<Date>

Hello <name>,

Welcome aboard to the Delta Partnership!

You should receive, under separate cover, your account information for access to Delta Controls Passport Site, as listed below.

1. **PASSPORT SITE: PASSPORT.DELTACONTROLS.COM**

All new users receive an email from Delta Technical Support with the subject: “Delta Passport Service – Password Reset”.

This directs you to the Passport.Deltacontrols.com site where you select your password.

Note that the Username is your email address. Occasionally, this email message ends up in the Junk folder.

Once set up, you will have access to the sites listed below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **George Support**  Delta’s technical site with latest information on products KbAs, catalog sheets, software updates and much more | |
|  | | **George University**  Delta’s online training site available to all Delta partners | |
|  | | **PAS – Partner Application Services**  Partner Application Services (PAS) is here to help you with your projects, as an extra resource or for custom development | |
|  | | **Delta Tech Forum**  A great way to ask technical questions and share information with other Delta Partners about Delta products and products from other manufacturers. | |
|  | | **Help Desk**  Should you need help with a technical issue concerning Delta products, email your question to [technicalsupport@deltacontrols.com](mailto:technicalsupport@deltacontrols.com) from your registered email address and a case will be created and addressed by our technical support staff | |
|  | | **The Source**  This spot is your Source for all the things you’ll need to be a successful Delta Partner. | |
|  | | **Delta Controls Business Institute (DCBI)**  A member program providing leadership and sales training for Delta Partners | |
|  | | **Proposal Support Generator**  We’ve designed the Proposal Support Site to give you quick and easy access to the most up to date technical resources for your proposal documents. | |
|  | | **Delta Online Ordering**  Delta’s online order site for all products | |
|  | | **Cloud Engineering**  Create virtual network and save it until ready – a paid service created for your convenience by Delta. | |

1. **PARTNERSHIP EMAIL**

David is currently the recipient of all Delta Partnership communication. Should he wish other members of your organization to receive this communication, please advise.

1. **ADMINISTRATOR ROLE**

* Online Ordering: Jasmine is the Administrator for Delta Online Ordering System. Should she wish to add new users to this site, please login to the system and complete the Request New User form and submit.

* Passport User management:  Josh, you can Modify/Add/Remove Users from your Company as the Partner Admin. You are able to request additional users to be the Partner Admin in User Management.

Should you have any further questions regarding any of the above, please feel free to contact me.  We look forward to working with you and helping you succeed as a new Delta Partner.

Thank you,

**Deborah Kucey, Inside Sales Commercial Lead**

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