# Follow the steps below to request access for the Kyndryl customer numbers on ShopZ:
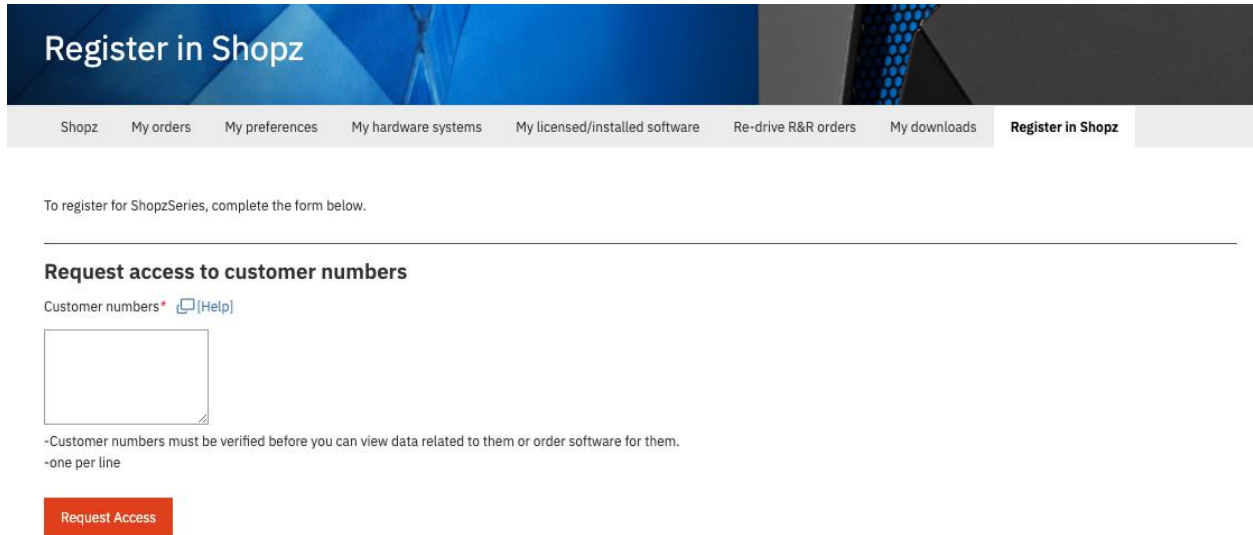
1.Sign in to ShopZ with your **Kyndryl** ID:
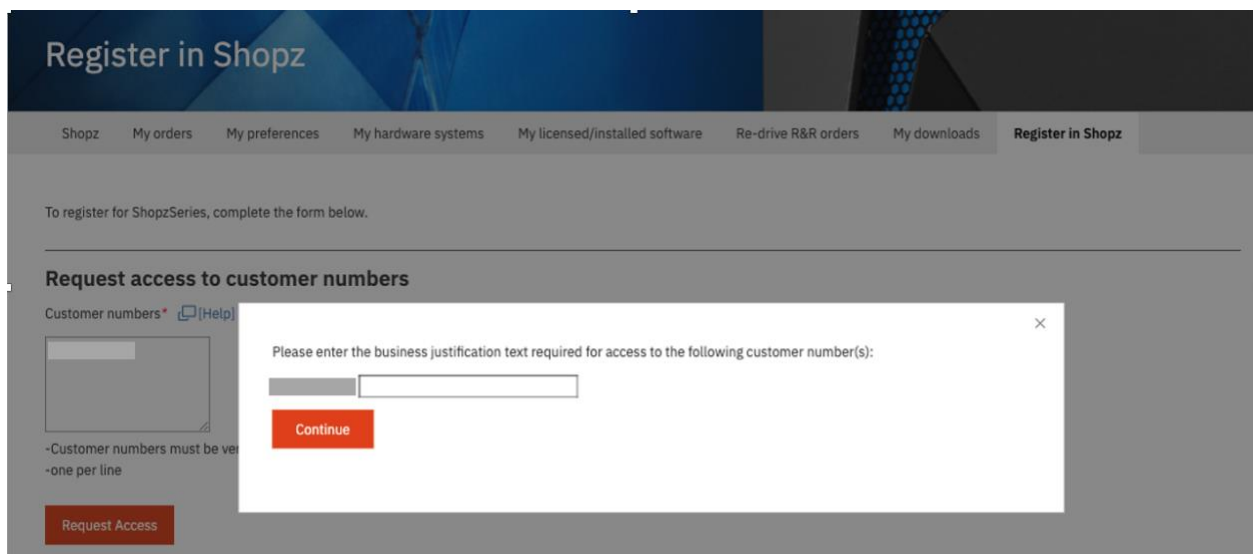https://www.ibm.com/software/shopzseries/ShopzSeries_public.wss

