



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



HP QUALIFIED DISTRIBUTION NETWORK OVERVIEW

USA Resellers contact - hpusqualifieddistributionnetwork@hp.com

Canadian Resellers contact - hpcagualifieddistributionnetwork@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.

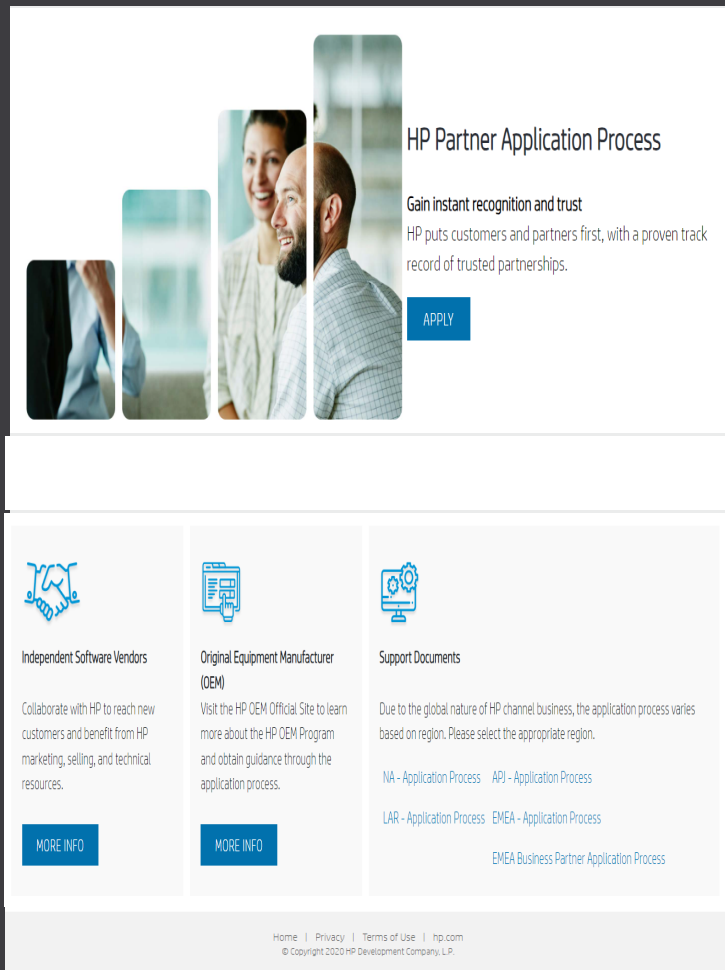
The U.S. and Canadian distribution and resale of select HP Supplies product lines (PLs) and HP Print product lines (PL's) are governed by the HP Qualified Distribution Network (the "Network"). Under the Network, resellers are required to meet specific eligibility criteria in order to purchase the HP supplies or print hardware 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 Partner Program please become an authorized reseller by getting an HP Partner Agreement first.

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.





PARTNER APPLICATION PROCESS

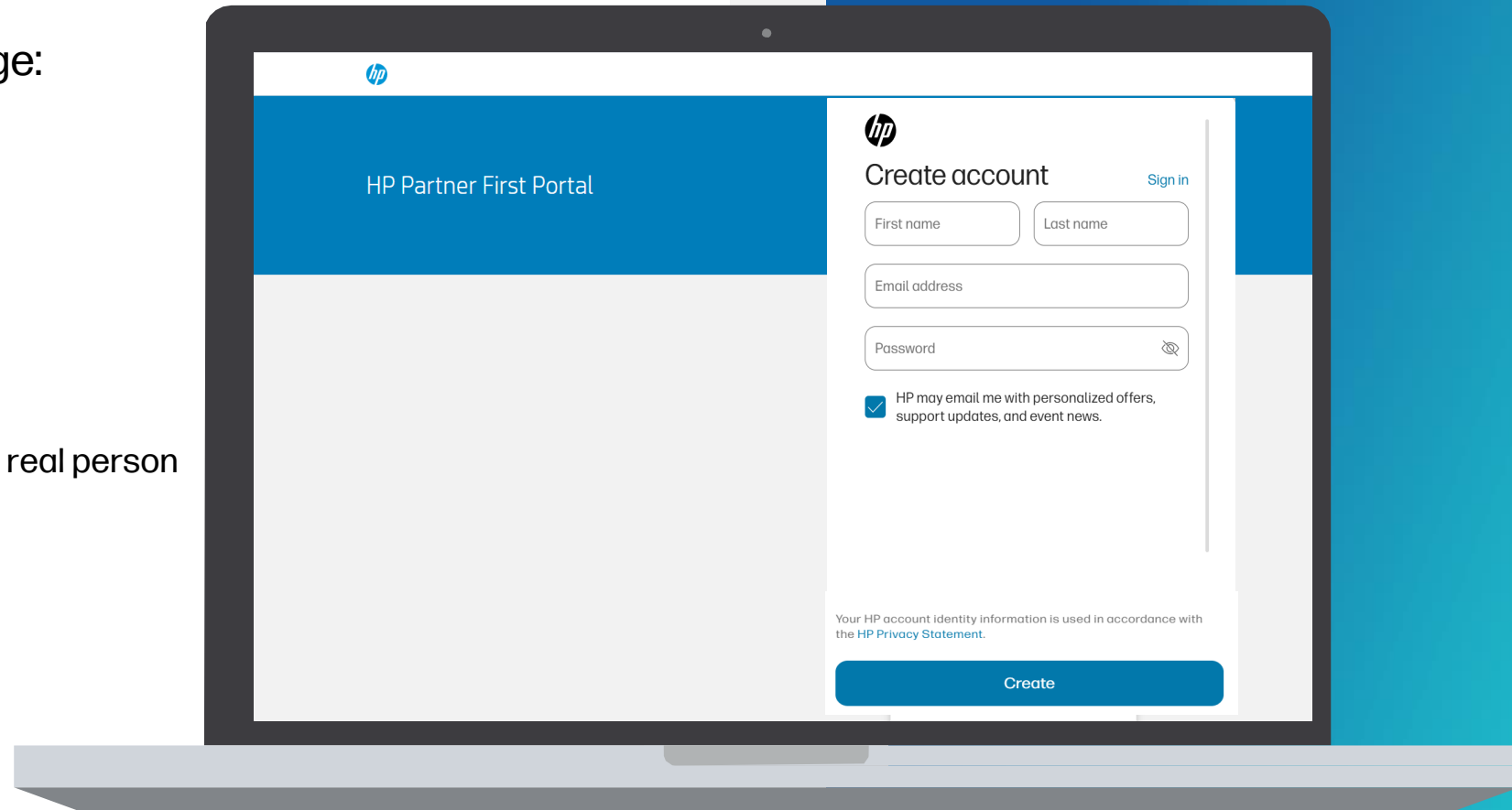
Download the support documents for your region for step by step instructions (if needed).

