



HP Partner First Portal: New Partner Registration Process

Quick Reference Guide for New Partners and Users of New Partner Companies in Asia Pacific
Japan (APJ) and Europe Middle East Africa (EMEA)

Purpose and target audience

The purpose of this document is to:

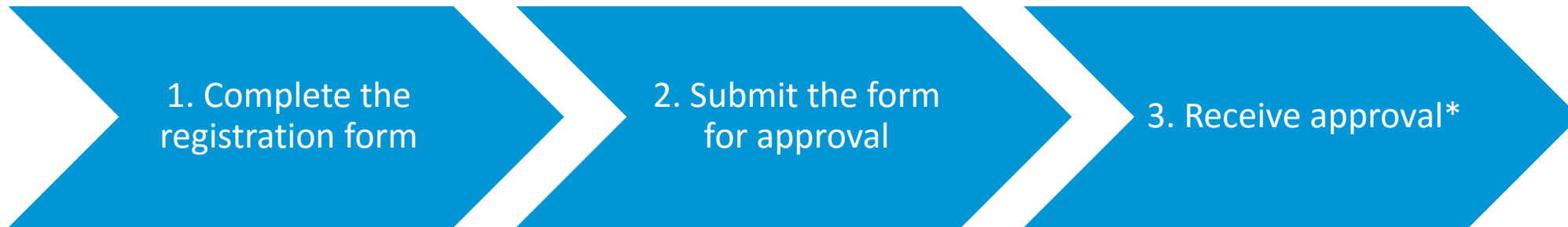
List the steps to guide new partners and users from a new partner from Asia Pacific Japan (APJ) and Europe Middle East Africa (EMEA) regions to register to HP Partner First Portal.

This training document is for new partners and users from APJ and EMEA regions who are not yet registered on HP Partner First Portal.



Registering as a new partner on the HP Partner First Portal

There are three main steps to register for the HP Partner First Portal as a new partner.



**New partner registration requests will be approved by an internal HP User Administrator.*

Now let's take a look at how to complete step 1 — completing the registration form.

Complete
registration
form

Submit the
form for
approval

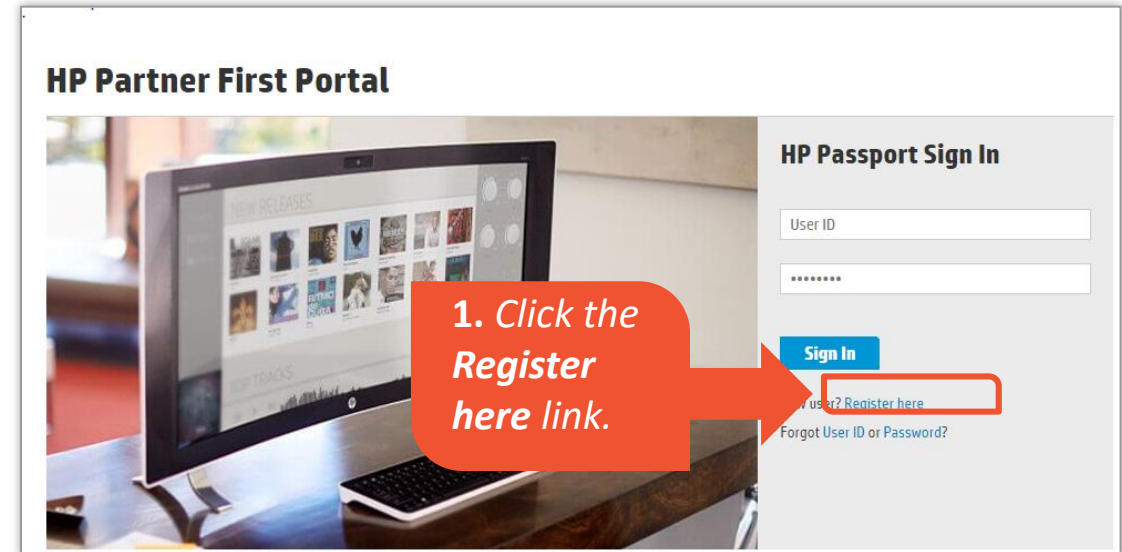
Receive
approval

Step 1: Register

To access the HP Partner First Portal, you must register as a partner and as a user.

Go to **partner.hp.com** using your preferred browser.

At the login screen, please click on the **Register here** link that is located under the sign-in box.



Step 1: Register (continued)

Clicking the **Register here** link displays a registration form. Complete all mandatory fields (marked with a red asterisk) with user information, company information and office information (location).

The screenshot shows the HP Partner First Portal registration form. The breadcrumb navigation indicates the current step is 1: User information, followed by 2: Company information, 3: Office information, and 4: Partner administration. A note states that fields marked with an asterisk are required. The 'User Details' section is highlighted with a red rounded rectangle and includes the following fields: Email*, First Name*, Last Name*, Salutation* (a dropdown menu with 'Select' as the current option), and Job Function (a list box with options: CEO, Audit/Risk/Compliance, Education/Training, and Finance). A red callout box with an arrow pointing to the 'User Details' section contains the instruction: '2. Enter your Email, First Name, Last Name, and select your Salutation and Job Function within the User Details section.'

Step 1: Register (continued)

Scroll down to complete additional registration information including your contact details.

Contact Details

Country*	<input type="text" value="Select"/>
State/Province	<input type="text"/>
City	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Work Phone Number*	<input type="text"/> <input type="text"/>
Mobile Phone Number	<input type="text"/> <input type="text"/>
Preferred language*	<input type="text" value="Select"/> ?

3. Enter your contact details within the *Contact Details* section.

Step 1: Register (continued)

Let us know how best to contact you with updates and offers.


Can HP contact you with additional offers, support updates, and news?

Please indicate your preferences below:

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

4. Tailor the communications methods to your needs. Select the appropriate buttons to choose your communication preferences.

Security Check*



Type verification code:

5. Enter the authentication code so that we know you're a real person.

Cancel **Next**

6. Click Next.

Step 1: Register (continued)

Provide at least three characters of your company name in the **Company Name** field to search if the company is already registered.

HP Partner First Portal

1 User information > 2 Company information > 3 Office information > 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*

City

Zip/Postal Code

Security Check* 

Type verification code:

7. Enter three characters in the **Company Name** field.

Note: This step is necessary to check if your company is already available in our database.

8. Enter the verification code and click **Search**.

Step 1: Register (continued)

Since your company will not be found, register your company on the **Company Information** screen.

As your company is not yet a partner, fill out the form.

9. Enter the company details within the **Company Information** section.

10. Enter the company's legal address within the **Company Legal Address** section.



Step 1: Register (continued)

On the **Partnership** screen, perform the following steps:

HP Partner First Portal

1 User information > 2 Company information > 3 Partnership > 4 Business information > 5 Partner administration

To help us better understand your needs, please describe the level of partnership you want to achieve.

- 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.
- Computing & Printing SBSO reseller (EMEA only)**
Computing & Printing SBSO resellers focus on Computing and/or Printing products, and make business primarily in the Small and Medium enterprise sector.
- Original Equipment Manufacturer (OEM)**
OEMs resell our products under their company's own name and branding. We work with our OEMs to provide excellent support on a global basis, top quality products at competitive costs, and thorough understanding of unique needs such as lifecycle events, product customization and third party integration.

Cancel Previous **Next**

11. Select the appropriate checkbox within the **Partnership** section.

12. Click **Next**.



Step 1: Register (continued)

Please tell us more about your business in the **Business Information** section of the registration form.

The screenshot shows the HP Partner First Portal interface. At the top left is the HP logo and the text "HP Partner First Portal". Below this is a navigation breadcrumb: "1 User information > 2 Company information > 3 Partnership > 4 Business information > 5 Partner administration". The "4 Business information" step is highlighted with a blue circle. Below the breadcrumb is a note: "*Fields with an asterisk are required". The main section is titled "Business Information" and contains the instruction "Please enter the Business Information". There are three dropdown menus: "Form Of Organization" with a "Select" option, "Sales Coverage" with a "Select" option, and "Primary Business Model" with a "Select" option. A red rounded rectangle highlights these three dropdown menus, and a red arrow points from a callout box to the right towards the "Sales Coverage" dropdown.

13. Select the appropriate options from the Form Of Organization, Sales Coverage, and Primary Business Model drop-down menus within the Business Information section.

Step 1: Register (continued)

On the **Business Information** screen, perform the following steps:

Selling Methods
Values should add up to 100%

Auctioning	<input type="text" value="0"/>	%	Catalog/Mail Order	<input type="text" value="0"/>	%
Direct Sales Force	<input type="text" value="0"/>	%	Inside Sales Force	<input type="text" value="0"/>	%
Internet	<input type="text" value="0"/>	%	Mass Marketing	<input type="text" value="0"/>	%
Telemarketing	<input type="text" value="0"/>	%			
Total Selling Methods	0%				

14. Tell us about your go-to-market strategy by completing the approximate % breakdown of your **Selling Methods**.

Note: The total selling methods should add up to 100%.

Step 1: Register (continued)

Complete your business information.

Legal Representative		General Manager	
First Name	<input type="text"/>	First Name	<input type="text"/>
Last Name	<input type="text"/>	Last Name	<input type="text"/>
Job Title	<input type="text"/>	Job Title	<input type="text"/>
Email Address	<input type="text"/>	Email Address	<input type="text"/>
Work Phone Number	091 <input type="text"/>	Work Phone Number	091 <input type="text"/>
Work Fax Number	091 <input type="text"/>	Work Fax Number	091 <input type="text"/>
Mobile Phone Number	091 <input type="text"/>	Mobile Phone Number	091 <input type="text"/>
Is Legal Representative also a General Manager? <input type="radio"/> Yes <input checked="" type="radio"/> No			

Cancel Previous **Next**

15. Enter the **Legal Representative** and **General Manager** details, and choose the appropriate button for the question.

