



PARTNER USER GUIDE

Welcome to the Privilege People Hub 365 Partner Portal

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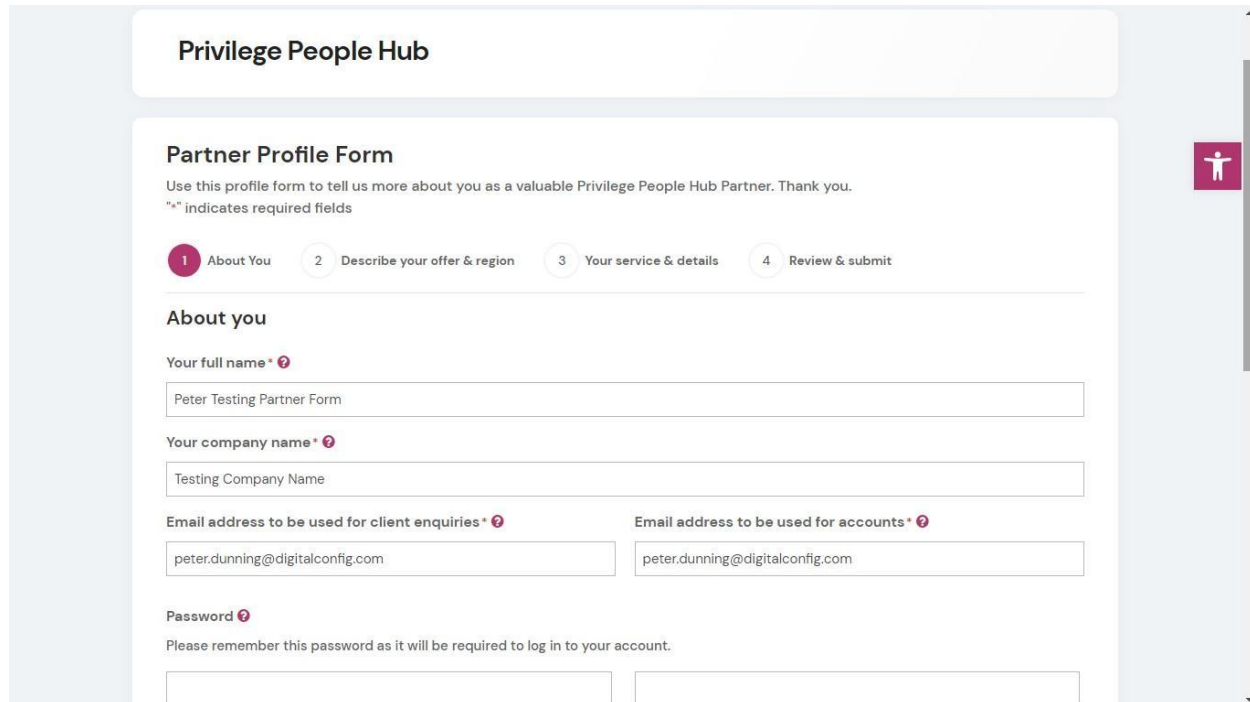
Web: www.pph365.co.uk

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PARTNER INFORMATION / REGISTRATION FORM



The screenshot shows the 'Partner Profile Form' on the Privilege People Hub website. The page title is 'Privilege People Hub'. Below the title, the form is titled 'Partner Profile Form' and includes the instruction: 'Use this profile form to tell us more about you as a valuable Privilege People Hub Partner. Thank you. * indicates required fields'. A progress bar at the top of the form shows four steps: 1. About You (active), 2. Describe your offer & region, 3. Your service & details, and 4. Review & submit. The 'About you' section contains the following fields: 'Your full name *' (with a help icon) containing 'Peter Testing Partner Form'; 'Your company name *' (with a help icon) containing 'Testing Company Name'; 'Email address to be used for client enquiries *' (with a help icon) containing 'peter.dunning@digitalconfig.com'; 'Email address to be used for accounts *' (with a help icon) containing 'peter.dunning@digitalconfig.com'; and 'Password' (with a help icon) containing an empty field. Below the password field is the instruction: 'Please remember this password as it will be required to log in to your account.' A vertical sidebar on the right side of the page features a red icon of a person.

