HP PARTNER PORTAL
HP Partner Application Process
PARTNER APPLICATION PROCESS

Only an OFFICER can apply for an HP Partner Agreement and provide the information requested online.

Officer: A person able to bind the company to a contract.
The U.S. and Canadian distribution and resale of select HP Supplies product lines (PLs) and HP Print product lines (PLs) are governed by the HP Qualified Distribution Network (“Network”, formerly known as “Qualified Partner Programs”).

Under the Network, resellers are required to meet specific eligibility criteria in order to purchase the HP supplies, print hardware, BPS and CPS from HP authorized distributors or from HP (where specifically authorized) for purpose of resale to end user customers.

To gain access to the eligibility criteria for the HP Qualified Distribution Network please become an authorized reseller by getting an HP Partner Agreement first.

USA Resellers contact - HPUSQualifiedDistributionNetwork@hp.com

Canadian Resellers contact - hpcqualifieddistributionnetwork@hp.com

Resellers will receive a survey, please fill this out and the program mailbox will get back to you on your status.

Please note, having a partner agreement does not automatically qualify you as a print/supplies partner.
HOW TO APPLY

01. Access the HP Partner Portal
Access the HP Partner Portal at partner.hp.com

02. Become an HP Partner
Scroll down on the page. Under “Become an HP Partner”, click Apply.

03. How to change the language
If you need to change the autosensed language, choose your language in the top right corner.
Download the support documents for your region for step by step instructions (if needed).

When ready, click “Apply”
CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. Fill out the following fields: First Name, Last Name, Create Password, Confirm Password, Country

02. Tick the "I'm not a robot" toggle

03. Click the “SIGN UP” button

*Japan prospective user will be routed to the PFP sign-in page with a message to contact local Portal Support to complete the offline registration process.
VERIFY YOUR EMAIL ADDRESS

01. **Enter the verification code**
   Enter the verification code sent to the email address you used to register.

02. **Submit**
   Click the “SUBMIT” button.

03. **Partner Portal Registration**
   You will then be forwarded to the Partner Portal registration.
CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. If you receive the “Account already exists. Click here to sign in” message

02. Click on the hyperlink and follow the instructions to create a password and sign in

03. Once you sign in the System will redirect you for next steps to reapply
CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. Click on the apply as a new Company option to reapply
CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. Once you receive this message click on “Continue” to reapply
USER DETAILS

The user needs to provide User details and contact information.

01. Registration Form

The registration form auto populates four fields from the Create your HP account page: E-mail, First Name, Last Name, Country.

Please note: Mandatory fields are indicated with an *
Email must be corporate (match domain)

02. Complete the form

Continue to complete the registration form to secure your access to HP Partner Portal.
CREATING YOUR USER ACCOUNT

The user needs to provide information on communication preferences and an authentication code.

01. Select the appropriate radio buttons to choose your communication preferences.

02. Enter the authentication code.

03. Click Next.
COMPANY INFORMATION

Since your company is registered, provide the three first characters of the company name in the Company Name field.

01. Enter the first 3 characters of the company name and location id for an exact match or fill in the mandatory field and as much information as is known to search.

02. Type the verification code and click Search.
COMPANY INFORMATION

01. If there is a match, you will see the list of companies, if your company is listed, it means that you are already registered.

02. If none of the companies listed is your company, please select “Register a New Company”

03. You can proceed to register your company and enter the company details.

NOTE:
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OFFICER: Person legally authorized to bind the company to a contract—usually director level or above.
TERMS AND CONDITIONS ACCEPTANCE

You will be redirected to the HP Partner Agreement Terms and Conditions, please read the document carefully, check the box to accept it and click on Submit.
COMPANY INFORMATION

You can provide: physical or mailing address, and please always provide your legal address.
PARTNERSHIP

01. Please choose the Partnership Type: Reseller.

02. Read the requirements.
Provide the “Business Information” requested: Form of organization, Sales Coverage, Selling Methods (should add up to 100%), Additional details, Business Owners information

ADDITIONAL DETAILS
PARTNER ADMINISTRATION

*Partner Portal Administrator (PPA) responsibilities*

Please read the Partner Portal Administrator responsibilities and click “Submit”.

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**New 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 solutions tools and information. Simply register through the email verification. All users:

- **User Information:**
- **Company Information:**
- **Partner Information:**

Please fill out the form below.

**Partner Responsibilities**

As your HP Partner, you will be responsible for:

- **Partner Information:**
- **Company Information:**
- **Partner Responsibilities:**
- **Partner Information:**
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After you complete the form, you will receive a notification via email from the HP Partner Portal.
Dear,

Thank you for registering with the HP Partner First 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 partner.hp.com and select the "Get Support" icon on the right side of the page.

Thank you for your support and participation.

Best regards,

HP Partner First Portal Team

SUBMISSION COMPLETED!

You will now receive an email if your application is approved.
APPROVAL / REJECTION PROCESS

Access approved: you will receive an email like this.

Dear HPAgreement,

Thank you for requesting access to the HP Partner First Portal.

You have been granted access to the HP Partner First Portal.

As the first registered user within your company, you will be appointed as the HP Partner Portal Administrator (PPA). As a PPA, you will be able to:

- Validate portal access requests for new users
- Activate and deactivate users
- Initiate password resets for users in your organization
- Manage all portal users in your organization
- Update user details
- Give portal users access privileges for specific tools

Best regards,
HP Partner First Portal Support
TERMS AND CONDITIONS ACCEPTANCE

01. Access our Partner First Portal at: partner.hp.com

02. Click on “Sign in”.

HP Partner - Confidential
TERMS AND CONDITIONS ACCEPTANCE

01. Type your email address and click “Next”

02. Type your password, and click “Sign In”
Then, select Accept to agree with the Partner Portal Terms & Conditions.

After this you will see the “Next stage of application process” page.
GET SUPPORT

For more information or if you need help registering to the HP Partner First Portal:

01. Click the “Get Support” icon on the right side of any portal page, including the Login screen.

02. Access a range of options to contact your local HP Partner Support team, including: live chat, email support, phone support.

Email: hp.amspartnersupport@hp.com
THANK YOU!