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. Solve the puzzle to know you are a real person
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.

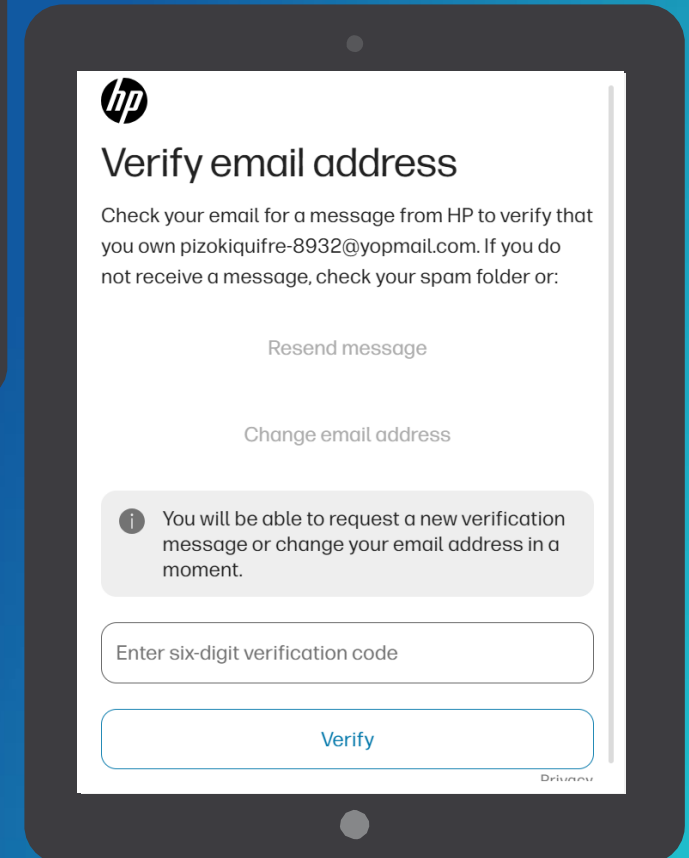
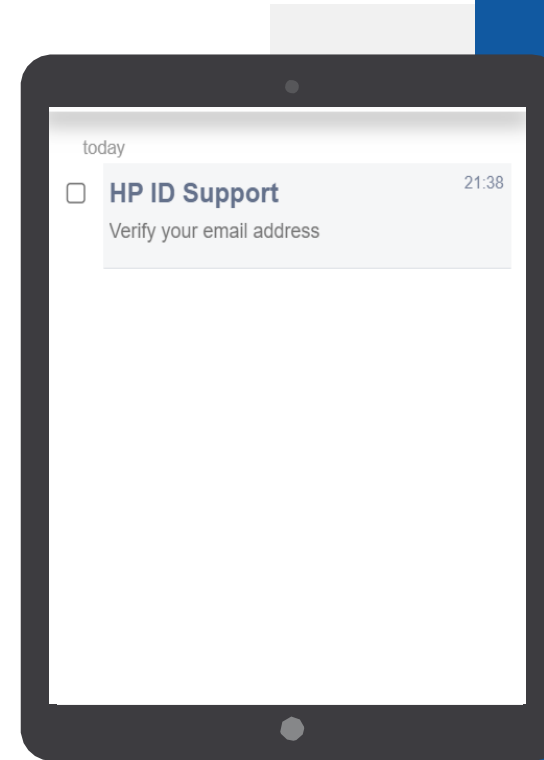
Submit

Click the “VERIFY” button.

03.