Partner visits <https://login.pph365.co.uk/partner-information>

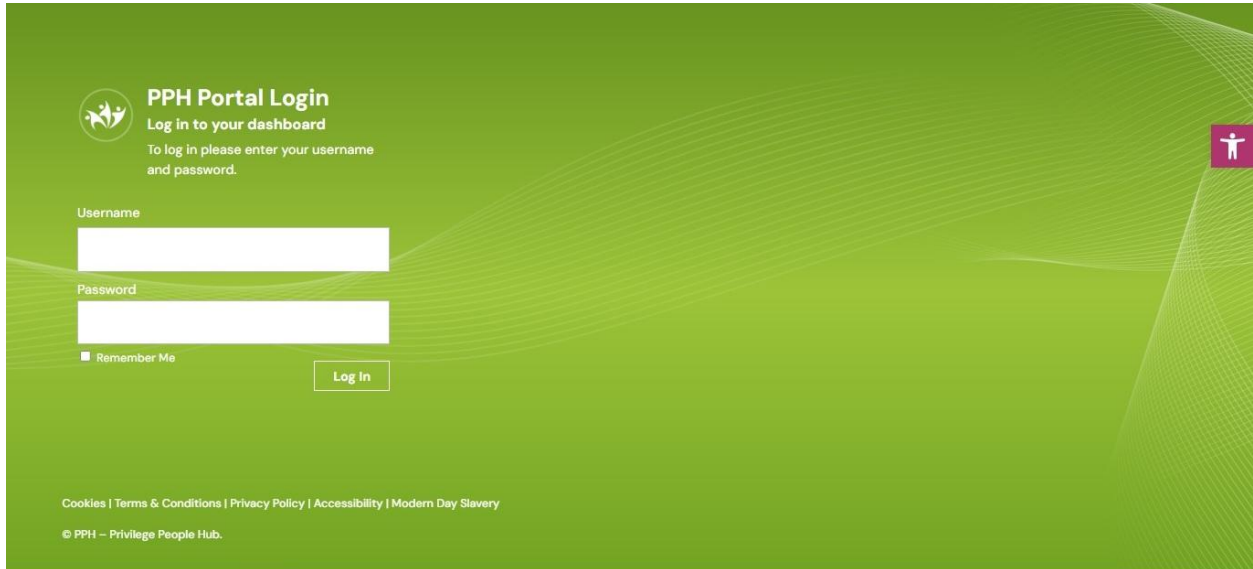
Partner follows the 4 steps (from left to right on the above screen) to add your details and initial (first and main service). You will have an opportunity to add further services and details (see the [Add New Service Tab](#) on page 8):-

1. About You
2. Describe your offer & region
3. Your service & details
4. Review & submit

Please Note: In case you can't complete the registration in one go we have included a **save for later button** that lets you continue your data entry at a later stage within 30 days.

- Once submitted, you are redirected to a thank you page;
- Your account will then await confirmation by the Privilege People Hub team;
- As part of the process an email will be sent to our team and also to you containing the information you have just entered.

PPH365 Portal Login for Partners



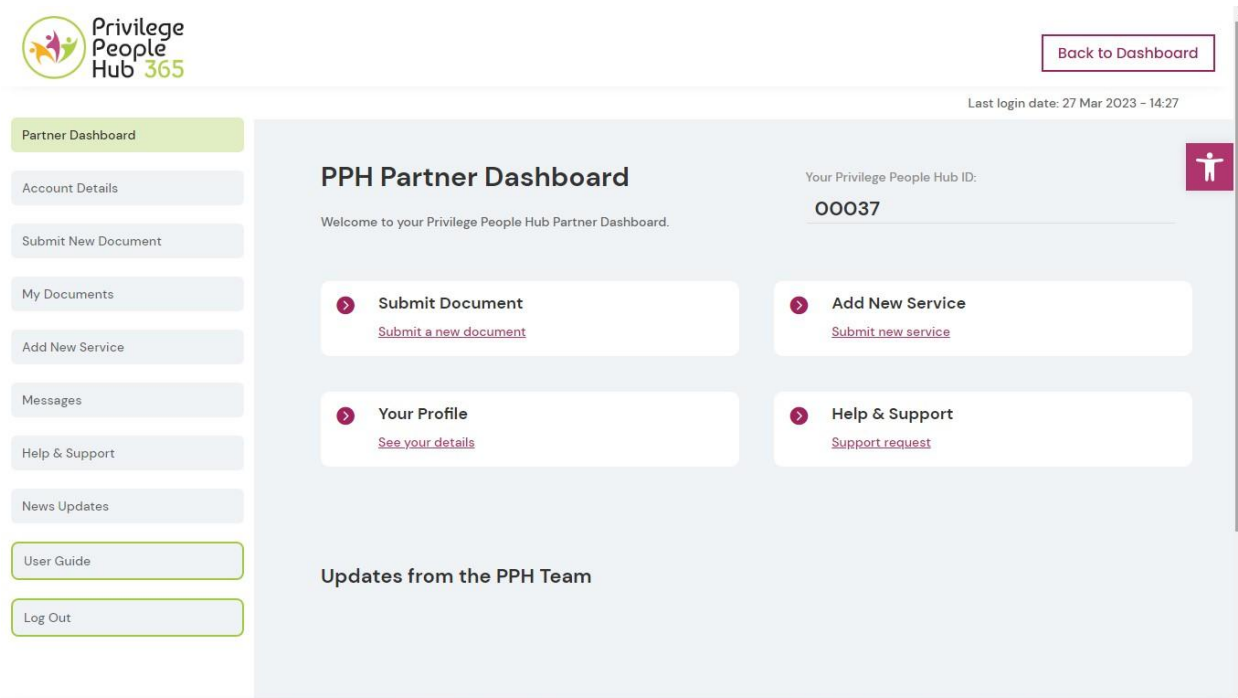
As a Partner please use the “Portal Login” link on the top line of the landing page or use this direct link below:-

