



IBM Passport Advantage Online – Signing into IBM Passport Advantage Online as Primary Contact and naming Secondary Contacts


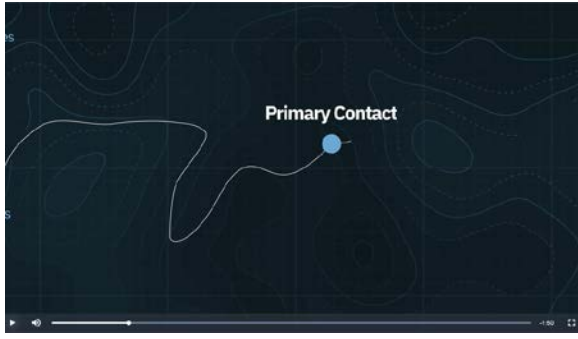
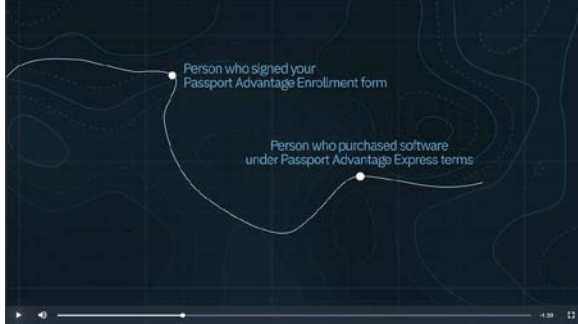
VO	VISUALS
<p>Passport Advantage Online (PAO) provides secure access to the data and tools you need to manage and update</p>	
<p>Site-specific contact information, entitlements, and reports.</p>	

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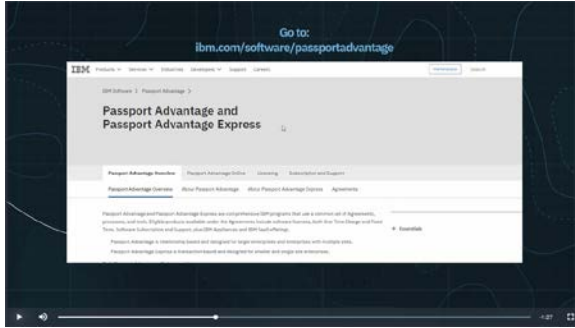
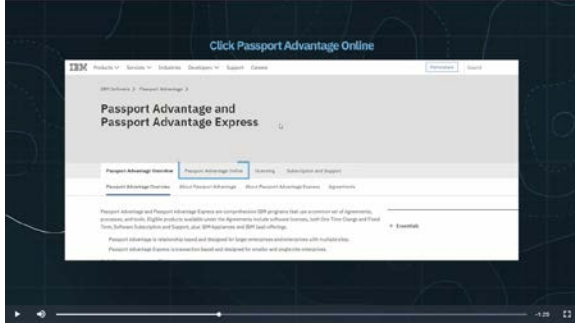

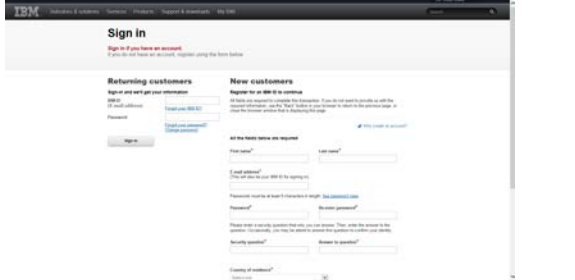
<p>Authorized users can also sign in to download software and fixes, purchase additional licenses and renew IBM Software Subscription and Support.</p> <p>Let's take a closer look at the Primary Contact.</p>	
<p>Access to Passport Advantage Online is managed by your Site's Primary Contact.</p>	
<p>As a rule, the Primary Contact is the person who signed your Site's Passport Advantage Enrollment form or the person who purchased software under Passport Advantage Express terms.</p> <p>In either case, there is only ONE Primary Contact per Site.</p>	

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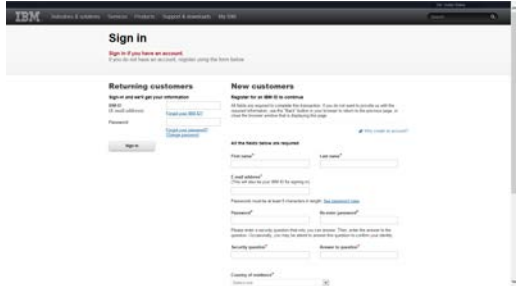

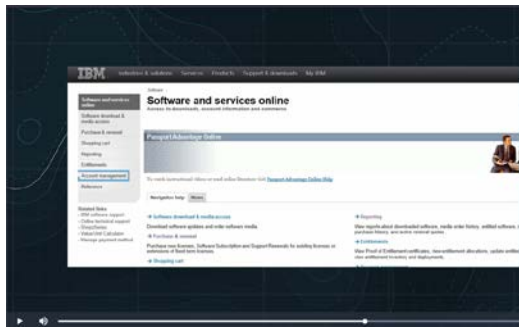
<p>If you are the Site Primary Contact, start by going to the log in page.</p>	
<p>Select Passport Advantage Online</p>	
<p>and click customer sign in.</p>	
<p>If you do not have an IBM ID and password, you will need to complete the New Customer registration form.</p>	

