
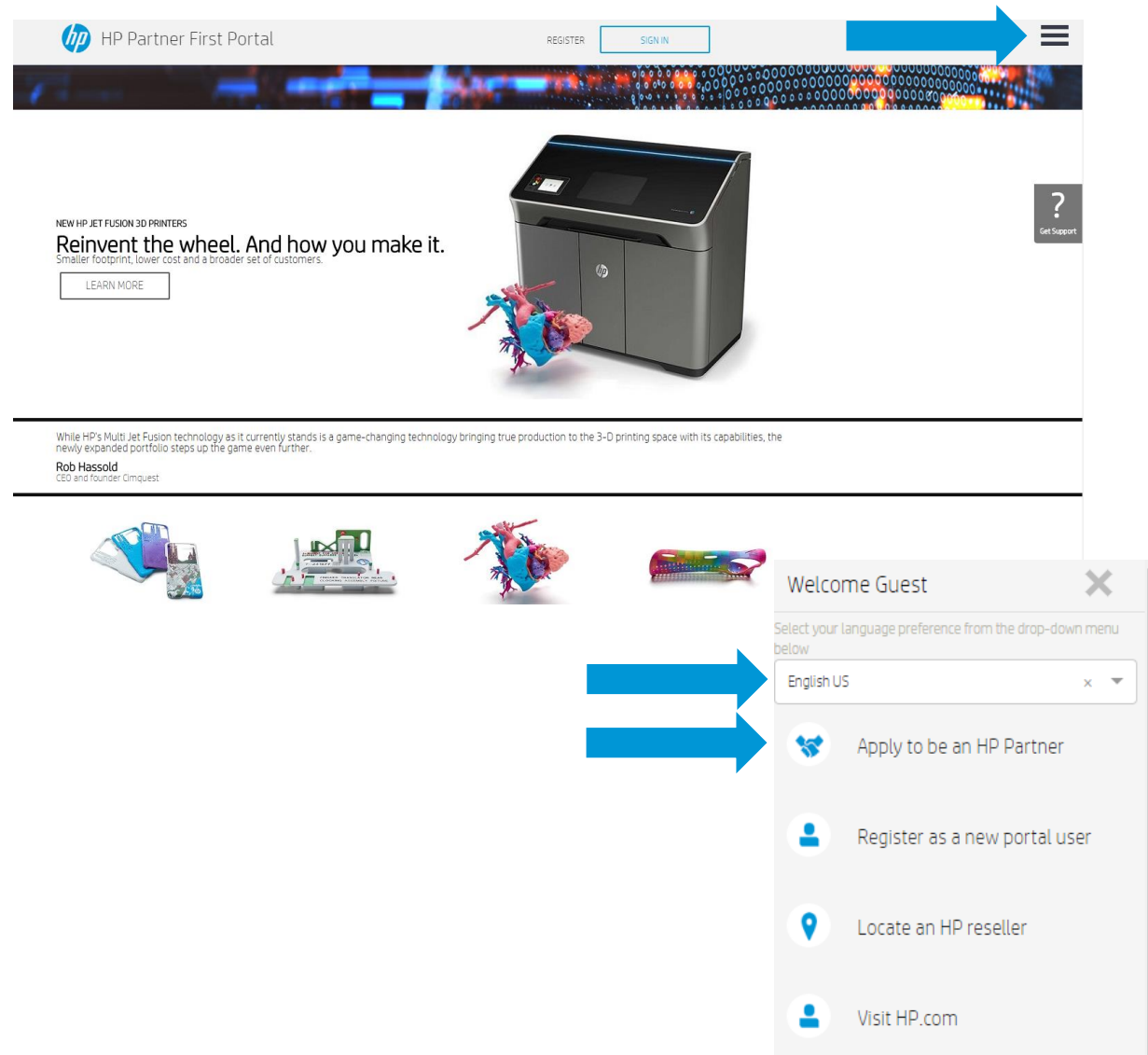


HP Partner First Portal Partner Application Process



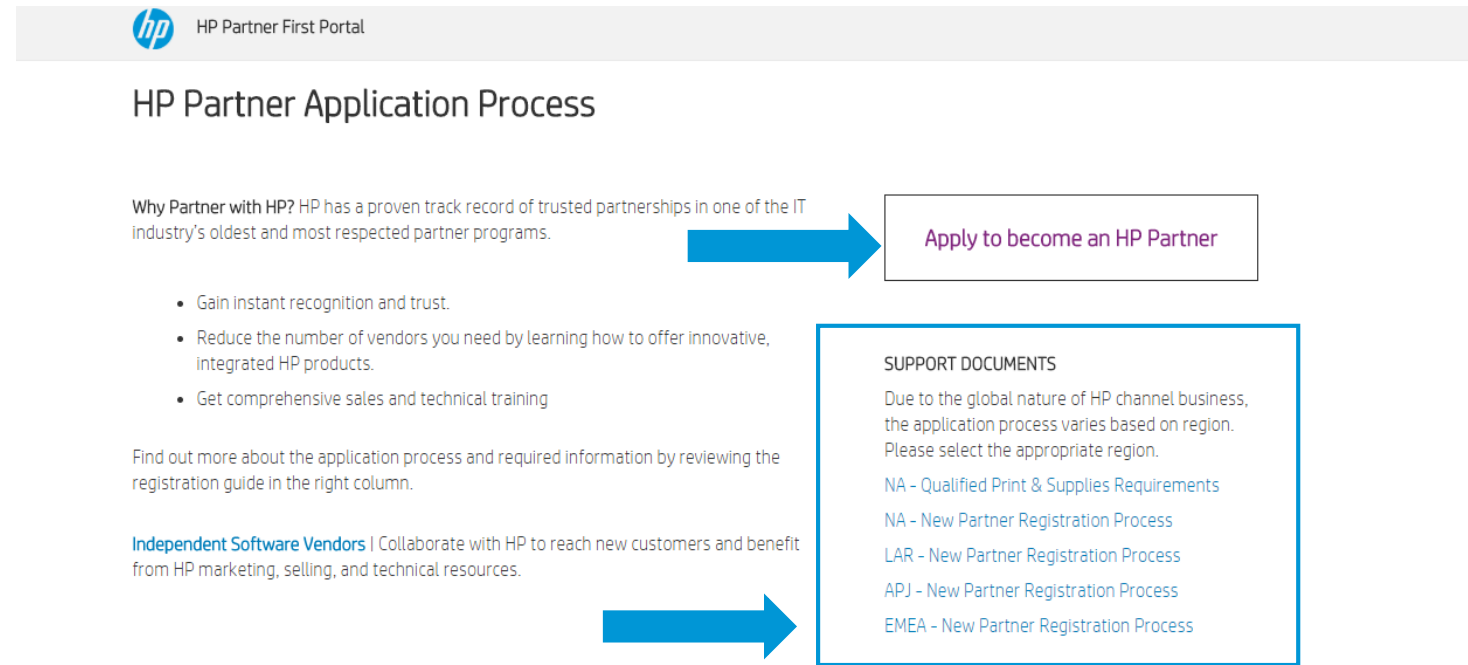
HP Partner First Portal: Application process

- Access the HP Partner First Portal at partner.hp.com
- Click the  located at the top right side of page.
- Choose your language
- Click “Apply to become a partner”




HP Partner First Portal: Application process

- Download the support documents for your region for step by step instructions (if needed)
- When ready, click “Apply to become an HP Partner”



HP Partner First Portal: Application process (continued)

On the Create you HP account page

- Fill out the following fields:
 - First name
 - Last name
 - Create Password
 - Confirm Password
 - Country
- Tick the "I'm not a robot" toggle
- Click the  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.

terms of use'." data-bbox="714 68 939 939"/>

Create your HP account

One account connects you to all of your HP applications

First name

Last name

Email address

Create password

Confirm password

United States


☐ I'm not a robot

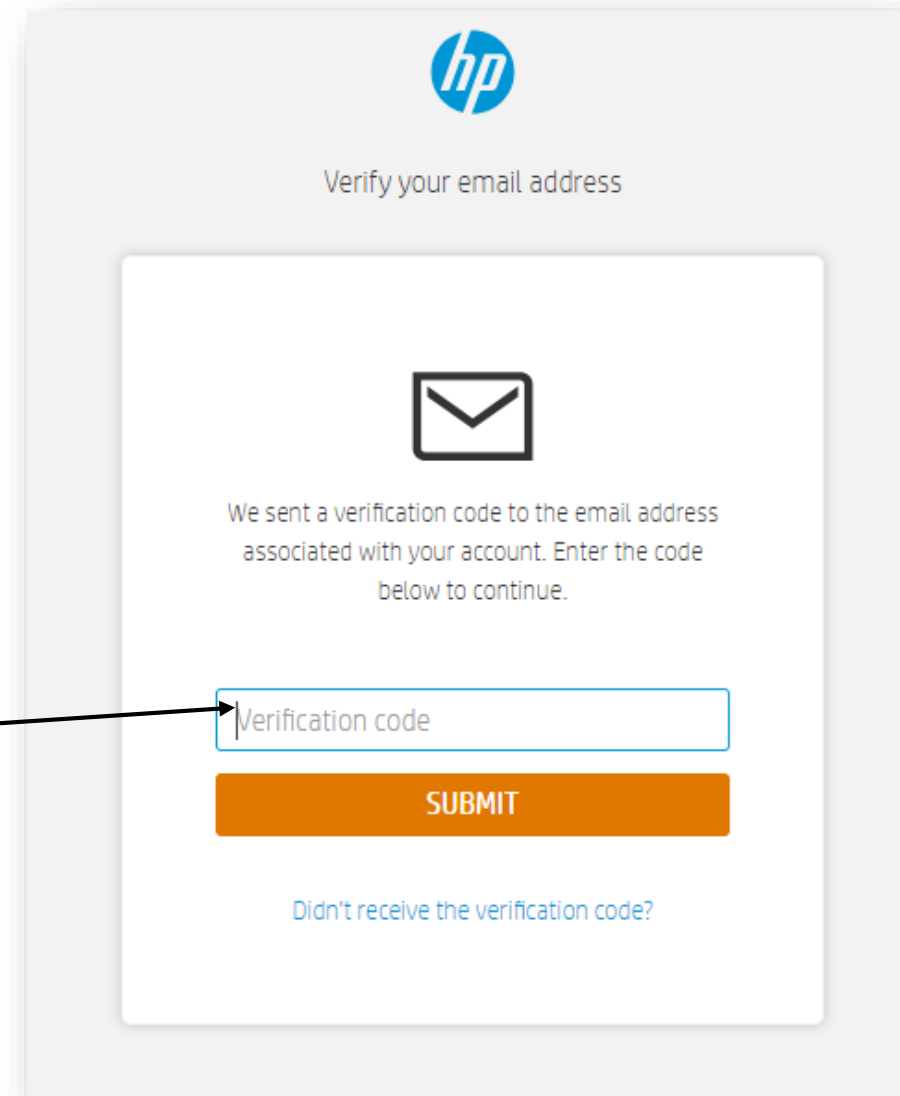
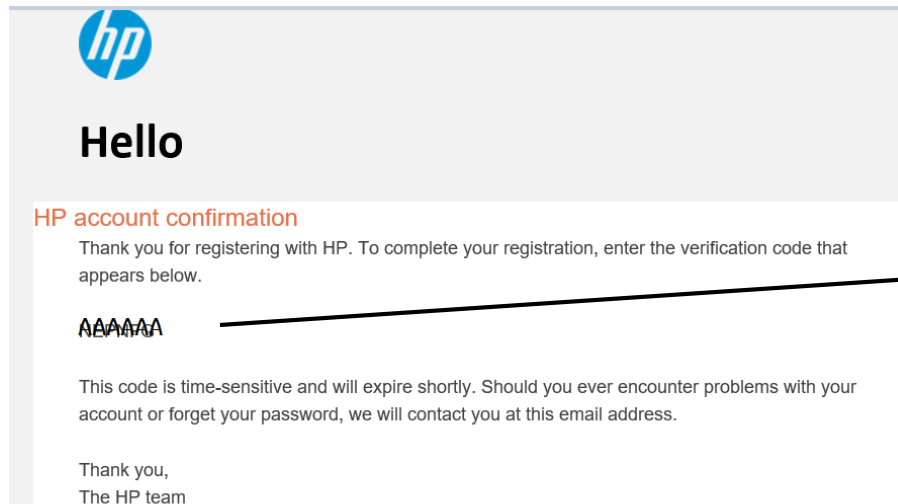
☒ HP may email me with personalized offers, support updates, and event news.

By clicking SIGN UP, you agree to HP's terms of use and privacy statement. [terms of use](#)

SIGN UP

HP Partner First Portal: Application process (continued)

- Enter the verification code sent to the email address you used to register
- Click 
- You will then be forwarded to the Partner First Portal registration




The image shows a screenshot of the HP Partner First Portal verification screen. At the top is the HP logo and the text "Verify your email address". Below this is a large envelope icon. The text reads: "We sent a verification code to the email address associated with your account. Enter the code below to continue." There is a text input field labeled "Verification code" with a blue border. Below the input field is an orange "SUBMIT" button. At the bottom, there is a blue link that says "Didn't receive the verification code?".

HP Partner First Portal: Application process (continued)

The user needs to provide User details and contact information

- The registration form auto populates four fields from the Create your HP account page
 - E-mail
 - First Name
 - Last Name
 - Country
- Continue to complete the registration form to secure your access to HP Partner First Portal

 HP Partner First Portal

The HP Partner First 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.

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* 



Job Function*


CEO

Audit/Risk/Compliance


Education/Training


Finance

Seniority* 

User/Contact Details

Country* 

State/Province 

City

HP Partner First Portal: Application process (continued)

Creating your user account

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

Can HP contact 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

Select the appropriate radio buttons to choose your communication preferences.

Enter the authentication code.

Click Next.



HP Partner First Portal: Application process (continued)

Complete the
registration
form

Submit the
form for
approval

Receive
approval

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

The screenshot shows the 'HP Partner First Portal' interface. At the top, there's a navigation bar with the HP logo and the text 'HP Partner First Portal'. Below this is a breadcrumb trail: '1 User information > 2 Company information > 3 Office information > 4 Partner administration >'. The main section is titled 'Company Search' with a minus icon to its left. Below the title, a message says 'Please filter your search by entering at least the Locator ID, Tax ID, or Company Name'. There are several input fields: 'Locator ID', 'Tax ID', 'Company Name*' (with a red asterisk), 'Country*' (with a dropdown menu showing 'United States'), 'City', and 'Zip/Postal Code' (with the value '23345556'). Below these is a 'Security Check*' section featuring a CAPTCHA image with the number '4417' and a refresh icon. A text label 'Type verification code:' is next to a small input field for the CAPTCHA. A blue 'Search' button is to the right of the CAPTCHA input. At the bottom of the form are two buttons: 'Cancel' and 'Previous'.

*Enter the first 3 characters of the
company name and country*

***This is to ensure your company is
not in our database .***

*Type the verification code and
click **Search**.*

HP Partner First Portal: Application process (continued)

- If there is a match, you will see the list of companies, if your company is listed, it means that you are already registered.
- If none of the companies listed is your company, please select “Register a New Company”

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


+ Company Search

Select your company

Select	Company Name	Country	Sell To
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States
<input type="radio"/>		United States	United States

Showing 10 results.

Company not found? [Register a New Company](#)

 **Click here**

[Cancel](#) [Previous](#) [Next](#)


HP Partner First Portal: Application process (continued)

- If there are no matches, you can proceed to register your company:

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

 HP Partner First Portal

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

+ Company Search

Your search criteria did not return any results. Please change the criteria used, or if your company is not yet a partner, please fill out the form below.

*Fields with an asterisk are required

Legal Representation

The following information must be provided by a legally authorized representative of your company. If you are not authorized representative, please request their participation to complete this section.