<https://login.pph365.co.uk/log-in>

and log in using your username, password and press the “**Log In**” button.

If you lose or forget your password please click on “**Lost your password**” so that it may be reset. See the [Help & Support Tab](#) described on page 10 of this user guide.

PARTNER DASHBOARD



Partner Dashboard

Account Details

Submit New Document

My Documents

Add New Service

Messages

Help & Support

News Updates

User Guide

Log Out

Back to Dashboard

Last login date: 27 Mar 2023 - 14:27

PPH Partner Dashboard

Welcome to your Privilege People Hub Partner Dashboard.

Your Privilege People Hub ID: **00037**


- Submit Document**
[Submit a new document](#)
- Add New Service**
[Submit new service](#)
- Your Profile**
[See your details](#)
- Help & Support**
[Support request](#)

Updates from the PPH Team

The Partner Dashboard displays quick access links to important pages within the portal. It also clearly shows your Privilege People Hub ID and when you as a Partner last logged in.

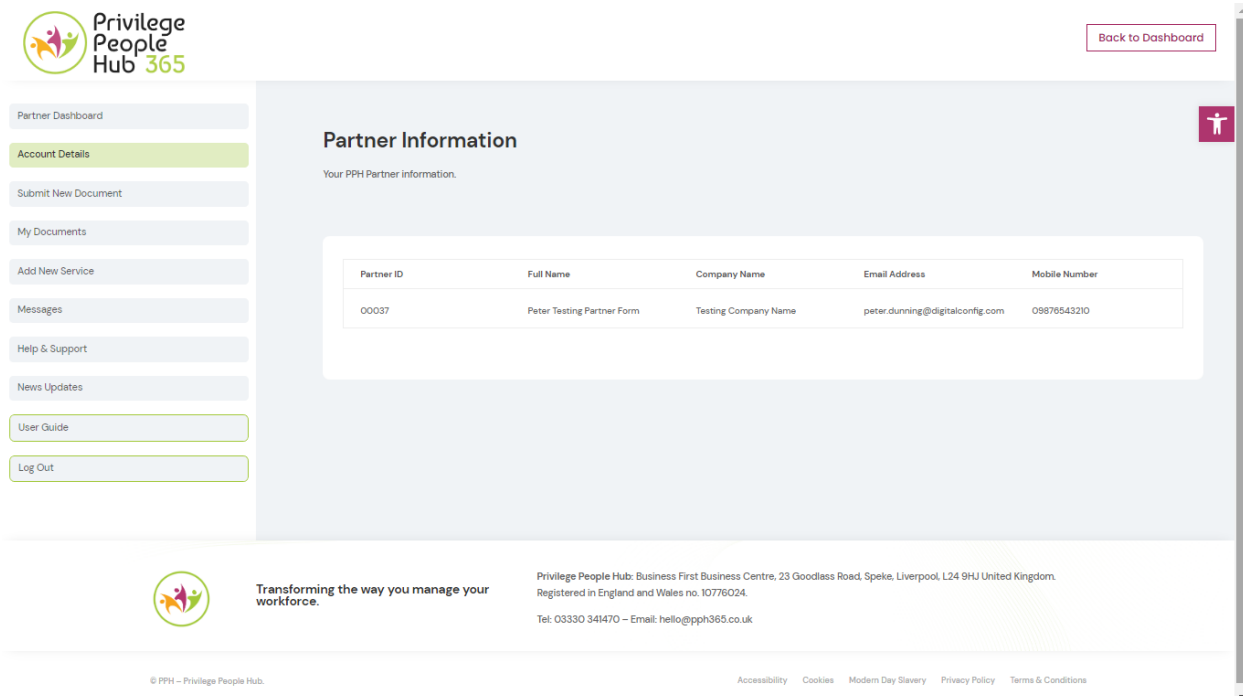
The left-hand menu is available to provide you with quick access to all areas a partner requires access when using this part of your portal.

Accessibility Options

The purple box located on the right-hand side  will provide the user/administrator accessibility options that enable you to increase the text size, change the background to grayscale, apply high / negative contrast, light background, underline links or alter to a more easily readable font.

The accessibility solution is available throughout the site on every page. It hopefully helps most people use the portal in a way that suits their needs.

Account Details Tab



The screenshot shows the 'Partner Information' page in the Privilege People Hub 365 interface. The page features a left-hand navigation menu with options like 'Partner Dashboard', 'Account Details', 'Submit New Document', 'My Documents', 'Add New Service', 'Messages', 'Help & Support', 'News Updates', 'User Guide', and 'Log Out'. The main content area is titled 'Partner Information' and displays 'Your PPH Partner Information.' Below this is a table with the following data:

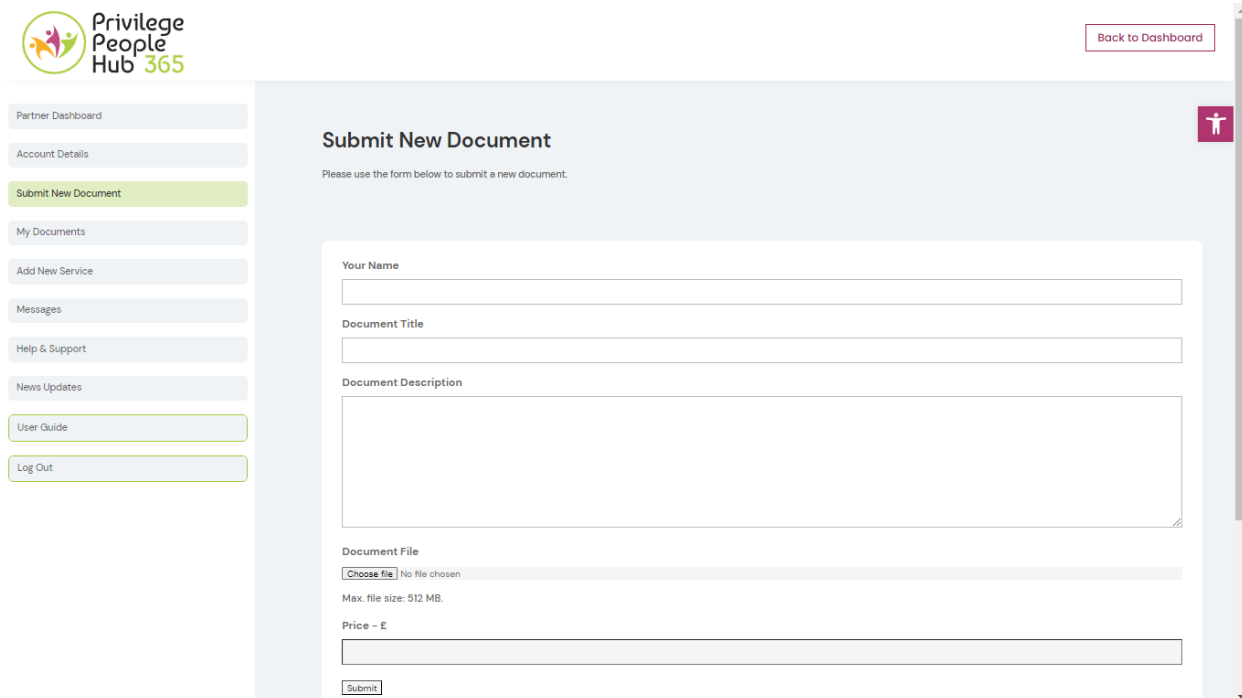
Partner ID	Full Name	Company Name	Email Address	Mobile Number
00037	Peter Testing Partner Form	Testing Company Name	peter.dunning@digitalconfg.com	09876543210

At the bottom of the page, there is a footer with the Privilege People Hub logo, the tagline 'Transforming the way you manage your workforce.', and contact information: 'Privilege People Hub: Business First Business Centre, 23 Goodlass Road, Speke, Liverpool, L24 9HJ United Kingdom. Registered in England and Wales no. 10776024. Tel: 03330 341470 – Email: hello@pph365.co.uk'. There are also links for 'Accessibility', 'Cookies', 'Modern Day Slavery', 'Privacy Policy', and 'Terms & Conditions'.

On this page, you, as our valued Partner will be presented with your details (i.e. Partner ID, Full Name, Company Name, Email Address and Mobile Number).

Please Note: If any of these details need to be changed, you will need to complete a **Support Request** so that our Admin team make the amendments you require, including a password reset request (please see the [Help & Support Tab](#) described on page 10 of this user guide).

Submit New Document Tab



The screenshot shows the 'Submit New Document' form in the Partner Dashboard. The dashboard includes a sidebar with navigation options: Partner Dashboard, Account Details, Submit New Document (highlighted), My Documents, Add New Service, Messages, Help & Support, News Updates, User Guide, and Log Out. The main content area is titled 'Submit New Document' and includes a 'Back to Dashboard' button. The form fields are: Your Name, Document Title, Document Description (a large text area), Document File (with a 'Choose file' button and 'No file chosen' text, and a note 'Max. file size: 512 MB.'), Price - £, and a Submit button.

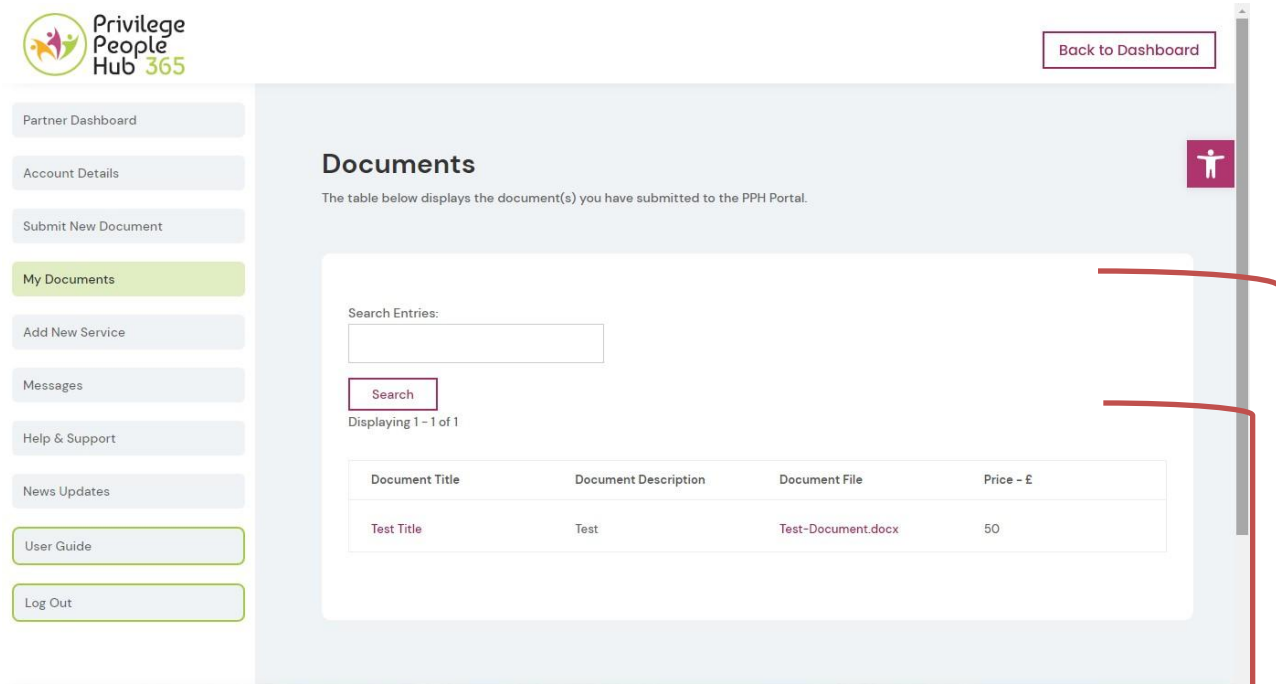
As our valued partner, you can add a new product / service (PDF / Word Doc) to be displayed in the correct service category and to later become available for our mutual clients to view once approved by our team.

