



Simplifying the Cisco Software Experience

Customer Smart Account Setup Quick Reference Guide for Partners, Distributors, and End Customers

Overview

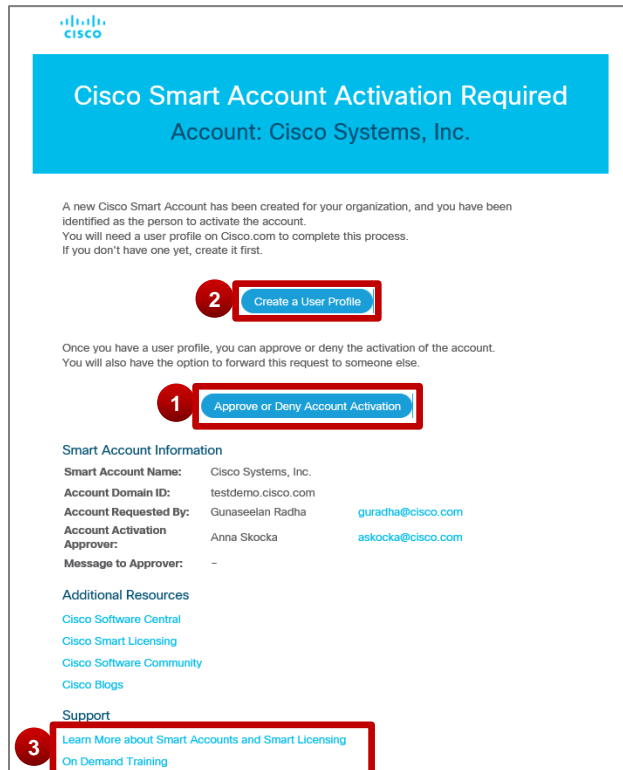
After the Customer Smart Account Request has been submitted and the Account Domain Identifier has been approved (if edited), the Creator will receive an email notification informing them that they will need to complete the Customer Smart Account setup in Cisco Software Central (CSC).

See [Customer Smart Account Request Quick Reference Guide](#) to submit the initial Request.

Access Link from Email Notification

An email notification will be sent to the nominated person with a link to verify Account information.

- 1 Click **Approve or Deny Account Activation** to access the Account Authorization page.
- 2 You need a CCO ID. If you don't have one, click **Create a User Profile**.
- 3 To learn more about Smart Accounts, click the **Learn more about Smart Accounts and Smart Licensing or On-Demand Training**.



Accept Account Activation Authorization

- 1 Select **I have authority to create the account on behalf of my company...** if you can represent your company for account authorization.
- 1b **Note:** If you do not have the authority to create the Smart Account, select one of the following options:
 - *I want to forward this request to someone else*
 - *I don't know who this request should be forwarded to*
 - *I want this account deleted*
- 2 Click **Continue** to proceed.

Confirm Account Information

- 1 Verify and confirm the **Account Name**.
- 2 You can edit the Account Domain Identifier if needed (view details on the next box).
- 3 Click **Continue**.

***Note:** the Account Name should reference the Company Name, to mirror the Domain of the Account Owner's Company. E.g. If the Domain is Cisco.com, the Account Name should be Cisco.

Edit Account Domain Identifier (Optional)

If needed you can **Edit the Account Domain Identifier**.