☒ Yes, I am legally authorized to provide this information.

☐ No, I am not legally authorized to provide this information.

Company Information

Company Name*	<input type="text"/>	Phone Number*	001 <input type="text"/>
Company Legal Name*	<input type="text"/>	Fax Number	001 <input type="text"/>
Company English Name	<input type="text"/>	Company Email *	<input type="text"/>
Country*	United States	Company URL *	<input type="text"/>
Tax ID	<input type="text"/>		

HP Partner First Portal: Application process (continued)

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

Address Information

Physical Address*

Physical Address*

Mailing Address

Legal Address

Add Address

Address Information

Physical Address*

Add Address

Address List:

Legal Representative

First Name

Last Name

Job Title

Email Address

Work Phone Number

Work Fax Number

Mobile Phone Number

001

001

001

Is Legal Representative also a General Manager?

Yes

No

General Manager

First Name

Last Name

Job Title

Email Address

Work Phone Number

Work Fax Number

Mobile Phone Number

001

001


001

Cancel

Previous


Next

11



HP Partner First Portal: Application process (continued)


- Please choose the Partnership Type:
 - Reseller

 HP Partner First Portal

The HP Partner First 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.

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

Partnership Type*



Select

Select

Reseller

HP Self-Maintainer

Cancel

Previous

Next

HP Partner First Portal: Application process (continued)

- 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 *

Select

Sales Coverage *

Select

Primary Business Model *

Select

Selling Methods

Value should add up to 100%

Auctioning: *

Catalog/Mail Order: *

Tip - 0 ~ 100%

Direct Sales Force: *

Inside Sales Force: *

Internet: *

Mass Marketing: *

Telemarketing: *

Total Selling Methods

(Total should equal to 100%)

Additional Details.

Besides the HP Partner Agreement, are you applying for any of the following Specialties?

(Subject to separate approval):

Select
Mobility
DaaS
3D Scanning

Are your sales to public sector entities? *

Select

What is your Gross revenue from HP products for the Past 1 yr. (from date of application)? *

Select

Business Owners *

First Name	Last Name	Job Title	Ownership %	Delete

[Add more Business Owners](#)


Cancel

Previous

Next

HP Partner First Portal: Application process (continued)

- Partner Portal Administrator (PPA) responsibilities

 HP Partner First Portal

The HP Partner First 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.

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

Your company/office needs to have at least one HP Partner First 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 First 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 First 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

For more information about an HP Partner First Portal Administrator's role, visit [PPA Role Description](#)

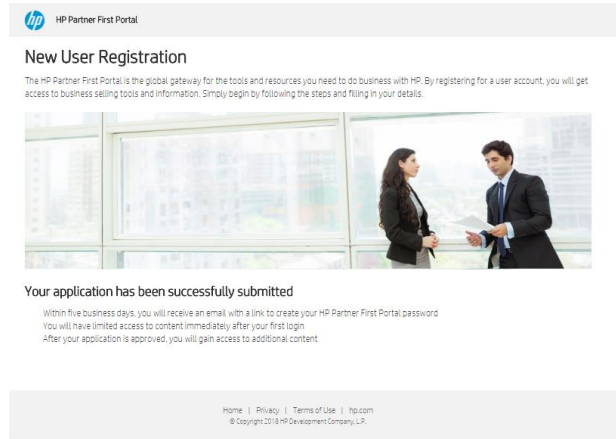
Cancel

Previous

Submit

HP Partner First Portal: Application process (continued)

Submission completed!



You will now receive an email with your application number



HP Partner First Portal

Dear

Thank you for registering with the HP Partner First Portal. Your application 567498168 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

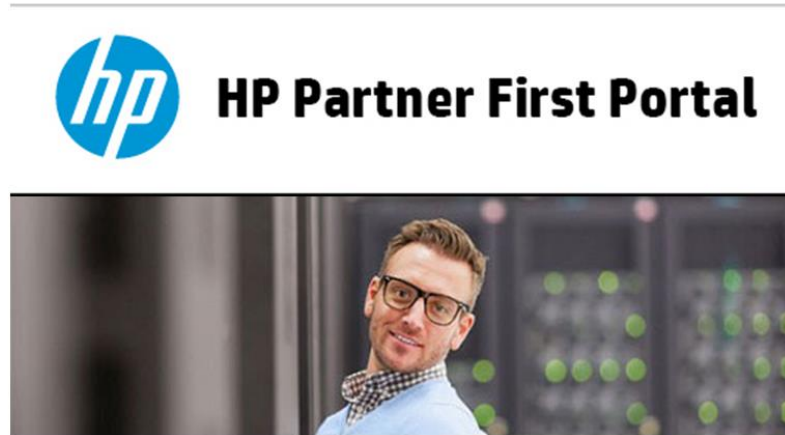
.....

HP Partner First Portal: Application process (continued)

Approval/Rejection Process

- If your application is approved, please follow this steps:

1. Access approved: you will receive an email like this



Dear HP Agreement,

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

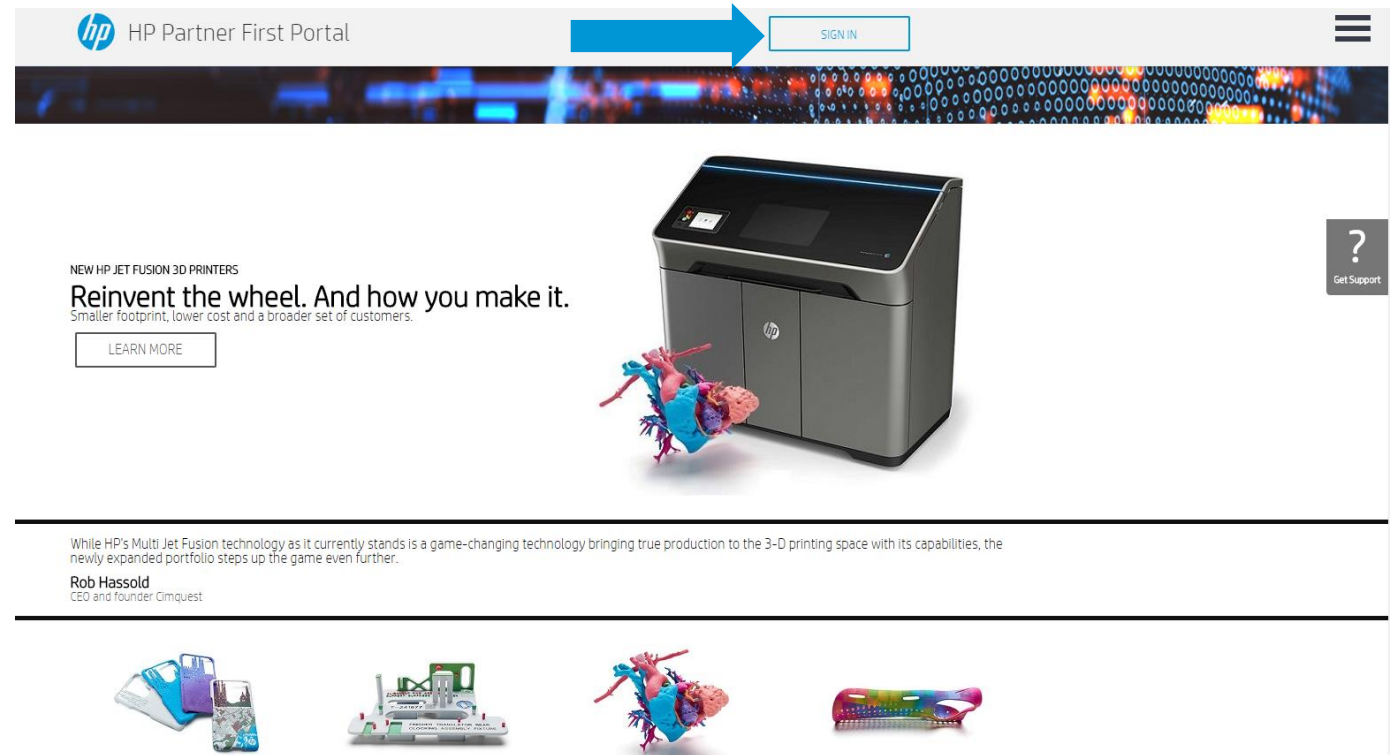
Best regards,
HP Partner First Portal Support

HP Partner First Portal: Application process (continued)

Terms and Conditions acceptance

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

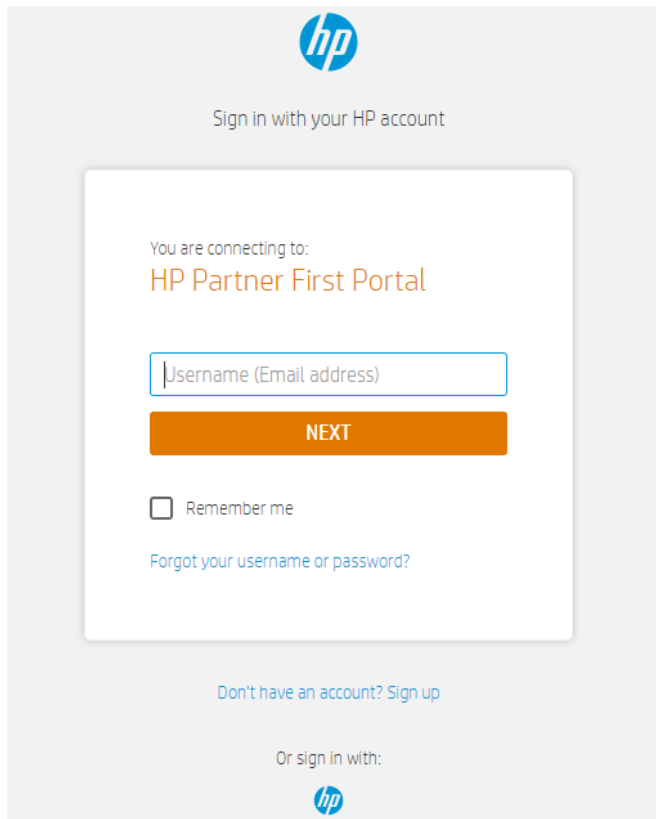
- Click on “Sign in”:



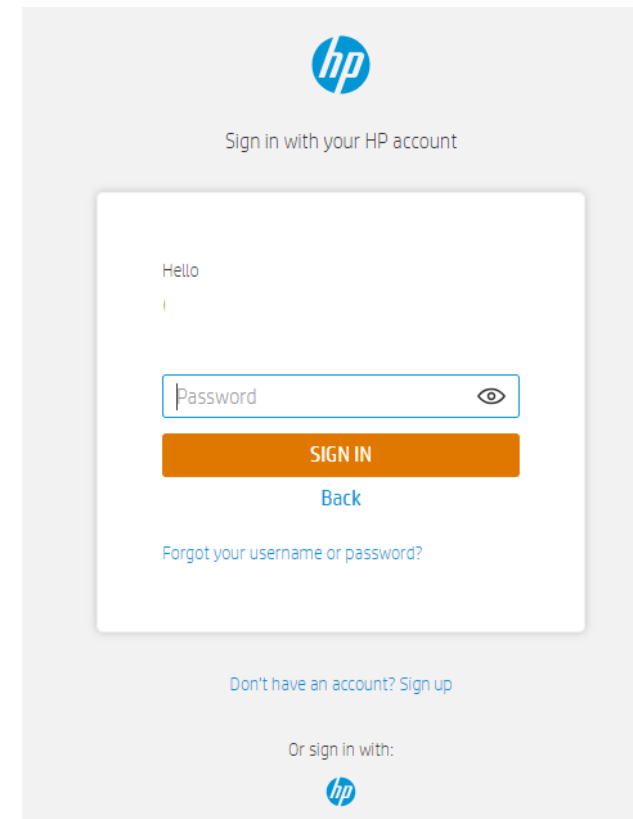
HP Partner First Portal: Application process (continued)

