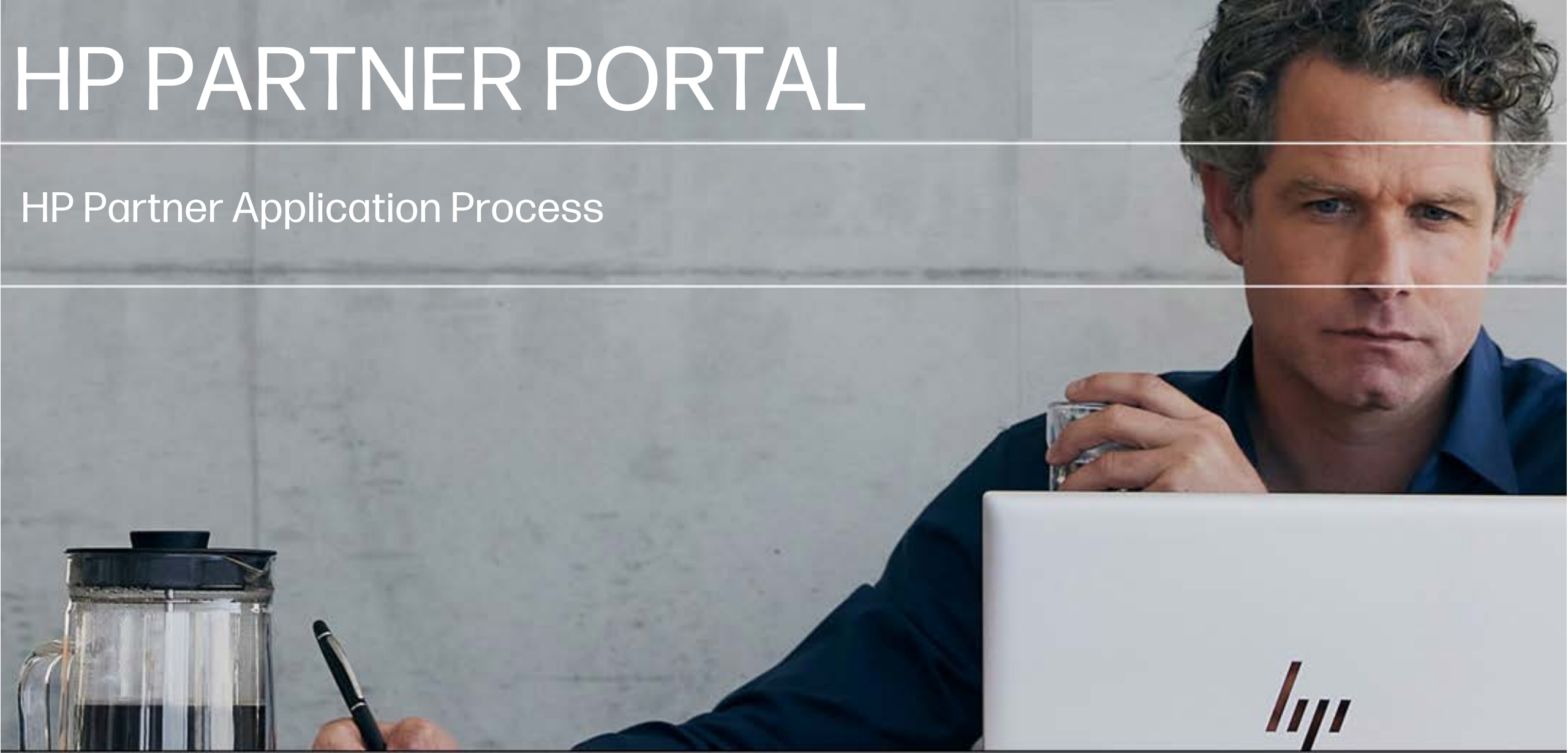


# HP PARTNER PORTAL

## HP Partner Application Process



The information contained in this presentation is HP Confidential. Disclosure and use is governed either by your HP Partner Agreement or relevant Confidential Disclosure Agreement, as applicable.

**Important:** Before requesting a contract, you must have an invitation email from HP. In which you will be provided the invitation code that is required to continue with the contract request process through the HP Portal.

To receive the email with the HP invitation code, you must contact an Authorized HP Inc. Distributor in your country and inform them that you wish to sign a relationship contract with HP Inc. The distributor will contact HP and the same distributor will send you the email with the code. When you receive the email with the code, you can request the contract on the HP Portal by following the steps described below.



1 Register in the Portal: <https://partner.hp.com/>



## Become an HP Partner

Why partner with HP? HP has a proven track record of trusted partnerships in one of the industry's oldest and most respected partner programs.