1 In the **Edit Account Identifier** dialog box, change Domain Identifier (edit top-level domain or add a prefix).

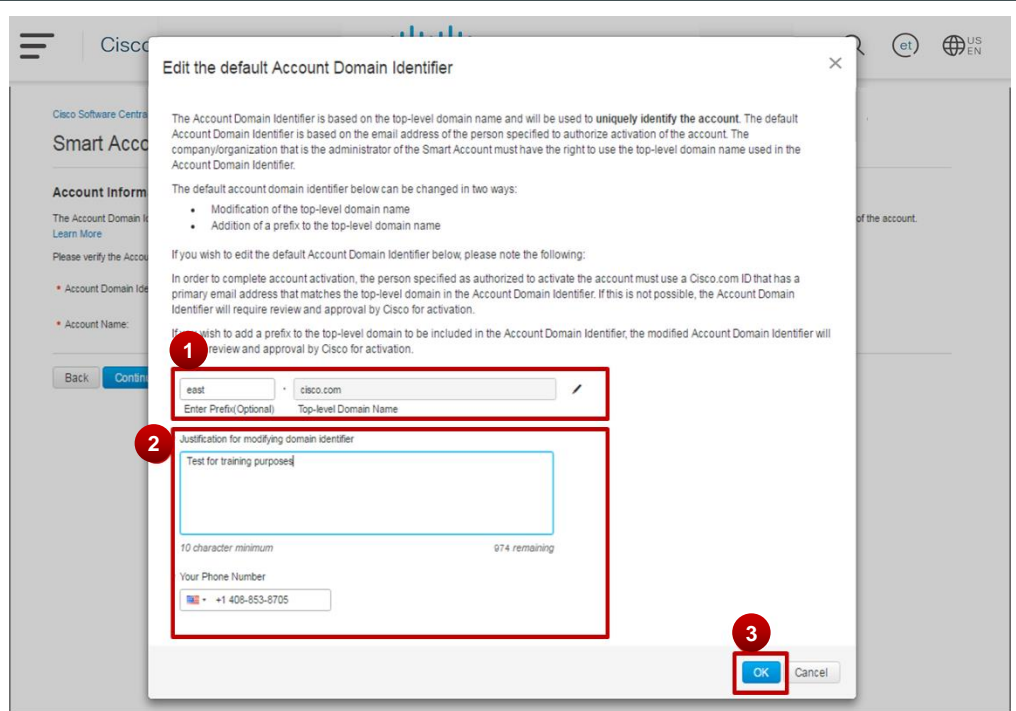
Enter the justification for updating the Domain Identifier and provide your phone number.

2 If the Domain Identifier does not match the email address provided, an approval is required.

3 Click **OK** to proceed.

***Note:** An email notification will be sent to you once you submit the request.

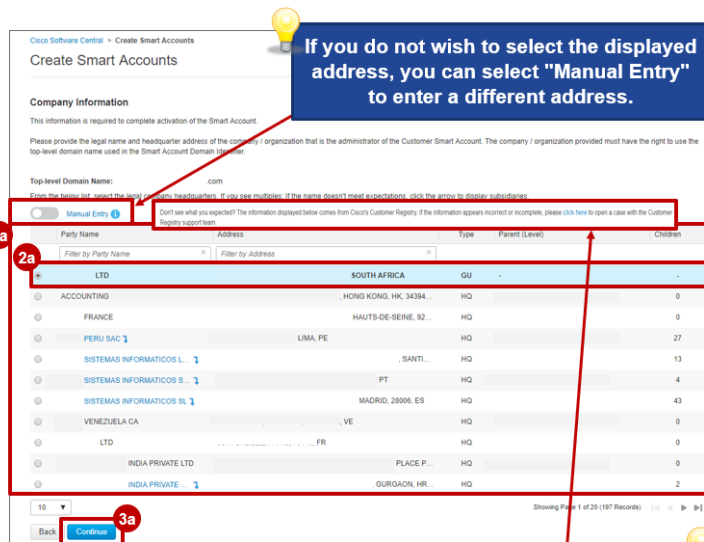
Once the change has been approved, you can login and resume the account set up process.



Enter Company Headquarters Address

After confirming the Account Information, you will be brought to the Company Information page. Here you need to provide your **Company Name and Address**.

- 1a** You will view all the addresses for the Headquarters and branch offices for your requested Domain.
- 2a** We encourage you to select the Headquarters address (denoted in bold at the top of the list), unless you are requesting a Smart Account for a specific subsidiary/branch office.
- 3a** Click **Continue**



