

Quick Guide – bp Partner Access Review

To strengthen bp's security controls and ensure only the right external people have access to bp systems and data, bp have created '**bp Partner Access Review**', a new process enabling bp sponsors to review and approve/extend people's bp Partner access.

All access to bp systems is subject to these periodic reviews. As a bp Partner, your access will be reviewed by your bp sponsor.

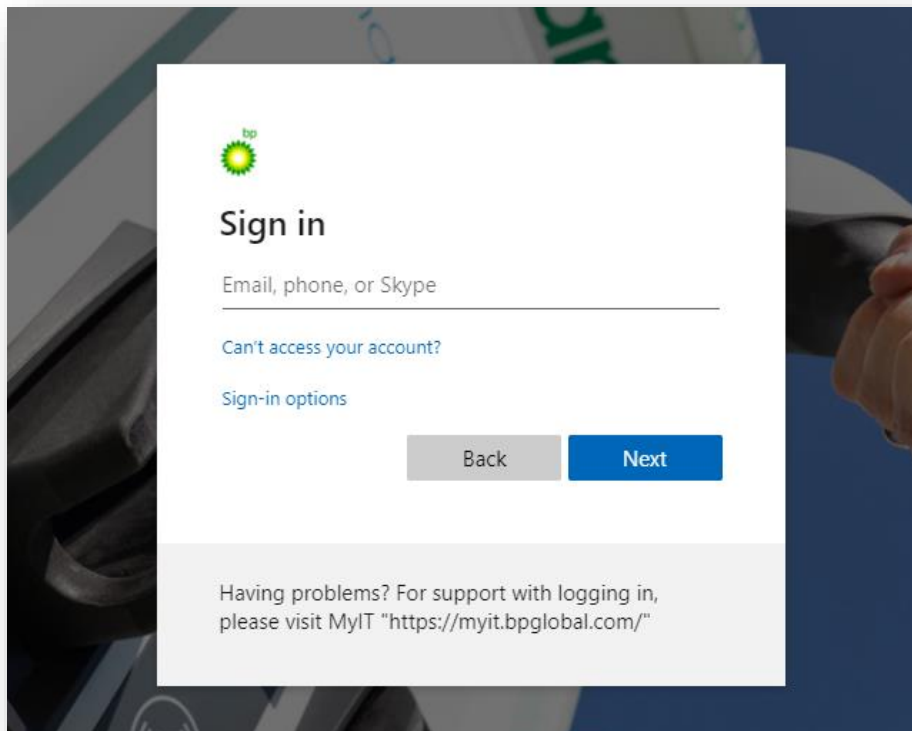
What do I need to do?

If your existing sponsor has left their role or doesn't review your access, bp will ask you via email to nominate a new sponsor. Please complete the process as soon as possible to avoid losing your access (see the instructions below).

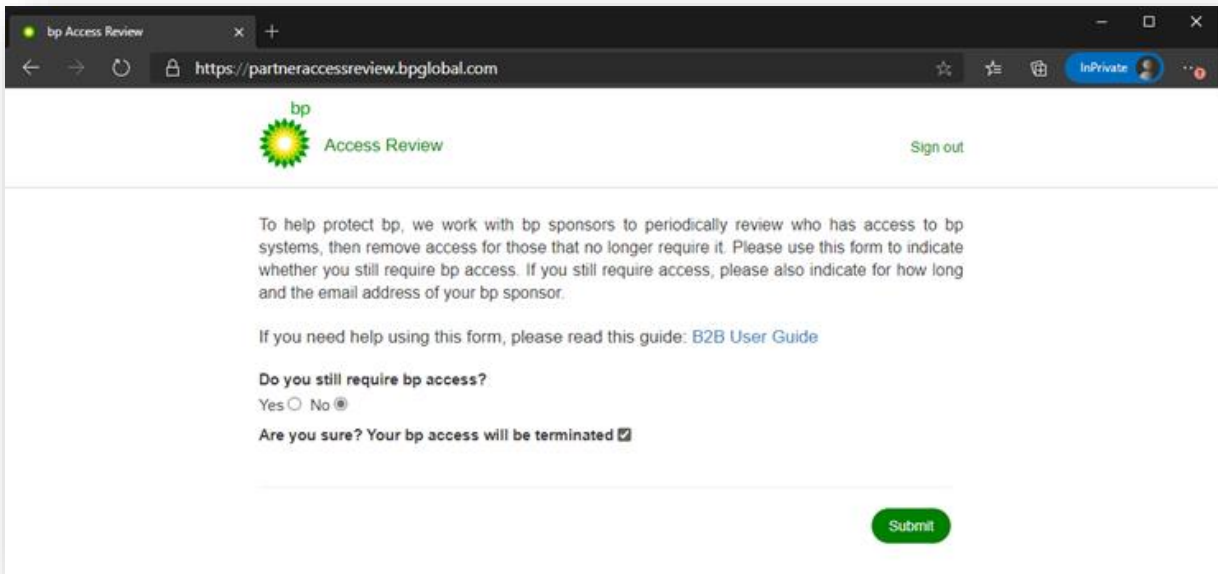
If you have any problems completing the process, please speak to your bp sponsor.