Partner Portal Registration

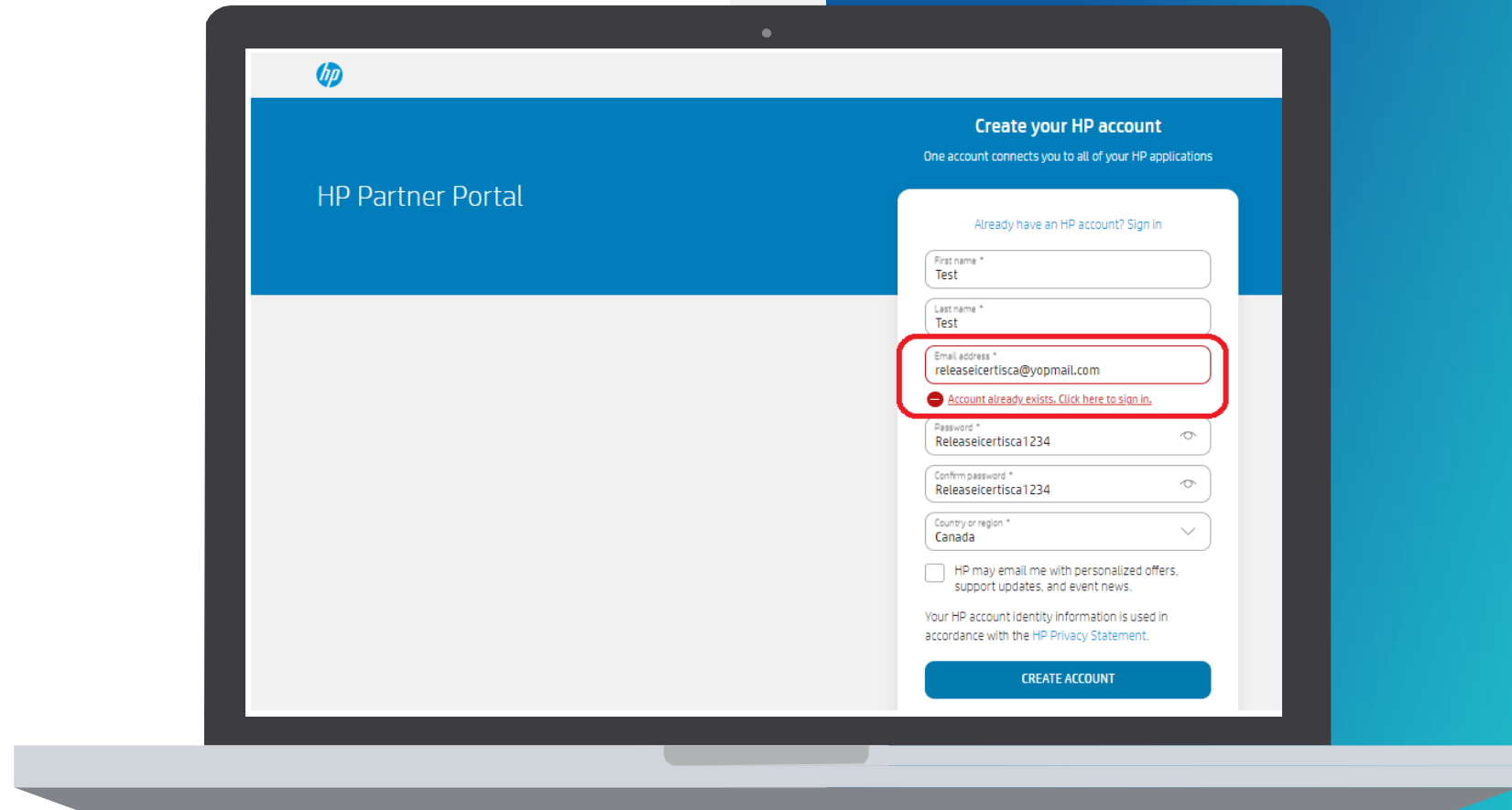
You will then be forwarded to the Partner Portal registration.



CREATE YOUR HP ACCOUNT

On the Create your HP account page:

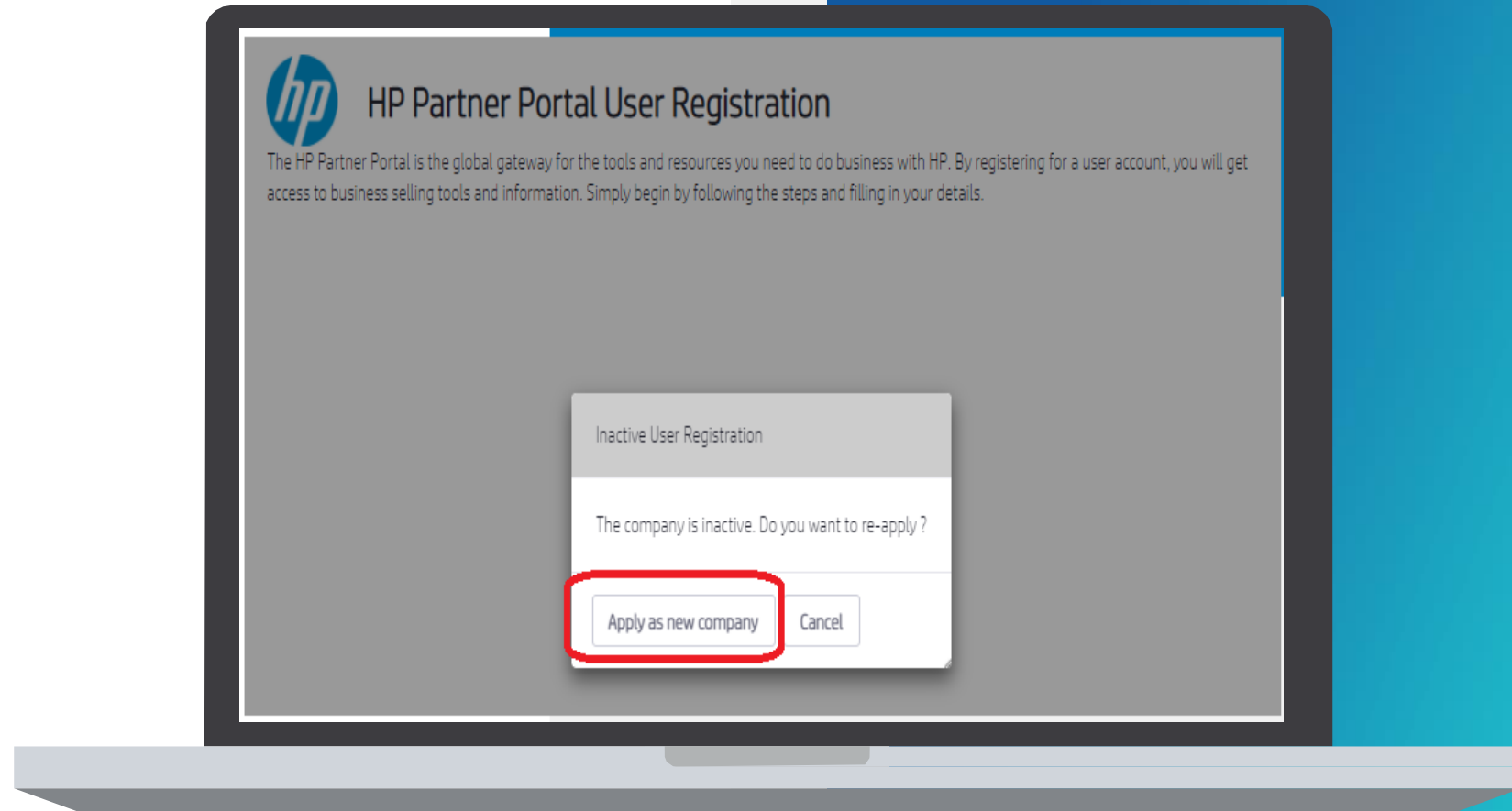
01. If you receive the “Account already exists. Click here to sign in” message
02. Click on the hyperlink and follow the instructions to create a password and sign in
03. Once you sign in the System will redirect you for next steps to reapply



CREATE YOUR HP ACCOUNT

On the Create your HP account page:

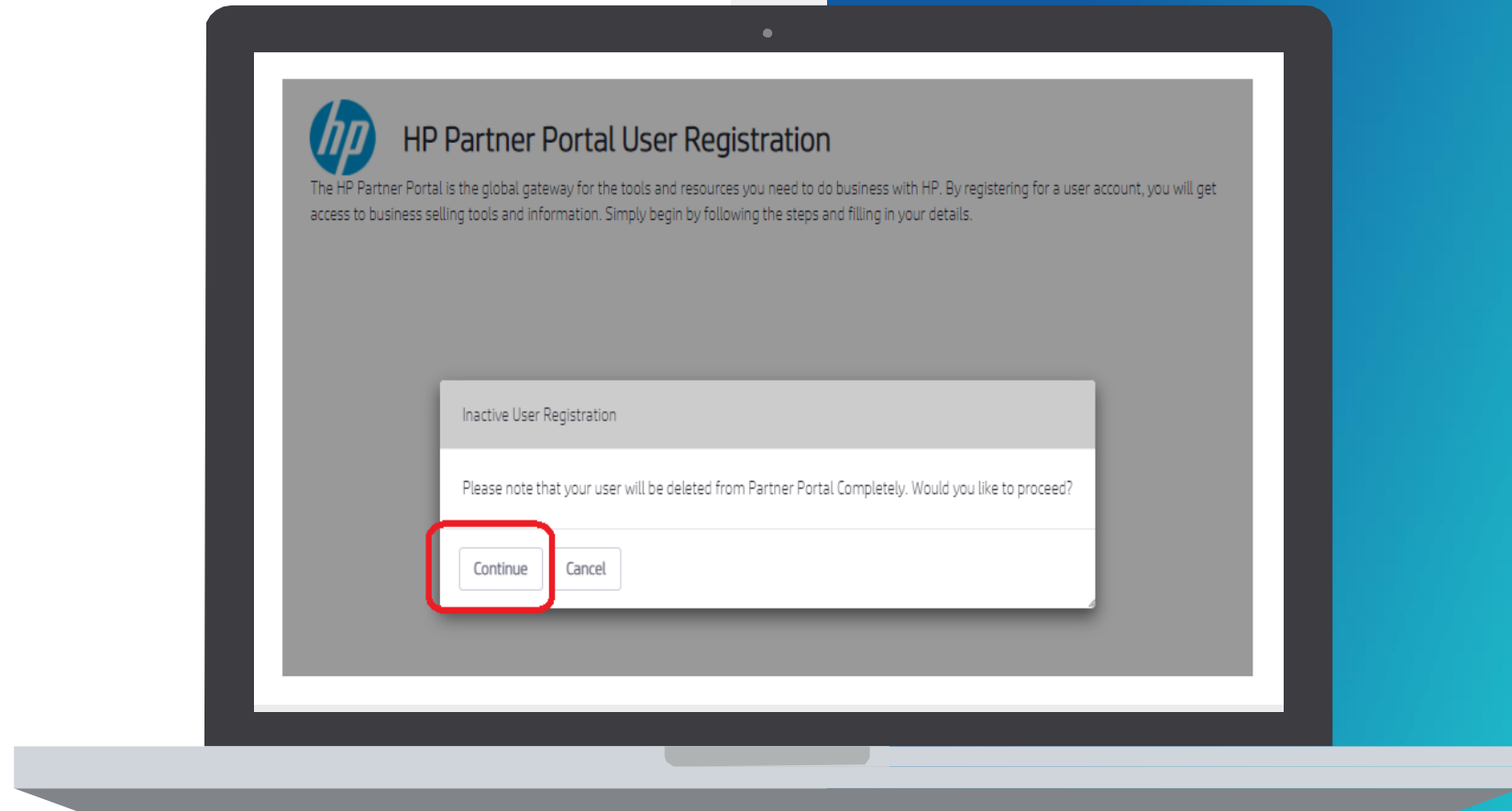
01. Click on the apply as a new Company option to reapply



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.

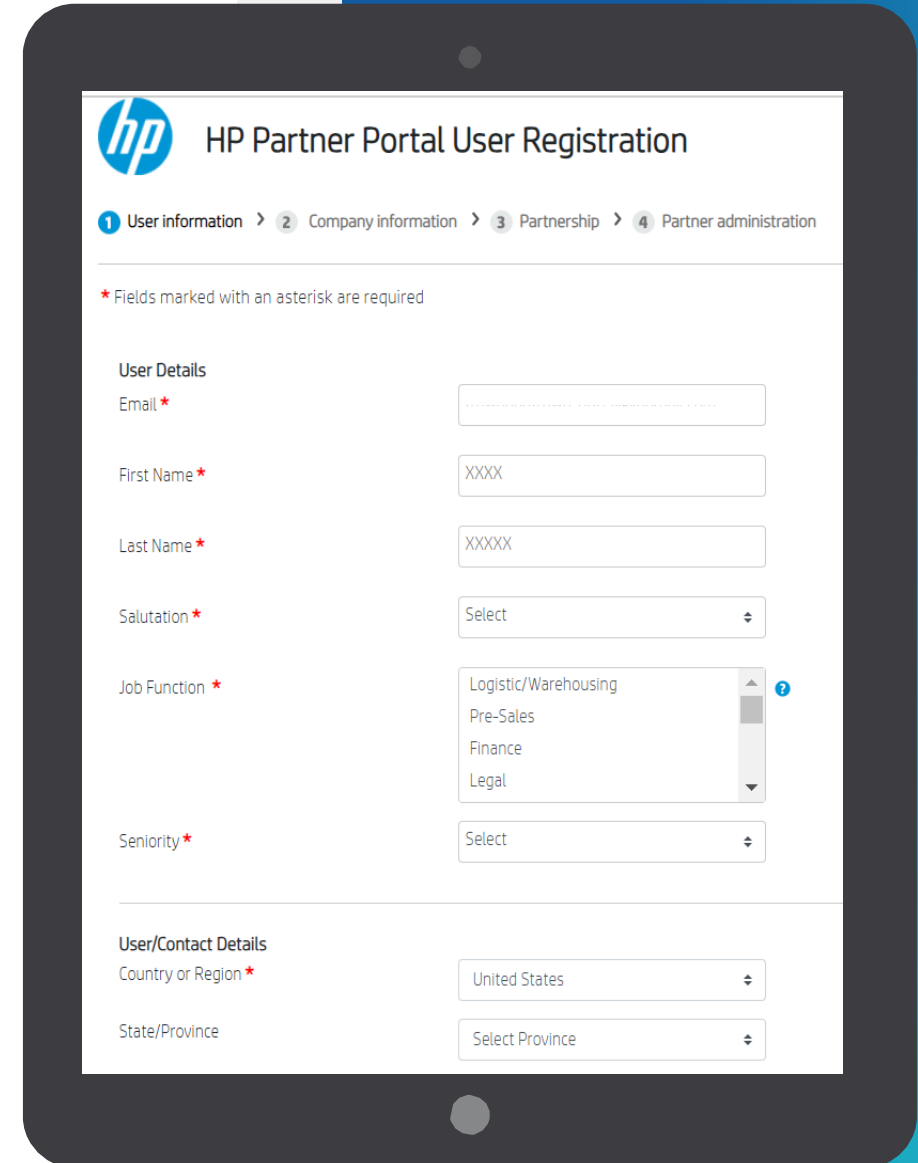
01. Registration Form

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.



The screenshot shows the HP Partner Portal User Registration form on a tablet. The HP logo is in the top left, and the title "HP Partner Portal User Registration" is in the top right. A progress bar at the top indicates four steps: 1. User information (active), 2. Company information, 3. Partnership, and 4. Partner administration. Below the progress bar, a note states: "* Fields marked with an asterisk are required". The form is divided into two sections: "User Details" and "User/Contact Details".

User Details

- Email*: A text input field.
- First Name*: A text input field containing "XXXX".
- Last Name*: A text input field containing "XXXXX".
- Salutation*: A dropdown menu with "Select" as the current option.
- Job Function*: A dropdown menu with options: Logistic/Warehousing, Pre-Sales, Finance, and Legal. A blue question mark icon is next to the dropdown.
- Seniority*: A dropdown menu with "Select" as the current option.

User/Contact Details

- Country or Region*: A dropdown menu with "United States" as the current option.
- State/Province: A dropdown menu with "Select Province" as the current option.

CREATING YOUR USER ACCOUNT




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

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

Please indicate your preferences below:

Email *	<input type="radio"/> Yes	<input type="radio"/> No
Mail *	<input type="radio"/> Yes	<input type="radio"/> No
Call * ?	<input type="radio"/> Yes	<input type="radio"/> No
SMS *	<input type="radio"/> Yes	<input type="radio"/> No
FAX *	<input type="radio"/> Yes	<input type="radio"/> No

Security Check *



* Type verification 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.