Apply to Become a Partner

Support Documents

Click to start registration



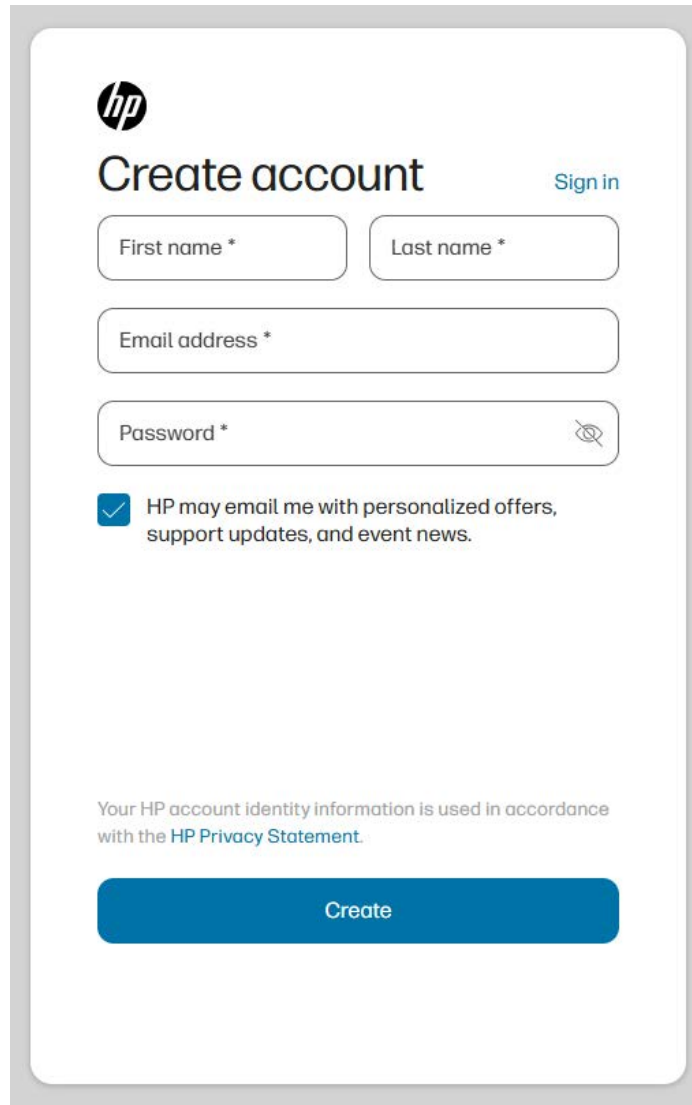
Click if you have any problems and need assistance.




2

Fill in the requested information:


\*Note: You must enter the corporate domain of your company. Generic domains like Gmail, Outlook, etc. are not allowed.

A screenshot of the HP 'Create account' form. At the top left is the HP logo. To its right is the title 'Create account' in a large, dark font, and further right is a 'Sign in' link in blue. Below the title are four input fields: 'First name \*' and 'Last name \*' are side-by-side, followed by 'Email address \*' and 'Password \*'. The password field has a small eye icon to its right. Below the fields is a checkbox that is checked, with the text 'HP may email me with personalized offers, support updates, and event news.' Below this is a line of small text: 'Your HP account identity information is used in accordance with the [HP Privacy Statement](#).' At the bottom is a large blue button with the word 'Create' in white.

 Create account [Sign in](#)

First name \* Last name \*

Email address \*

Password \* 

☒ HP may email me with personalized offers, support updates, and event news.

Your HP account identity information is used in accordance with the [HP Privacy Statement](#).

Create



3.

- When you are on this screen, the Portal will automatically send you an email with a 6-digit code.

- Enter the 6-digit code that you just received in your email.

A screenshot of the HP 'Verify email address' screen. At the top is the HP logo. Below it is the title 'Verify email address'. The main text says 'Check your email for a message from HP to verify that you own' followed by 'If you do not receive a message, check your spam folder or:'. There are two links: 'Resend message' and 'Change email address'. Below these is an information box with an 'i' icon and the text: 'You will be able to request a new verification message or change your email address in a moment.' There is a text input field labeled 'Enter six-digit verification code' and a blue 'Verify' button. At the bottom right is a 'Privacy' link.

hp

## Verify email address

Check your email for a message from HP to verify that you own

If you do not receive a message, check your spam folder or:

[Resend message](#)

[Change email address](#)

*i* You will be able to request a new verification message or change your email address in a moment.

Enter six-digit verification code

[Verify](#)

[Privacy](#)



4

Fill in the information of these 4 sections:

1 User information > 2 Company information > 3 Partnership > 4 Partner administration

\* Fields marked with an asterisk are required

#### User Details

Email \*

First Name \*

Last Name \*

Salutation \*

Select

Job Function \*

Logistic/Warehousing  
Pre-Sales  
Finance  
Legal

Seniority \*

Select

#### User/Contact Details

Country or Region \*

State/Province

Select Province

City

Zip/Postal Code

Work Phone Number \*

Mobile Phone Number

Preferred Language \*

English US

Do you consent to HP contacting you with additional offers, support updates, and news?