Step-by-step guide to Nominating a Sponsor

1. If you receive an email from myid@bp.com with subject "ACTION: You will soon lose access to bp systems", please click the link in step b or c to open the sponsor nomination form (<https://partneraccessreview.bpglobal.com/>).
2. You might be asked to sign in, in which case, please do so.



3. You will then be taken to the Access Review page.
 - a. If you **no longer require** bp access, please click No > tick the confirmation box > click Submit.



The screenshot shows a web browser window with the URL <https://partneraccessreview.bpglobal.com>. The page title is "bp Access Review" and there is a "Sign out" link in the top right. The main content area contains the following text:

To help protect bp, we work with bp sponsors to periodically review who has access to bp systems, then remove access for those that no longer require it. Please use this form to indicate whether you still require bp access. If you still require access, please also indicate for how long and the email address of your bp sponsor.

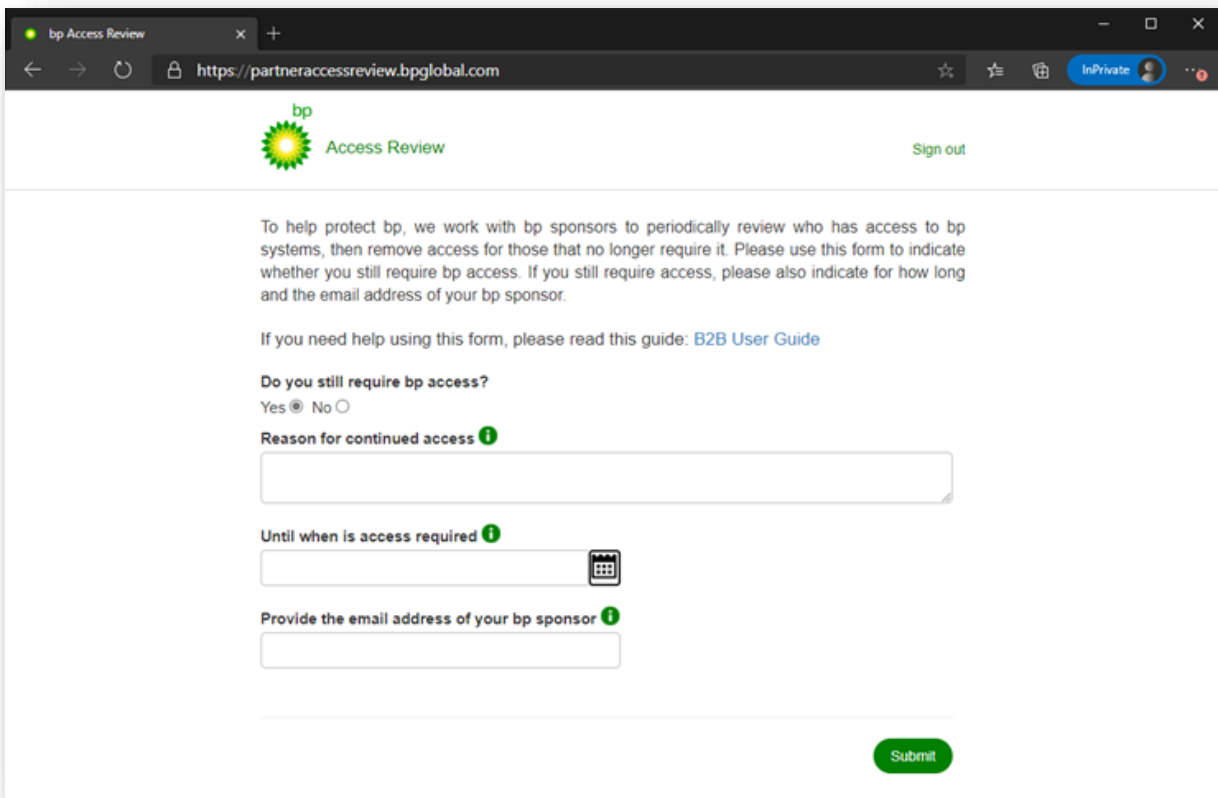
If you need help using this form, please read this guide: [B2B User Guide](#)