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:

COMPANY INFORMATION

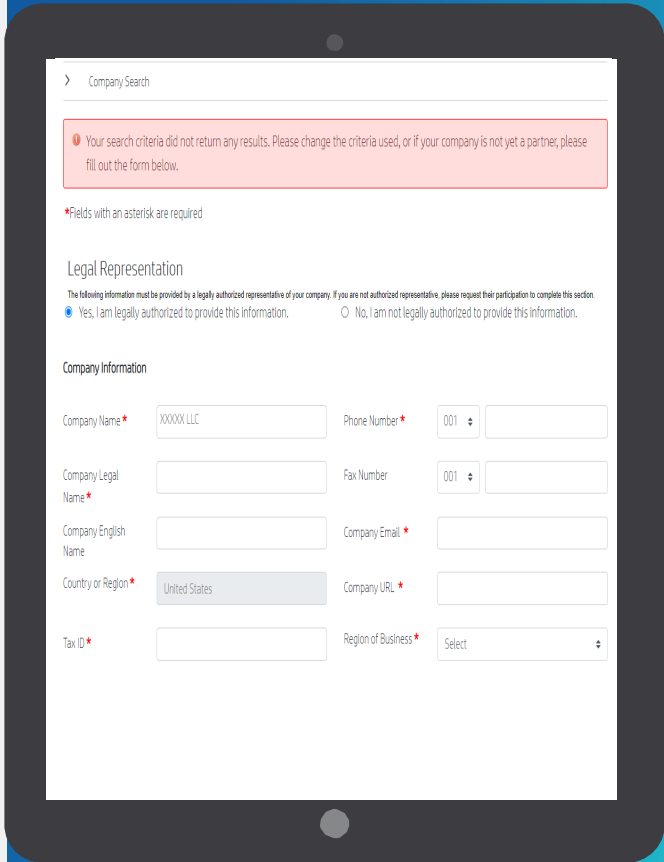
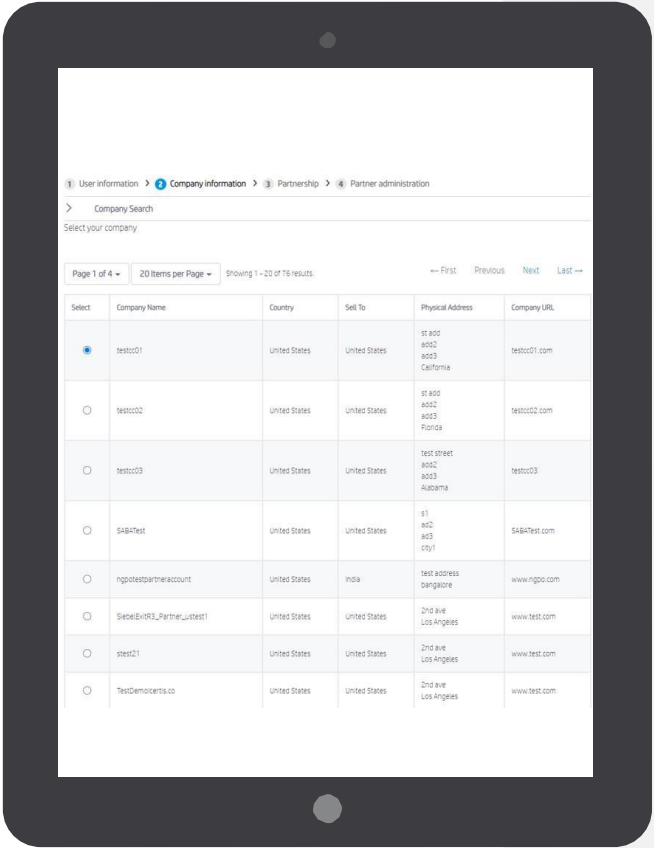
01.
- If there is a match, you will see the list of companies, if your company is listed, it means that you are already registered.
02.
- If none of the companies listed is your company, you will receive a message indicating that you must register as a new company.
03.
- You can proceed to register your company and enter the company details.

Enter corporate email address.

Please note that you can only apply with a corporate email, generic emails are not allowed.

Go Back

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 level or 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.

Company Information

Company Name *	XXXXX LLC	Phone Number *	001 00000000
Company Legal Name *	XXXXX LLC	Fax Number	001
Company English Name	XXXXX LLC	Company Email *	frawupoutrowo-8003@yopmail.com
Country or Region *	United States	Company URL *	XXXXXXXXXX
Tax ID *	XXXXXX	Region of Business *	North America (USA and/or Canada)

Terms & Condition *

Review & Accept

Warning: Please accept terms and condition before proceeding further.

Agreement

g. "Software" means machine-readable instructions and data (and copies), and related updates and upgrades, licensed materials, user documentation, user manuals, and operating procedures. Software may be a separate Product or bundled.

h. "Subsidiary" means any of your subsidiary companies, or any subsidiaries of your parent company provided that the parent company owns, directly or indirectly, more than 50% of the outstanding voting securities or ownership interest, of the subsidiary company.

i. "Support" means hardware maintenance and repair; Software updates and maintenance; training; and other standard support services provided by HP.

j. "Transaction Documents" means an accepted order from you (excluding pre-printed terms) and in relation to that order valid HP quotations, HP published technical data sheets or service descriptions, program guides, program terms and conditions, Operations Policy Manual ("OPM"), HP Partner Portal content applicable to this Agreement, or any mutually agreed documents that reference this

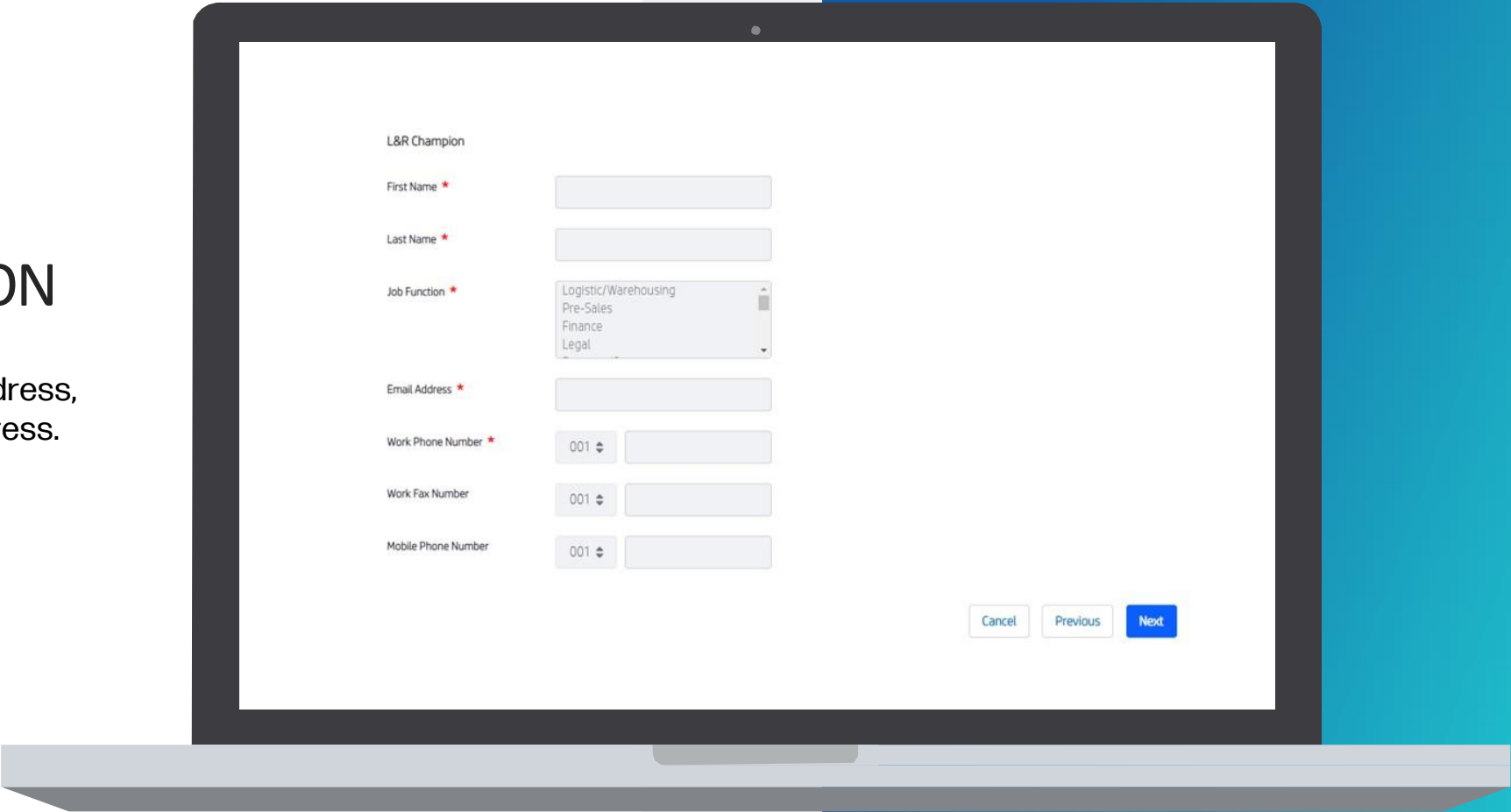
☒ I Accept

By selecting the "I accept" button, you are signing these agreements electronically and acknowledge that your Company has reviewed and agrees to be bound by the terms and conditions of the HP Partner Agreement. You represent and declare that you have authority to bind your Company.

Cancel Submit

COMPANY INFORMATION

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



The laptop screen shows a web form titled "L&R Champion". The form contains the following fields:

- First Name *
- Last Name *
- Job Function * (dropdown menu with options: Logistic/Warehousing, Pre-Sales, Finance, Legal)
- Email Address *
- Work Phone Number * (country code dropdown showing 001 and a text input field)
- Work Fax Number (country code dropdown showing 001 and a text input field)
- Mobile Phone Number (country code dropdown showing 001 and a text input field)

At the bottom right of the form are three buttons: "Cancel", "Previous", and "Next".

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

Partnership Type* Reseller

Authorized resellers sell products with an outbound sales force. Reseller partners can also sell added-value solutions involving configuration, integration, support of services/products – usually with marketing and sales assistance.

Application for the HP US/CA Partner Agreement.

This HP US/CA Partner Agreement application must be completed by an officer with the authority to sign contracts for your company. Please review the below requirements and complete this application in its entirety to apply for the HP US/CA Partner agreement. 1. Partners must be registered to do business in the province/state where they reside. 2. Partners must conduct business within their territory (US or CA). 3. Partners need to register a valid business address. P.O. Box addresses are not allowed. If you apply with a residential address, please provide the Certificate of Incorporation (US) or the Articles of Incorporation (CA).