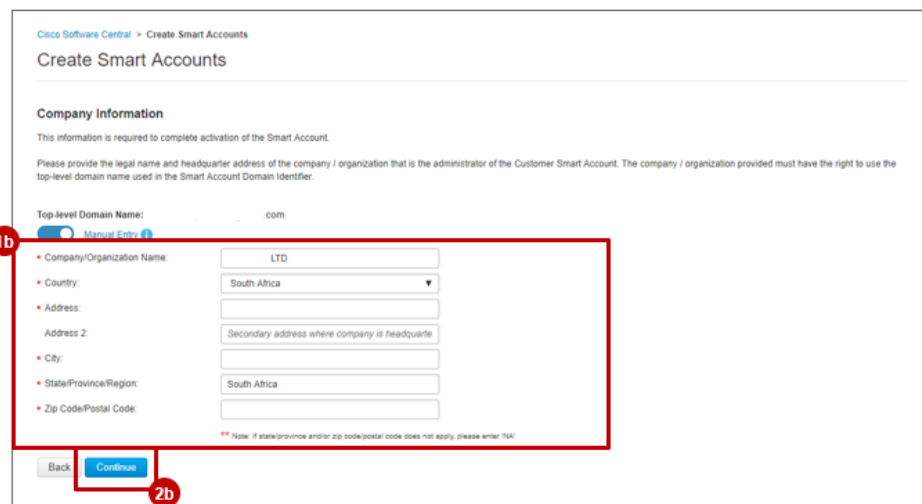
Enter Company Headquarters Address

If you decide to select Manual Entry, you will be able to input your Company Name and Address manually.

- 1b** Enter the following details:
 - Company/Organization Name
 - Country
 - Address
 - City State/Province Region*
 - Zip/Postal Code*

Note: If state/province and/or zip code/postal code does not apply, please enter 'NA'

- 2b** Click **Continue**



Approve Administrator User Access

The **Administrator User Access Request** screen shows authorization requests for additional administrators.

- 1 Select the radio buttons to Approve or Decline the request(s).
- 2 Select the acknowledgement checkbox.
- 3 Click **Continue**.

Cisco Software Central > Request Smart Account
Smart Account Request

Administrator User Access Request
The person who requested the Smart Account for your company has requested the following users to be authorized as Smart Account Administrators. You must approve or decline these user authorization requests below.

Requested By
Cisco ID: SSLMTester1
Full Name: John Doe
Email Address: SSLMTester1@gmail.com
Company/Organization Name: CISCO IT PRODUCTION NETWORK SAN JOSE BLDG A
Phone: +1 4084240607

Request Detail
Request Type: Administrative User Access to Smart Account
Date of Request: 2016-Nov-03, 09:14
Requested For:

User Email Address	Approve	Decline
askocka@cisco.com	<input type="radio"/>	<input type="radio"/>
SSLMTester1@gmail.com	<input type="radio"/>	<input type="radio"/>

IMPORTANT: You acknowledge and agree that you can choose to allow any user with a Cisco.com ID ("Authorized User") to access your Smart Account and any information in that account. Once they have access, the Authorized User can review and act on anything in your Smart Account on your behalf for your internal use. You can add additional Authorized Users or stop access through the tool at any time. By providing access, you agree that your Authorized User(s) is acting on your behalf, that you are responsible for your Authorized User's actions and that you grant your Authorized User(s) access to your information collected by Cisco.

Continue

Nominate Additional Approvers / Administrators

- 4 Add Approvers or designate yourself as the Approver. The Approver should have the authority to bind the company in any agreements pertaining to the Smart Account.
- 5 Add Account Administrators.
- 6 You can choose if you want to allow or not the following option:

Smart Account Search using member Email ID: this setting will allow authorized Partners to search for your Customer Smart Account in Cisco Commerce by Email ID (address) of know members of this Smart Account.

- 7 Click **Continue**.

Cisco Software Central > Create Smart Accounts
Create Smart Accounts Show Pending Orders

You can nominate Account Approvers and additional Account Administrators now or add them after the account has been created. If you nominate users now, emails will be sent to the specified addresses containing instructions on how to accept the role and access the account.

Account Approvers (optional)
As Approvers, these users must have the proper authority to bind your company to certain agreements, e.g., license agreements.
Approvers:
 I will be an Account Approver

Additional Account Administrators (optional)
You will be an Administrator for this account, but you can also nominate other persons to act as Administrators. [Learn More](#)
Account Administrators:

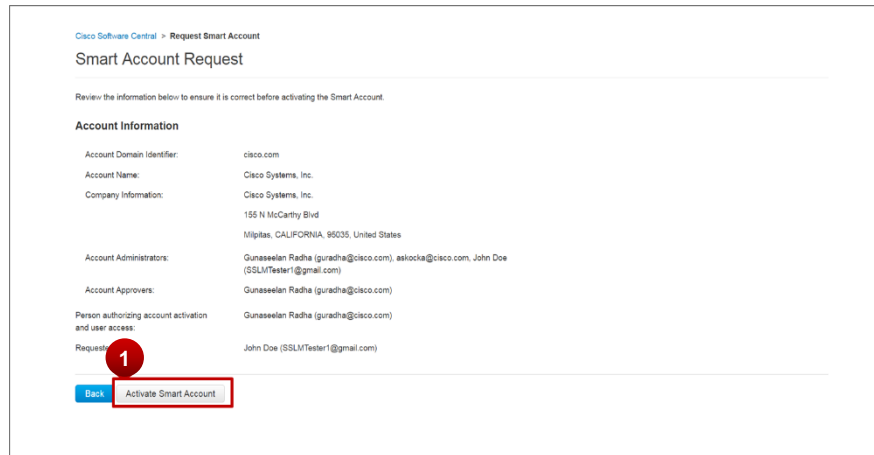
Smart Account Search using member Email ID Allowed Not Allowed

