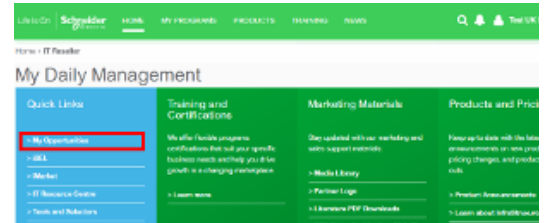


# APC by Schneider Electric Partner Guides

## Partner Opportunity Management

1

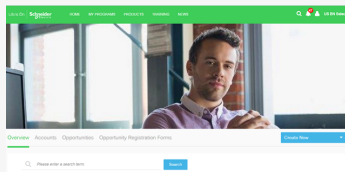
Access the **My Opportunities** link from **Quick Links** under the 'My Daily Management' section



2

### Using the navigation

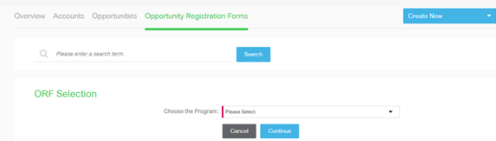
- Overview** - Allows access to your task and calendar
- Accounts** - Lists all the accounts that you have registered opportunities
- Opportunities** - Displays all opportunities
- Opportunity Registration Forms** - Provides access to the registration form.



3

### Using the Opportunity Registration Form

Click the Opportunity Registration Forms tab and then the **"Create New Opportunity Registration Form"** button.

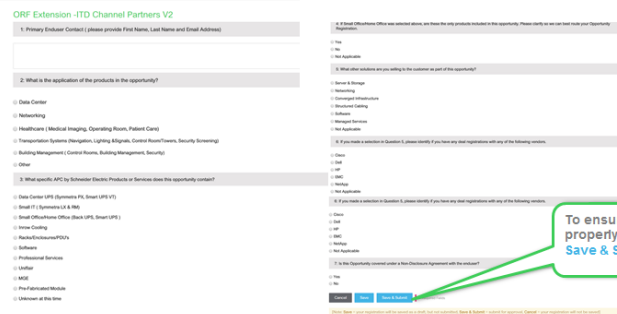
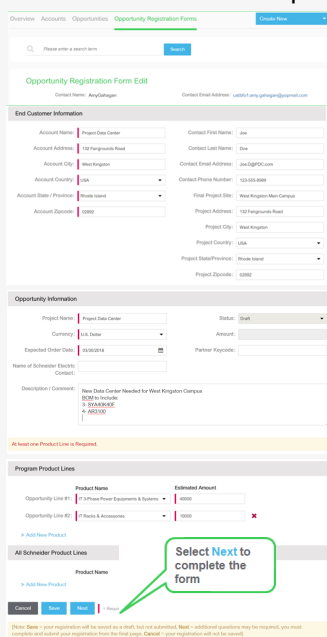


If asked to select a program, select any one that starts with **ITD**.

4

### Fill out the Opportunity Registration Form (ORF) and hit 'Save & Submit' when complete

All fields with a red bar are mandatory. Complete all fields in the ORF, especially end user information, even if fields are not required – \* this will expedite validation.



To ensure the registration is properly submitted, select **Save & Submit**

- Draft** - ORF has not been submitted, only saved.
- Pending** - ORF has been submitted for data entry.
- In Process** - ORF has been entered as an Opportunity. It does not indicate an approval or denial
- Approved** - Opportunity has been approved.
- Ineligible** - Registration does not meet program requirements. **More Information Required** - More information is needed to finalize the approval process. Please respond back with requested information.