2. In the ´Register in ShopZ´ screen, please enter the customer number you need to request access to, and click on the ´Request Access´ button:



3. You will be asked for a Business Justification; this means why you are asking access to the customer number. Please enter the information requested and click on the Continue button:
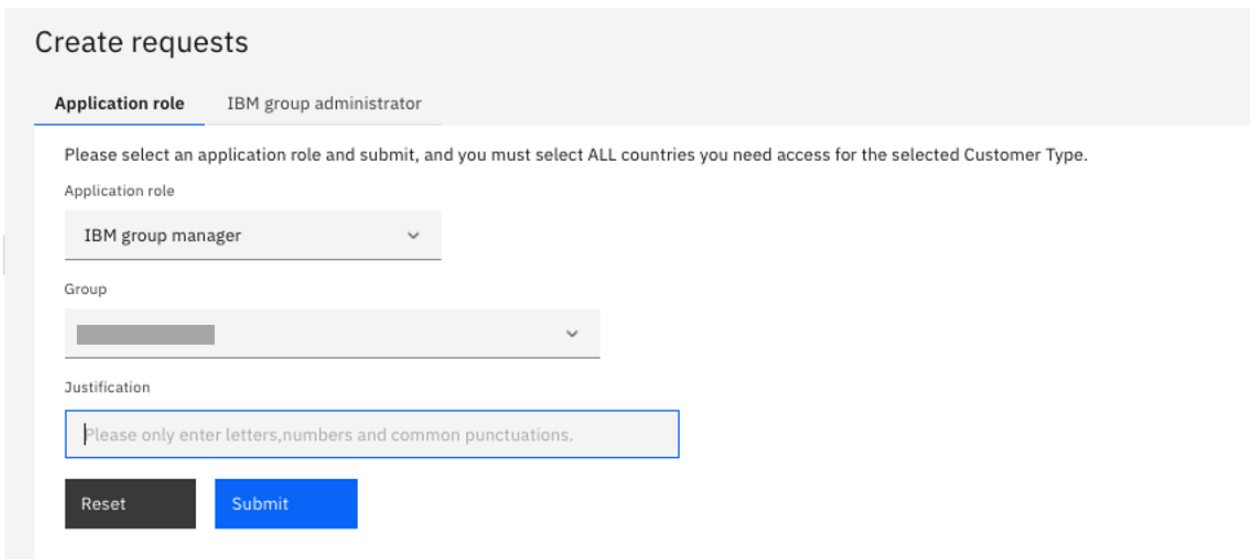
You request will be created and sent to the approvers.

4. Wait for the approvals.

You can track the status of your request in RAM. Please refer to the section ´Review the status of your request in RAM' below.

## Request Application Role in RAM

1. Access to RAM: https://www.ibm.com/software/ram/ui/dashboard/home

2. Go the left Menu and click on ´My requests´.

3. From the options displayed, select ´Create requests´.

4. Select the application role needed from the ´Application Role´ field.

5. Please fill the information requested. All fields are mandatories before submission.

6. Click on the Submit button.



7. Wait for the approvals. Please refer to the section ´Review the status of your request in RAM' below.

# Review the status of your request in RAM

1. Access to RAM: https://www.ibm.com/software/ram/ui/dashboard/home

2. Go the left Menu and click on ´My requests´

3. From the options displayed, select ´Review requests´

4. In the right section of the screen your requests will be displayed: