

## ACCOUNT SETUP

Log into your account from the Cvent Welcome Email

Input credit card details when prompted - [Adding and Updating your Credit Card on File](#)

Save the Cvent Customer Care Support Line - They can be reached 24/7 at 866-318-4357

Add any additional users to your account - [Managing Event Users and User Roles](#)

Add any account email addresses you want your Cvent emails to come from - [Adding or Removing Account Email Addresses](#)

Charging fees in your account? Set up your merchant account

- If you have an existing merchant account with a 3rd party payment processor (Stripe, Authorize.net, etc.) please refer to [this guide](#). From here, please find the payment gateway that you will be using. Each gateway has a corresponding guide/info packet on how to get that set up to use with. If you are using Cvent Payment Services instead, [follow these instructions](#).

Get started on your [assigned training](#)

## ENGAGE

Log into [Cvent Community](#)

Visit [Community Welcome Center](#)

[Subscribe for Product News](#) to get notifications on new product updates and releases

Review **resources to help you throughout your journey**

Visit the [Partner Portal](#) to gain access to co-brandable sales collateral, product presentation decks, and more sales enablement related resources.

## EXPERIENCE

Complete your [assigned training](#)

Review **getting started articles**

Review **product specific getting started articles**

Browse additional available [trainings](#) and [certifications](#)

## ELEVATE

Get involved and grow with Cvent (Become a Cvent Celebrity, Register for the Quarterly Product Updates, Become Cvent Certified, Attend the Partner Town Halls, etc.)