* MANDATORY - Attach "Certificate/Articles of Incorporation" and Lease Agreement (if applicable). Failure to upload document(s) will not allow process to continue.

Certificate/Articles of Incorporation* Select

W9 Form / Tax Form* Select

PARTNERSHIP

01. Please choose the Partnership Type: Reseller.

02. Read the requirements and please attach your:

- Certificate of Incorporation
- W9 form / TAX Form

ADDITIONAL DETAILS

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

Business Information

Please enter the Business Information

Form of Organization *

Sales Coverage *

Primary Business Model *

Selling Methods

Value should add up to 100%

Online Sales: *

Inside Sales Force: *

Store Front: *

Mass Marketing: *

Direct Sales Force: *

Auctioning: *

Total Selling Methods(Total should equal to 100%) *

Diversity Program

Does your company hold a state recognized diversity status? If so, which one? *

Whats your preferred Distributor? Please provide the name *

How long have you been working with this Distributor? *

Who are your primary customers? Value should add up to 100%

Individuals *

Companies *

Total Selling Motion *

Business Owners *

First Name	Last Name	Email Address	Job Title	Ownership %

Add more Business Owners

Cancel Previous Next

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 Administrator's 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**

PARTNER ADMINISTRATION

Partner Portal Administrator (PPA) responsibilities

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

HP Partner Agreement – Application Received



Do Not Reply

To ○

Cc ○ NA Contracts Support



12:58 PM

Hello

We **received** 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:

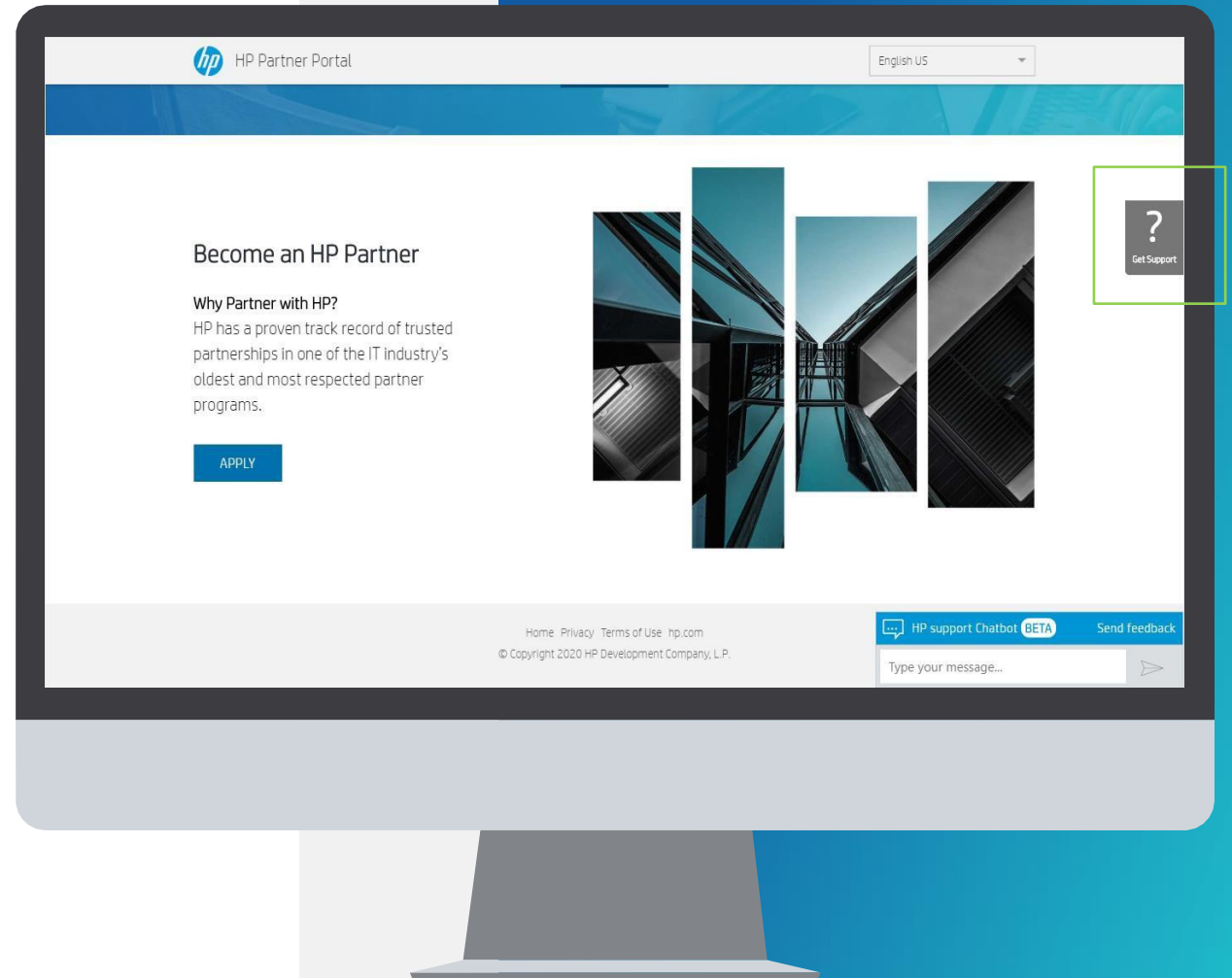
01.

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!