Please indicate your preferences below:

Email \* ☐ Yes ☐ No

Mail \* ☐ Yes ☐ No

Call \* ☐ Yes ☐ No

SMS \* ☐ Yes ☐ No

FAX \* ☐ Yes ☐ No

Security Check \*



\* Type verification code:

Cancel Next



1.

1 User information > **2 Company information** > 3 Partnership > 4 Partner administration

Company Search

Please filter your search by entering at least the Locator ID, Tax ID, or Company Name

Locator ID

Tax ID

Company Name \*

Country or Region \*

City

Zip/Postal Code

Security Check \* 

\* Type verification code:

Search

2.

Invitation Code

Please enter your invitation code. If you do not have an invitation code, please contact an HP Distributor in your country

Invitation Code \*

Cancel

Submit

**Important:** In this section you will be asked to enter the Invitation Code referred to on page #2 of this manual. You will only be able to continue with the application if you enter the correct code.

Example of a code: NP0000895633VDM

3.

\*Fields with an asterisk are required

Thank you for your interest in becoming a HP Partner. Please see below important information that you must consider when applying:  
Are you the Legal Representative of the company? If you are not, you must provide the following information during the application process, under 'Legal Representative', please have this information available: Name, last name, title, work phone, email.

Company Information

Company Name \*  Phone Number \*

Company Legal Name \*  Fax Number

Company English Name  Company Email \*

Country or Region \*  Company URL \*

Tax ID \*

Address Information

Physical Address \*

Address List:

This individual must have the ability to represent your company in all legal, regulatory and compliance matters.

Legal Representative

First Name \*

Last Name \*

Job Title \*

Email Address \*

Work Phone Number \*

Work Fax Number

Mobile Phone Number

L&R Champion

Contact with legal signatory authority for the Legal & Regulatory / Due Diligence Questionnaire process

First Name \*

Last Name \*

Job Function \*

Email Address \*

Work Phone Number \*

Work Fax Number

Mobile Phone Number

Cancel Previous Next



5.

1 User information > 2 Company information > **3 Partnership** > 4 Partner administration

Partnership Type \*

Reseller

Select "Reseller"

Upload legal documents required for your country in a zipped file format here:

Attach Document : \*

Select

Please answer the following question.

I hereby state and confirm that the information above offered is true, correct and precise, without extending false data or information, incorrect or altered. To all extent I am aware and in agreement, that if it is proven that anything here stated is false or altered, HP may end any legal relationship with the company that I represent, immediately and with no legal judicial resolution for such effect. \*

Choose an Option

Cancel

Previous

Next

You must attach all the legal documents required for your country in that same section.

Answer the question.





1 User information > 2 Company information > 3 Partnership > 4 Partner administration

Your company/office needs to have at least one HP Partner Portal Administrator (PPA), so that access for your company users is managed. As there is no PPA so far assigned, you will be automatically set as a PPA after the registration and validation process is complete.

In case you don't want to keep this role in the future, you can opt out the following way:

- After your application is validated (you will receive an e-mail to confirm), login into HP Partner Portal
- Designate another existing user from your company as a PPA
- Ask the new PPA to remove your PPA role

You can find more details in the PPA role description document below.

#### Administrator Responsibilities

As your office's HP Partner Portal Administrator you will be able to:

- \*Validate new user registrations
- \*Activate and deactivate users
- \*Initiate password resets for your office users
- \*Manage your office users
- \*Update your office user details

After you are fully approved, for more information about an HP Partner Portal Administrators role:

- For Commercial partners, see content under My Workspace > My Account > Manage My Experience
- For Retail partners, see content under Training & Certification > Portal Training

Cancel Previous Submit



## HP Partner Portal User Registration

The HP Partner Portal is the global gateway for the tools and resources you need to do business with HP. By registering for a user account, you will get access to business selling tools and information. Simply begin by following the steps and filling in your details.



### Your application has been successfully submitted

Thank you for registering with the HP Partner Portal. Your application has been submitted successfully and we will begin processing it shortly. Once your registration is approved, you will receive an email notification explaining how to log in to the portal. If you have any questions or concerns, you can visit <https://partner.hp.com/login> and select the "Get Support" icon on the right side of the page. Thank you for your support and participation.

Click to conclude the contract request.



¡Thank you for requesting the HP Partner Contract!

Remember to check your email as we will contact you within 48 hours to continue with your contract application process.

If you need to contact us regarding your contract application, please send an email to [contractslar@hp.com](mailto:contractslar@hp.com)

