made any edits and have saved the changes click the **CLICK TO CONTINUE PARTNERSHIP re-qualification** image located in the left navigator to return
- 6) Click **SAVE AND CONFIRM** to complete the review of one section and prepare to move to the next section
NOTE: All sections do not have to be completed in one session. In addition, multiple users on a single partner account may complete different sections of the process if needed.
- 7) Click **NEXT** to proceed to the next section of the re-qualification process
 - Continue to repeat **Steps 4 – 6** until all sections of the process have been reviewed and confirmed
- 8) Click the button labeled **SUBMIT re-qualification REQUEST**
NOTE: A summary of the information you have reviewed and confirmed will be sent to your Partner Account Manager for Review.

Your Red Hat partnership re-qualification application has now been submitted. You will receive a confirmation email. Once the application has been reviewed by Red Hat (usually about 3 business days), you will receive an update regarding your re-qualification request.

If you have any questions regarding your request please contact your regional Red Hat Help Desk. [Click here for contact information.](#)