

# WELCOME TO THE PARTNER PORTAL: YOUR QUICK START GUIDE



Setting up your Partner Portal is the first step toward a successful partnership. This guide will walk you through your first login and the essential setup steps to get you up and running.

## STEP 1

### 1. Register and log in

Keep an eye on your inbox for your registration details.

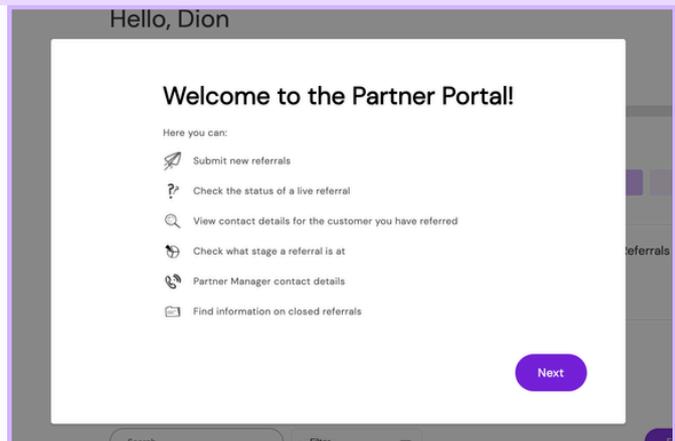
- **From:** Partner Portal [noreply@employmenthero.com](mailto:noreply@employmenthero.com)
- **Action:** Click the link in the email and use the Username provided to log in for the first time.

## STEP 2

### 2. Primary Contact: Start Here

#### ⚠ Important:

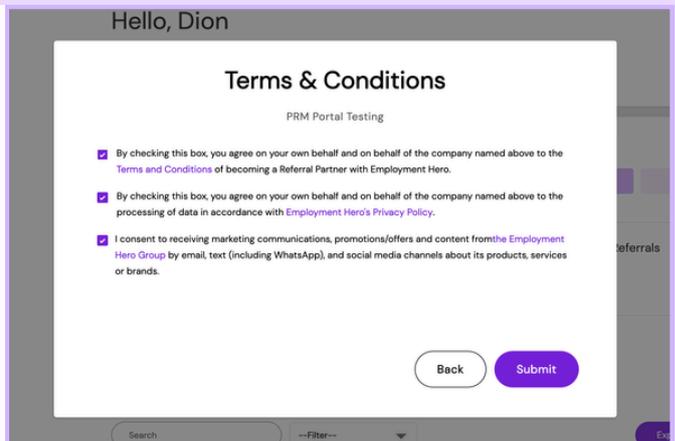
The Primary Contact must complete the steps below before any other team members can access the portal. If other users try to log in before this is done, they'll see a "pending" screen.



#### On your first login, the Primary Contact must:

#### ✅ Accept the Referral Terms:

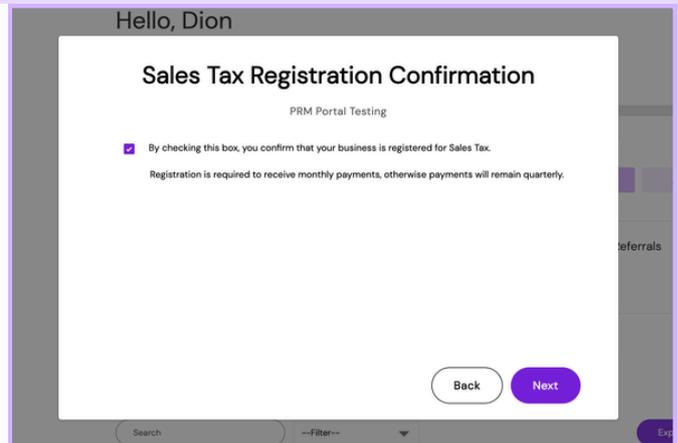
You'll be prompted to review and accept our Referral Partner Terms and Conditions. This is a quick one-click step to get started.



### ✓ **Declare your Sales Tax status (VAT):**

You will see a screen asking for your registration status.

- Declare if you are **VAT** registered – to declare Yes tick the box, to declare No, press next..
- **Why it matters:** Being tax-registered makes you eligible for **automated monthly** payments. If you aren't registered, payments will default to our standard quarterly process.

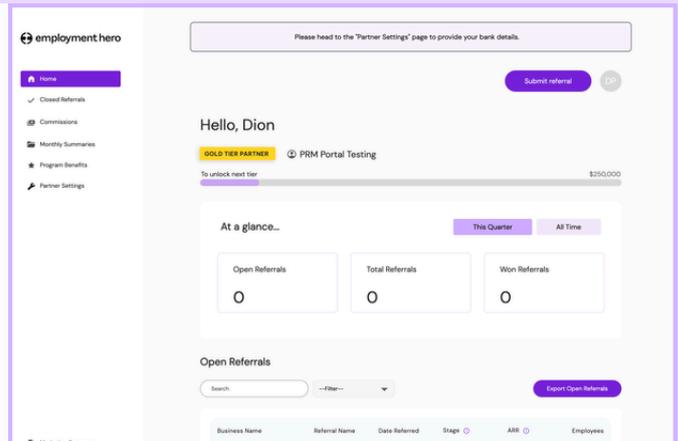


### **Once logged in, don't forget:**

#### ✓ **Capture Bank Details:**

To receive your commission payments, we need to know where to send them.

- **How to do it:** Look for the notification banner on your dashboard. It will take you straight to the **Partner Settings** page to securely enter your details.



## STEP 3

### **3. Access for Your Team**

Once the Primary Contact has completed the steps above, any additional users you've requested will automatically have access. They can then log in with their own credentials to start exploring the tools and resources available.



## NEED A HAND?

If you run into any trouble, our team is here to help you own it and get back on track. Simply reach out via our support channels and we'll get you moving.