To do this, you as our **Partner** will need to do the following:

- Add **Your Name**.
- Add a **Document Title**.
- Add a **Document Description**
- Click on the **Choose File button** to upload your **Document**
The following will be displayed as you scroll down on the full screen on the website:
- Add a **Price**.
- Click on the **Submit button**.

Please Note: Once submitted, all documents will be available on the Pending Documents page awaiting checking by our team, where they will download it, make modifications and then once approved be added to our client / public facing website.

My Documents Tab



Privilege People Hub 365

Back to Dashboard

Partner Dashboard

Account Details

Submit New Document

My Documents

Add New Service

Messages

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Log Out

Documents

The table below displays the document(s) you have submitted to the PPH Portal.

Search Entries:

Search

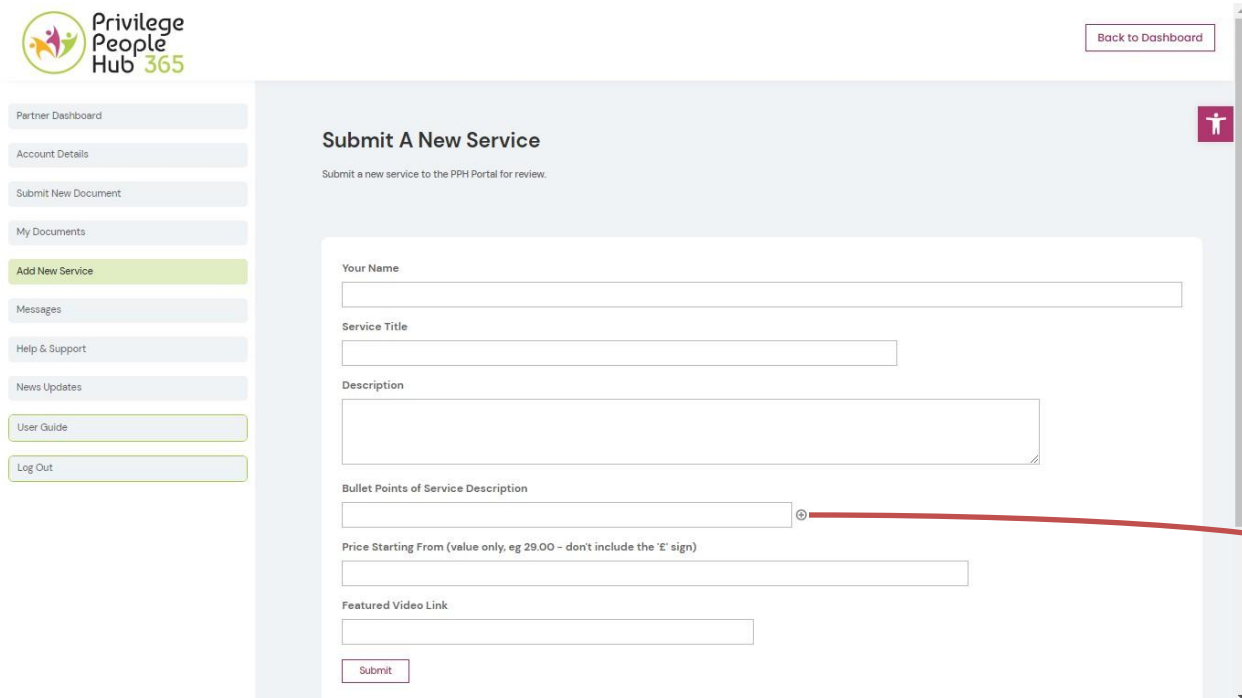
Displaying 1 - 1 of 1

Document Title	Document Description	Document File	Price - £
Test Title	Test	Test-Document.docx	50

This page shows a list of documents that you as are our valued Partner has uploaded to this portal.

Please Note. You can also use the Search Entries box to search for your uploads.