Terms and Conditions acceptance

2. Type your email address and click “Next”



3. Type your password, and click “Sign In”



HP Partner First Portal: Application process (continued)

Terms and Conditions acceptance

4. Then, select Accept to agree with the Partner First Portal Terms & Conditions:



A screenshot of a web form for accepting terms and conditions. At the top, there is a checkbox that is checked, followed by the text: "By checking this box you indicate you have read and agree to HP Partner First Portal Terms & Conditions". Below this text are three buttons: "Accept", "Print terms and conditions", and "I don't accept". The "Accept" button is highlighted in blue. Below the buttons is a horizontal line with the word "CONTINUE" in the center.

5. After this you will see the following page, see the blue box and click on Submit:

Next stage of application process

Please read and accept the HP Partner Agreement Terms and Conditions. Once you submit your acceptance, our contracts team will assess your request to become an HP Partner.

If you see "Application Completed", you need not do anything more.

Please click "Get Support" if you have any questions

The HP Partner First Portal is your single, online gateway for anytime, anywhere access to the information, services and tools available through the HP Partner First platform. The Partner First Portal supports smarter, faster sales through consistent and intuitive design, simpler navigation, customizable and targeted information, and easy access from any device.

We are committed to delivering an online experience that can integrate into every phase of your sales cycle. The portal responds to your needs by providing the following:

Access to everything you need:

- **Sales tools** – rapid click-through to the tools you use most
- **Benefit information** – more targeted, more relevant
- **Product information** – consolidated and available in one place
- **Marketing tools** – personalized information aligned to your business
- **Partner news** – aligned to your profile, business area and interests

Task-based navigation:

- **Simple to use** – clean look and feel
- **Easy to navigate** – task-oriented navigation
- **Customizable dashboard** – for how you work
- **Personalized** – information, news, alerts
- **Consistent** – familiar layout, on every page

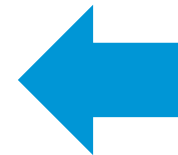
HP Partner Agreement Acceptance Step

My Notifications

Click **SUBMIT** to read and accept the terms and conditions of the HP Partner Agreement. Please note that accepting the HP Partner Agreement does not authorize you to sell HP Print and Supplies products.

Once you have submitted your acceptance of the HP Partner Agreement, you will need to apply for the HP Qualified Partner Program (Print and Supplies).

Submit

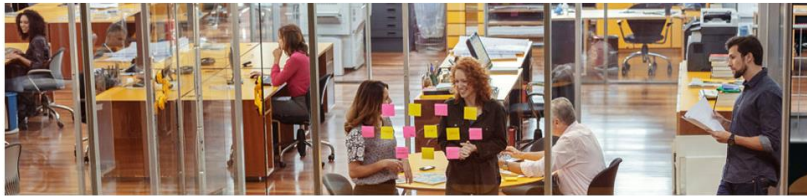


HP Partner First Portal: Application process (continued)

Terms and Conditions acceptance

You will be redirected to the HP Partner Agreement Terms and conditions

Partner Agreement



The HP Partner Agreement provides authorization to procure and resell the commercial line of products. These include printers, PCs and workstations along with associated accessories and other products. After receiving authorization under the Partner Agreement, partners will be able to apply for further authorizations for higher end products through the HP Partner Portal. Certain "Open" Products (see PDF below) may be resold without signing a Partner Agreement.

Complete HP bilingual agreement available [here](#)

HP

PARTNER AGREEMENT

☐ I Accept

By selecting the "I Accept" button, you are signing these (bilingual) Agreements electronically and represent your company has reviewed and agrees to be bound by the terms and conditions of the **HP Inc. Partner Agreement**. You declare and acknowledge that you have been given the authority to bind your company.

Please read the Agreement terms and Conditions

- Check the box to accept it
- Click on Submit:



The Contracts team will be contacting you shortly after this stage is complete .

HP Partner First Portal: Get Support

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

- 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
 - Phone support
 - Email hp.amspartnersupport@hp.com