Continue

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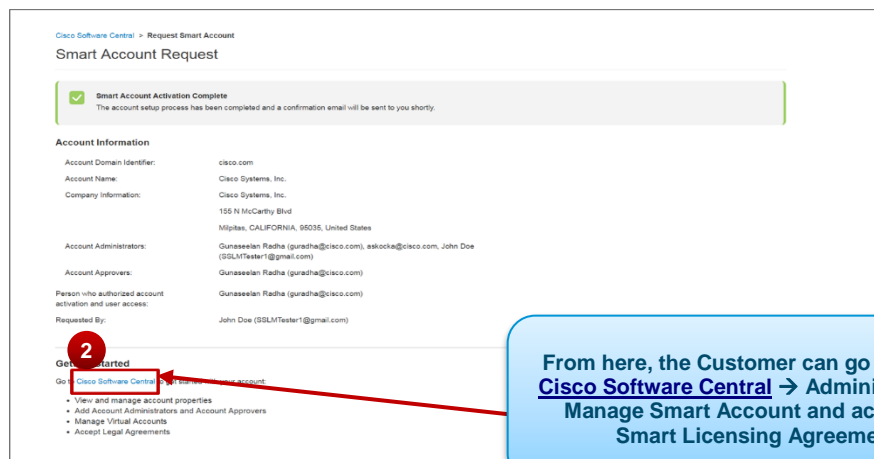
Summary

- 1 Review the account information and click **Activate Smart Account** to complete the Account Setup.



Confirmation

- 2 Confirmation page. Click **Cisco Software Central** to view and manage your Smart Account. To manage the individual Smart Licenses, go to SSM.

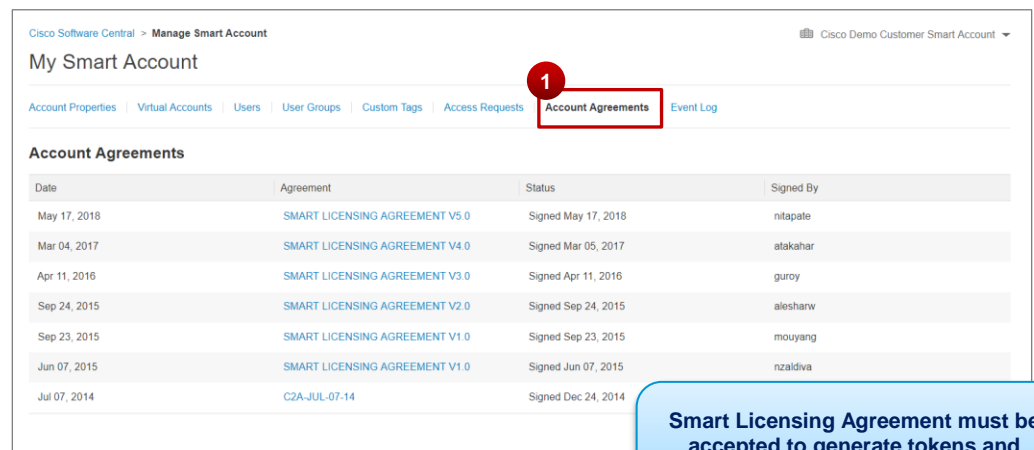


From here, the Customer can go directly to [Cisco Software Central](#) → Administration → Manage Smart Account and accept the Smart Licensing Agreement.

Accept Smart Licensing Agreement

- 1 After Smart Account activation, can go directly to Cisco Software Central → Administration → Manage Smart Account and accept the Smart Licensing Agreement.

From this page, the Smart Account Administrator or Approver can accept the Smart Licensing Agreement.



Smart Licensing Agreement must be accepted to generate tokens and connect product instances to consume licenses.