Add New Service Tab



The screenshot shows the 'Submit A New Service' form in the Partner Dashboard. The form includes the following fields:

- Your Name
- Service Title
- Description
- Bullet Points of Service Description (with a plus sign icon for adding each point)
- Price Starting From (value only, eg 29.00 – don't include the '£' sign)
- Featured Video Link

A red line highlights the 'Bullet Points of Service Description' field.

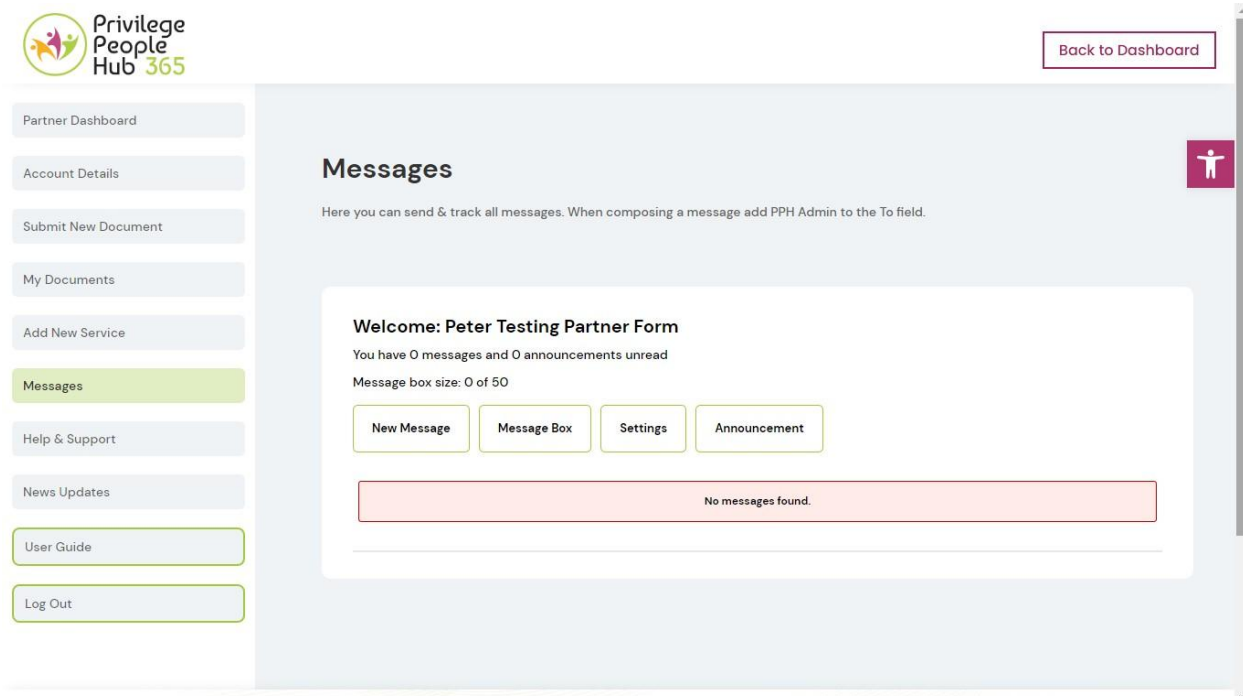
A valued Partner can add a service using this option. To do this, you can:

- Add **Your Name**
- Add a **Service Title**
- Add a **Description**
- Add **Bullet Points of Service Description** (add one at a time – using the circle with the plus sign to add each)
- Add a **Testimonial** (if applicable)
- Add **Price Starting From** (value only, eg 29.00 – please don't include the '£' sign)
- Add a **Website / Video URL**

Once submitted your new addition will be notified to your wonderful colleagues at Privilege People Hub.

We thank you for adding this new service. Our next step in this process includes our team checking your content and helping us make sure it fits in with your needs and our own. As you know we may have to modify that content. Once approved by us both it will be added to the client facing part of the Privilege People Hub's website.

Messages Tab



The screenshot shows the 'Messages' tab in the Privilege People Hub 365 interface. On the left is a navigation sidebar with buttons for Partner Dashboard, Account Details, Submit New Document, My Documents, Add New Service, Messages (highlighted), Help & Support, News Updates, User Guide, and Log Out. The main content area is titled 'Messages' and includes a 'Back to Dashboard' button in the top right. Below the title, there is a user profile icon and a message: 'Welcome: Peter Testing Partner Form'. It states 'You have 0 messages and 0 announcements unread' and 'Message box size: 0 of 50'. There are four buttons: 'New Message', 'Message Box', 'Settings', and 'Announcement'. A red box at the bottom of the message area contains the text 'No messages found.'

