

# Onboarding checklist:



#### 1. Register for our Partner Portal

Your mission control for our partnership. Sign up at <a href="https://partners.wpengine.com">https://partners.wpengine.com</a>. Choose "Create an Account" and verify your email.



# 2. Add your team

Add teammates, stakeholders, or other parties with the <u>Invite Your Colleague</u> link in the portal. Learn all about managing and updating user roles <u>here</u>.



#### 3. Join a 'Welcome to the APP Webinar'

Register for one of our quarterly sessions in the Calendar section of our portal.



#### 4. Complete your profile\*

Add your logo and other company information to your My Company profile. Providing visibility for your agency will help our teams provide better resources and support.



#### 5. Get your tracking link

Every WP Engine partner has a unique referral link, which lets you build customized plan recommendations, provide exclusive discounts, and more. Find your referral link in the Partner Portal dashboard under Quick Links. Learn more about how to use it here.



#### 6. Spread the word

Check out <u>our partner media package</u> for badges and other branding assets.



#### 7. Accept commission terms\*

Go to My Company> Payment Settings and fill out the required payment details and tax forms. Then you'll be able to track commissions in the Commission Dashboard.



# 8. Set up a developer account

Your free production environment allows unlimited transferable installs to develop client sites. Get started <u>setting up your developer account</u>.



### 9. Join our Slack community

Our <u>Slack channel</u> features exclusive special event invites, co-marketing opportunities, beta testing invites, and more.



# 10. Explore agency plans and pricing

Looking for advice on a specific project or package features? Reach out to your partner manager by clicking View My Partner Manager on your portal dashboard.

**Bonus Tip:** Take a look at our APP 101 Academy course to learn more about onboarding, commissions, and the wide range of the resources available to our partners.

<sup>\*</sup> Certain features only available with Executive permissions