## Partner Directory Instructions for New and Existing Partners

BUILD AND UPDATE YOUR COMPANY PROFILE

The Zendesk Partner Directory hosts the profiles of our Premier and GSI partners. To have your company published in the directory, please follow the steps outlined.

## Create a New Profile

- Create an account on our <u>Marketplace</u> Portal.
- 2. Fill-in your organization details, Marketplace Profile, and contact information.
- Submit after you've filled out all fields and agreed to the terms and privacy policy.
- 4. Invite any users from your team.

**Note:** once your profile is submitted, it will be queued for publishing and live within five business days. You will be contacted for any necessary updates.

## **Update an Existing Profile**

Current users: log into the Marketplace

Portal and update fields as necessary.

## New users:

- request an invite from a teammate, or
- create an account on the <u>Marketplace</u>
   <u>Portal</u> (do not fill out any organization details) and email <u>partners@zendesk.com</u> to add you to your company's profile.