Partners can send and receive messages with Admin on this page.

To compose a new message:

Click the new Message box.

To: Add the client's name here

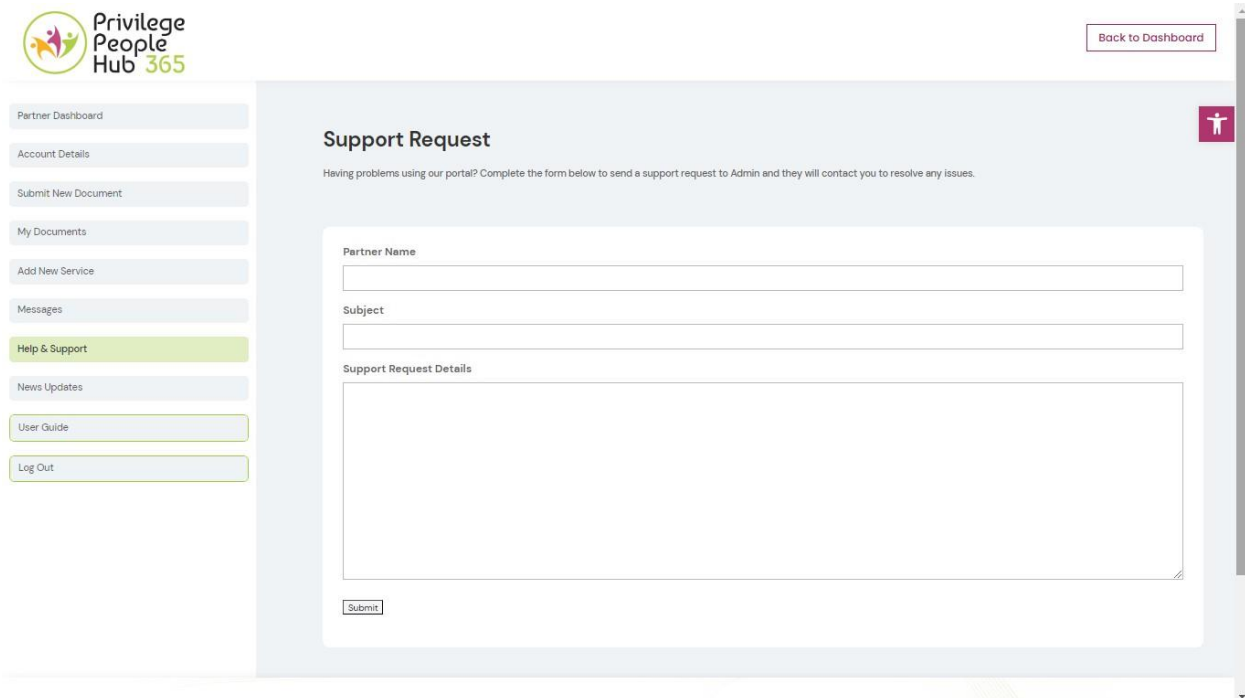
Subject: Add a subject to the message.

Message: Add a message for the client.

If there are any unread messages a red box will appear.

Please Note: When a message is sent the Admin will receive an email notification so they know to log in to check the message and reply internally.

Help & Support Tab



The screenshot shows the 'Support Request' form in the Privilege People Hub 365 interface. On the left is a navigation menu with the following items: Partner Dashboard, Account Details, Submit New Document, My Documents, Add New Service, Messages, Help & Support (highlighted in green), News Updates, User Guide, and Log Out. The main content area is titled 'Support Request' and includes a 'Back to Dashboard' button in the top right corner. Below the title is a brief instruction: 'Having problems using our portal? Complete the form below to send a support request to Admin and they will contact you to resolve any issues.' The form consists of three sections: 'Partner Name' with a text input field, 'Subject' with a text input field, and 'Support Request Details' with a large text area. A 'Submit' button is located at the bottom left of the form area.

Should you as one of our valued Partners complete and send us this form it will be followed up by your Privilege People Hub's colleagues.



PARTNER USER GUIDE

News Updates Tab

This page displays latest updates / news posted by your Privilege People Hub colleagues.

User Guide Tab

This link opens this Partner User Guide downloadable PDF, designed specially for you as our Partner and to view at any time, plus act as a learning tool and should you wish to share with your colleagues.

END...