

Welcome to the AppDirect Provider Program! AppDirect is committed to your success and helping you promote your solutions. We believe person-to-person interaction is a critical element to the success of the provider relationship. As a Provider Partner with AppDirect, you will be assigned a Provider Ops team member to assist with your onboarding process and any questions you may have on our program. You can email this team at providerops@appdirect.com.

Below are steps you can take to help you accelerate your onboarding process.

Accelerate with AppDirect	
1	Access and Review the Provider Resource Page
2	Please email the Provider Ops team via providerops@appdirect.com to request to be added to our onboarding pipeline. We will send you the AppDirect Provider Information Request Form to fill out. AppDirect will use the information you provide to guide our interactions so we can work together seamlessly and make the most of our partnership.
3	From here our executive team evaluates the strategic benefit of a future partnership and we will communicate that evaluation back to you. If approved, we move forward with the steps below.
4	Approved providers will get sent our provider agreement templates to start the contracting process. Contracts will be reviewed/discussed/red-lined until all parties agree and sign. - MSA - NDA (if needed)
5	Once we have a contract signed, we move onto the onboarding process itself with getting some information from you so we can update our internal systems. We will send you the following forms to be filled out: - Provider Intake Form Profile - 5x5 Target Profile Form - Provider Product Taxonomy and Sales Matrix Form
6	Once the above forms are completed, your main point of contact will set up an onboarding kickoff call to go over the basics and will help answer any questions you may have. Topics that will be covered include:

	- Information on our sponsorship program & the information for signing up. - Share our commissions information and next steps. - Share our sales org charts that will help you connect with the right people to help enable more sales. - Provide information on how to send us updates, spiffs, etc. - How to set up your marketplace profile. Don't worry, we'll send a follow up email with all the information above as well to help guide you through the process.
7	After the above step has been completed, and your marketplace profile has been set up, you are considered fully onboarded. Congratulations! Even though the onboarding is considered completed, you can always reach out to providerops@appdirect.com with any questions you may have.