Do you still require bp access?
Yes No

Are you sure? Your bp access will be terminated

At the bottom right, there is a green "Submit" button.

- b. If you **still require** bp access, please click Yes > provide a reason for continued access > use the calendar to select the access duration (maximum: 4 months) > provide the email address of your bp sponsor > click Submit.




The screenshot shows the same web browser window as above. The "Yes" radio button is now selected. The form has been updated with the following fields:

Do you still require bp access?
Yes No

Reason for continued access ⓘ

Until when is access required ⓘ



Provide the email address of your bp sponsor ⓘ

At the bottom right, there is a green "Submit" button.

Frequently Asked Questions

Why am I unable to sign in and access the form?

- If the form is unavailable, please try again later.
- If your sign-in was blocked due to unusual activity, please ask your company's IT support team for assistance. bp is unable to resolve this issue with your account.
- Your access may be suspended. Please contact your bp sponsor who can raise an access request on your behalf.

What if I require access for longer than 4 months?

Your sponsor will extend your access as needed when prompted to do so in a future bp Partner Access Review.

Why is my sponsor's email invalid?

Please check that you have the correct email address for your sponsor. If you are sure the email address is correct, it may be that your sponsor has left bp. If this is the case please try a different sponsor.

Who can I nominate as sponsor?

You can nominate any bp person to sponsor your access. They will need to approve your nomination.

What if the person I nominate rejects my request?

You will be notified via email and given the opportunity to try again.

What if my sponsor has left and I don't know anyone else?

Please enter "unknown" in the sponsor email address field.

Warning: this triggers a manual investigation which does not guarantee a successful or timely outcome and your access may be suspended. Please nominate a valid sponsor if you can.

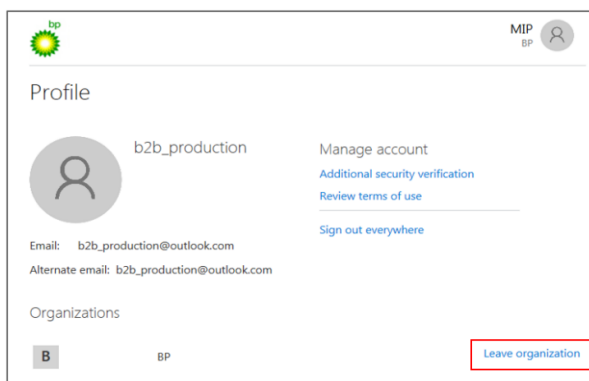
Where can I get more information about bp partner access?

Further information about bp Partner access can be found [here](#).

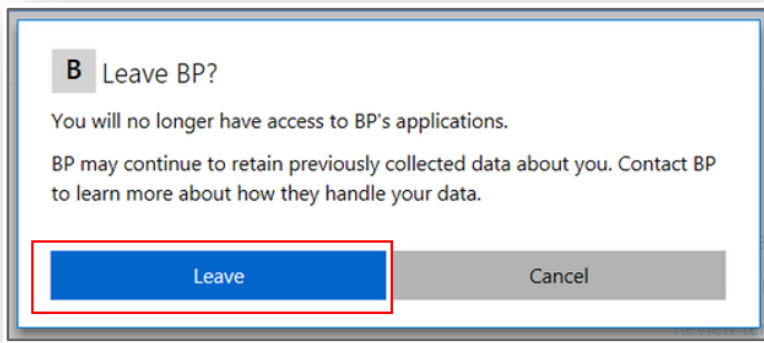
How can I remove bp Partner access straight away?

If you leave and no longer require bp Partner access, please follow these steps:

1. Go to myapps.microsoft.com, click on your profile picture (top right corner) and select **Profile**.
2. From the 'Profile' page, click **Leave Organization**.



3. From the pop-up, click **Leave**.



4. Then click **OK**. You will then receive a confirmation email stating that you have left the organization.

