FORTINET

HOW TO GUIDE

Partner Portal Administration

EXCLUSIVE NETWORKS

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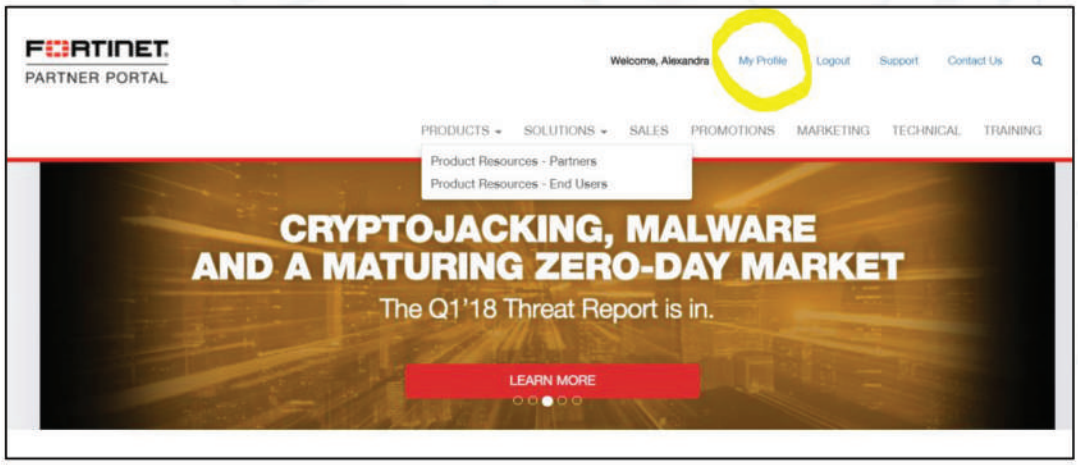
Partner Portal Administration

Only the main admin account can add or remove team members in the Fortinet partner portal unless Administrator Privileges.

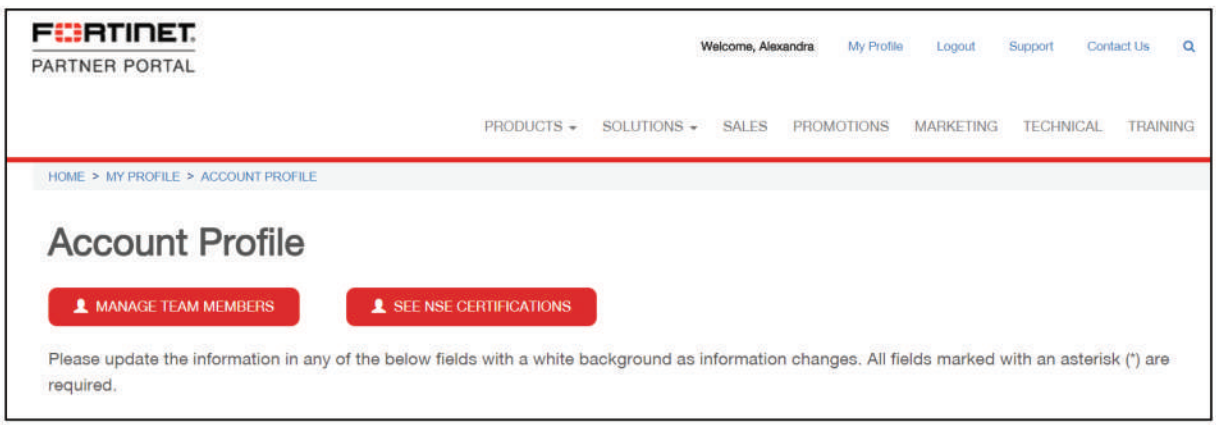
To find out who this would be please **EMAIL** **INTERNATIONAL_PARTNERS@FORTINET.COM** and they can advise you who within your organisation has these rights.

Viewing the Team Members

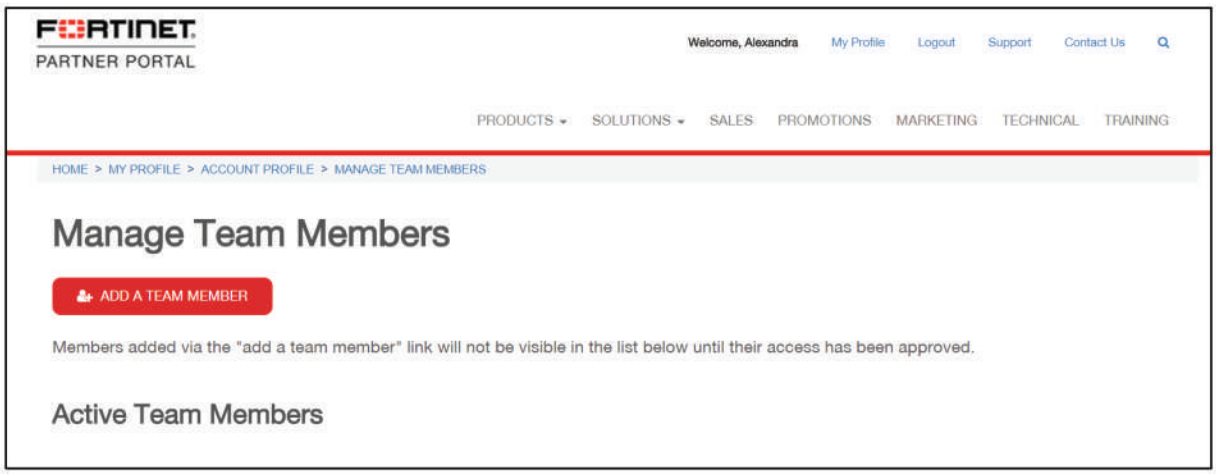
LOGIN TO YOUR PARTNER PORTAL ACCOUNT (HTTPS://PARTNERPORTAL.FORTINET.COM) and select 'My Profile' on the top right-hand side of the screen:



Once in this screen you can then view your main company overview and add or make users inactive by **CLICKING ON THE 'MANAGE TEAM MEMBERS'** at the top of the page:



To create a new login, **SELECT 'ADD A TEAM MEMBER'** from the top of the screen and then input the necessary details.



Once you have submitted this request it will be vetted by Fortinet and should be approved the same day.

On this same page you can also see a list of Active Members, from this list you can

- update individual members contact details
- make them inactive or add Member Administrator privileges.

In order do this **CLICK ON THE INDIVIDUAL TEAM MEMBERS ACCOUNT FROM THE LIST**, update what is required and then **CLICK 'UPDATE MEMBER'** at the bottom of the page to save the changes.

For any general portal queries please **email** **international_partners@fortinet.com** directly for assistance.

Contact us

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