HP PARTNER PORTAL





Theinformation 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.





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



HP QUALIFIED DISTRIBUTION NETWORK OVERVIEW

Please select which HP Qualified Distribution Network product line(s) your company is requesting access to during the Partner Agreement application process. For questions, please contact the appropriate regional HP Qualified Distribution Network Team: U.S.: HPUSQualifiedDistributionNetwork@hp.com Canada: hpcaqualifieddistributionnetwork@hp.com

The HP Qualified Distribution Network governs the distribution and resale of HP Consumer Personal Systems (CPS), and Print Hardware and Supplies product lines (Qualified Products) in the United States and Canada. The Network delivers a set of standardized guidelines to ensure the best possible purchasing experience for end-user customers that is consistent across all channels and sales outlets. HP Partners are required to meet all Network eligibility criteria to receive authorization to purchase Qualified Products from HP Authorized Distributors or directly from HP (where specifically authorized) for resale to end-user customers.

Please note, resellers who do not select HP Qualified Distribution Network product lines during the Partner Agreement application process will need to contact the HP Qualified Distribution Network Team for a separate application once their Partner Agreement is approved.

HOWTOAPPLY

- **OI.** Access the HP Partner Portal Access the HP Partner Portal at partner.hp.com
- 02. Become

Become an HP Partner

Click on the second bottom or wait to the next slide. Under "Become an HP Partner", click Apply.

- 03.
- How to change the language If you need to change the automatically detected language, choose your language in the top right corner.





5.

PARTNER APPLICATION PROCESS

Download the support documents for your region for step by step instructions (if needed).

When ready, click "Apply"

On the Create your HP account page:

- Fill out the following fields: First Name, Last Name, Create Password, Confirm Password, Country
- 02. Solve the puzzle to know you are a real person

03. Click the "SIGN UP" button

()	
HP Partner First Portal	Create account Sign in First name
	Emoil address
	HP may email me with personalized offers, support updates, and event news.
	Your HP account identity information is used in accordance with
	Create

*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

Enter the verification code

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

02.

Submit

Click the "VERIFY" button.

03.

Partner Portal Registration You will then be forwarded to the Partner Portal registration.



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



Once you sign in the System will redirect you for next steps to reapply



On the Create your HP account page:

Click on the apply as a new Companyoption to reapply



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.

Inactive User Registration	
The company is inactive. D	o you want to re-apply
Apply as new company	Cancel

HP Partner - Confidential

On the Create your HP account page:

Once you receive this message click on "Continue" to reapply



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.

Inactive User Registration					
Please note th	at your user will be deleted from Partner Portal Completely. Would you like to proceed?				
Continue	Cancel				

USER DETAILS

The user needs to provide User details and contact information.

01.

02.

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)

Complete the form

Continue to complete the registration form to secure your access to HP Partner Portal.

HP Partner Portal User Registration 1 User information > 2 Company information > 3 Partnership > 4 Partner administration * Fields marked with an asterisk are required User Details Email * XXXX First Name Last Name * Select Salutation * ÷ Logistic/Warehousing Job Function Pre-Sales Finance Legal Seniority * Select ÷ User/Contact Details Country or Region * United States ¢ State/Province Select Province ÷

HP Partner - Confidential

Please indicate your preferences	pelow:		
Lmail *	O Yes	O No	
Mail *	O Yes	⊖ No	
Call * 🝞	O Yes	O No	
SMS *	O Yes	⊖ No	
FAX *	⊖ Yes	O No	
Security Check *		📩 🕹 🔮	
	🛣 Type verificatio	on code:	
			Cancel Next
		(p)	

CREATING YOUR USER ACCOUNT

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

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

02. Enter the authentication code.

03. Click Next and please review our general requirements.

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.

Please note: Mandatory fields are indicated with an *



Type the verification code and click Search.

 Company Search 				
Please filter your search by entering	at least the Locator ID, Tax ID, or Company N	lame		
Locator ID		0		
Tax ID		0		
Company Name *		0		
Country or Region *	United States	0		
Üty	20000			
Zip/Postal Code	23643-6265	0		
Security Check *	cbyx2	👶 0		
	* Type verification code:	Search		

COMPANY INFORMATION

- 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, you will receive a message indicating that you must register as a new company.
- **03.** You can proceed to register your company and enter the company details.



NOTE:

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

OFFICER: Person legally authorized to bind the company to a contract-usually director levelor above.

TERMS AND CONDITIONS ACCEPTANCE

Select the HP Partner Agreement Terms and Conditions button. Read the document carefully, check the box to accept it, and click Submit.





HP Partner - Confidential

COMPANY INFORMATION

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

		•				
Address Informatio	n					
Physical Address*		♦	dd Address			
Address List:						
L&R Champion						
First Name *						
Last Name *						
Job Function *	Logistic/Warehousing Pre-Sales Finance Legal	÷.				
Email Address *	(
Work Phone Number *	001 ¢					
Work Fax Number	001 \$					
Mobile Phone Number	001 0					
				Cancel Previous	5 Next	



PARTNERSHIP

Please choose the Partnership Type: Reseller.

02.

Read the requirements and please attach your:

- Certificate of Incoporation
- W9 form / TAX Form

03. Qualified Program Terms & Conditions: Please clarify which category you are requesting authorization for and select all that apply. Then, accept the T&Cs to continue.

ADDITIONAL DETAILS

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

You will also find additional questions to better understand your business model.

Note: The term "hardware broker" refers to companies that work as an intermediary between HP and other companies or customers.

The term "wholesale" refers to companies that sell large quantities of products at reduced retail prices.

	•
Business Information	Diversity Program
Please enter the Business Information	Does your company hold a state recognized diversity status? If so, which one? ★
	↓
Ownership structure *	Whats unur mediamed Nictributing Diasea inmidia the name 🔸
Choose an Option 🜲	
Solar Generation	How long have you been working with this Distributor? 🔸
Sales Coverage ···	↓
Choose an Option 🗘	
Primary Business Modal *	Who are your primary customers? Value should add up to 100% Individuals ★ 💿
Choose an Ontion	
	Companies ★ 🔍
You are applying for a T2 Reseller Relationship, you can only sell to End Users and not to another	
Resellers. Do you agree ? *	Total Selling Motion \star 🔍
Choose an Option 🌩	
Our HP Partner Agreement does not allow international transactions, you can only sell HP Products	Business Owners *
within your territory. Do you agree? *	First Name Last Name Email Address Job Title Ownership %
Choose an Option 🜲	
	And more Rusiness Dunnes
Are you a Distributor? *	
Choose an Option 🌲	Cancel Previous Next

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



PARTNER ADMINISTRATION

Partner Portal Administrator (PPA) responsibilities

Please read the Partner Portal Administrator responsibilities and click "Submit".



Hello

We <mark>received</mark> your application to become a Reseller Partner with HP. Your application **18131** will be reviewed soon. We will be in contact with you in the next 5 business days to provide more information.

Thank you for your support and participation. If you have any questions or concerns, you can contact us at nacontractssupport@hp.com.

Best regards, Contracts team



SUBMISSION COMPLETED!

You will now receive an email if your application is approved.

GET SUPPORT

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

01.

02.

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

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



(IP)

IP Partner - Confidential



Thank you for requesting the HP Partner Contract!

Please note that our team will review the information provided and will contact you within 48 hours, or sooner if additional validation is needed.