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IBM Passport Advantage Online

<p>If you already have an IBM ID and Password sign in as a Returning Customer.</p>	
<p>This will open a one-time Authorization form in a new Window.</p> <p>Enter the Temporary Passcode provided in your Passport Advantage Welcome letter to link your IBM ID to the Passport Advantage Site Number displayed on the Authorization Screen and click submit.</p> <p>If you have forgotten or misplaced your temporary passcode, you can request a new one by clicking on "Request temporary passcode." One will be emailed to you and will good for one hour.</p>	
<p>After signing in to PAO, your first stop should be Account Management.</p>	

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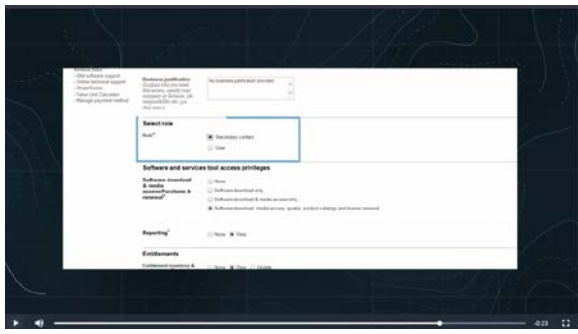
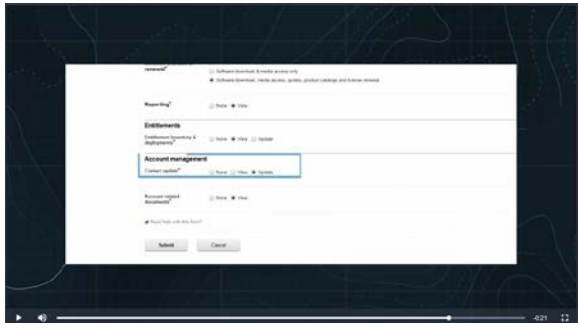
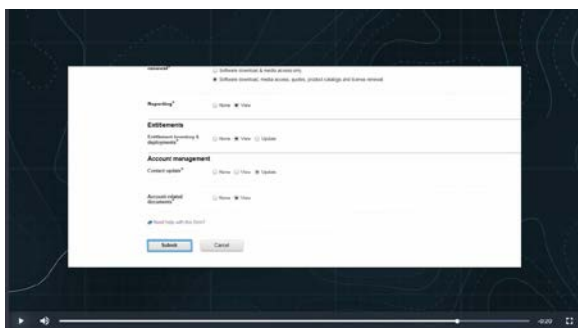

<p>We recommend that you add at least one Secondary Contact to assist you with Site management tasks. You may add a total of four.</p>	
<p>Select 'Manage Access' and then 'Add new users'.</p>	
<p>For each person you wish to add as a Secondary Contact, enter the person's name and email address.</p>	

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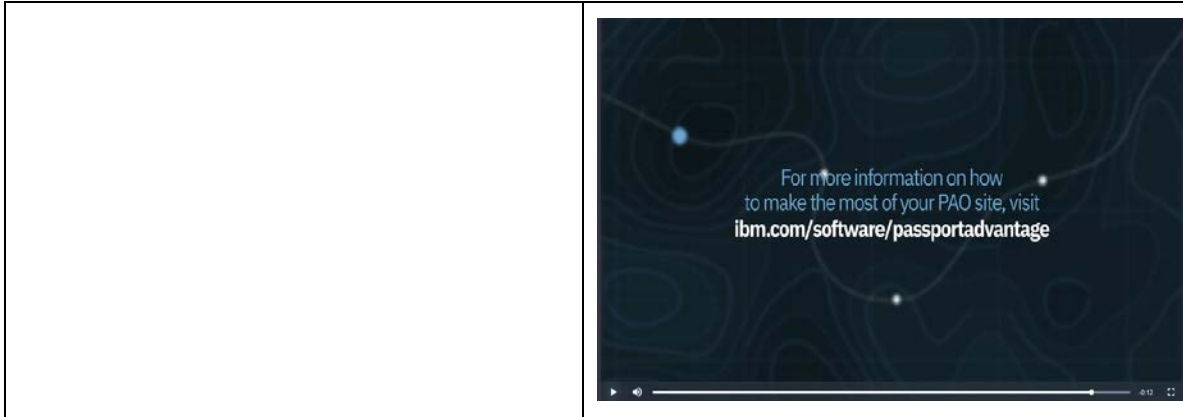
<p>Click "secondary contact" in the "select role" field, and</p>	
<p>check "update" under account management privileges.</p>	
<p>Click "submit" or "cancel."</p>	
<p>Repeat to add up to four secondary contacts.</p>	

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