16. Click **Next**.

Complete registration form

Submit the form for approval

Receive approval

Step 2: Submit

Your HP Partner First Portal Administrator (PPA) has an important role to play with additional responsibility for business tools and user access.

The first person to register as a user will automatically become the company PPA.

Please select your PPA and ensure they're the first person to register as a user for your company.

The screenshot shows the HP Partner First Portal interface. At the top, the HP logo and 'HP Partner First Portal' are displayed. Below this is a progress bar with five steps: 1. User information, 2. Company information, 3. Partnership, 4. Business information, and 5. Partner administration (highlighted in blue). The main content area contains the following text:

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

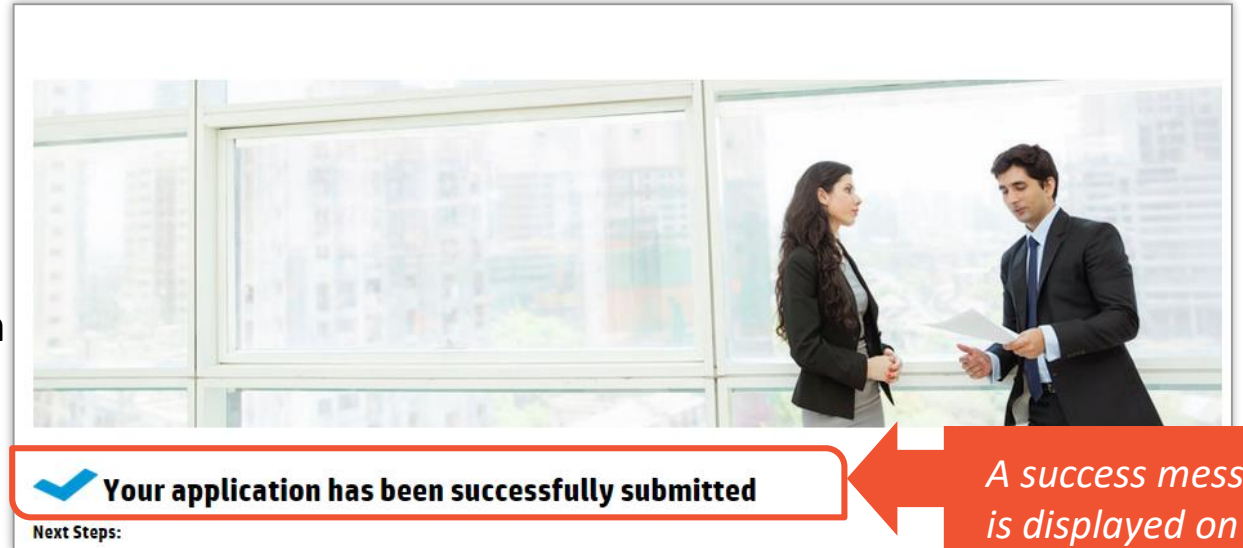
For more information about an HP Partner First Portal Administrator's role, visit [PPA document description](#)

At the bottom right, there is a red arrow pointing to a red button labeled 'Submit'. Above the arrow, the text '17. Click Submit.' is written in white.

Step 2: Submit (continued)

Once you click **Submit**, a confirmation message displays that the application has been submitted successfully.

The Internal User Administrators will ensure that action is taken on the request within 5 business days.



 **Your application has been successfully submitted**

Next Steps:

A success message is displayed on the screen.


Complete
registration
form

Submit the
form for
approval


Receive
approval

Step 3: Receive approval

Once your account is approved, you will receive a notification to set your password.



HP Partner First Portal



Dear #TO_NAME#,

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

You have been granted guest access. You will gain full access after an HP Portal Administrator approves your request.

Please [click here](#) to set your password. The link takes you to the 'Forgot password' form where you will enter your new password.

Once you have set your password, please bookmark the login page:
<https://partner.hp.com>

Best regards,
Your HP Partner First Portal Team

If you need further help, please contact your regional support team:

- [Asia, Pacific, Japan](#)
- [Europe, Middle East, Africa](#)
- [Latin America](#)
- [North America](#)

Partner First Portal home page (partner view)

This screen displays the Partner First Portal home page as it appears to HP partners after logging in.

The home page looks different depending on a user's profile and regional preference.

HP Partner First Portal

My Workspace Products Sales & Marketing Programs Training & Certification

HP Partner First Academy: Get certified. Get rewarded.

HP Partner First Academy offers extensive training and learning plans available in multiple languages to advance your partner status and earn more benefits from HP.

[Learn more](#)

HP Partner First Status: Silver

My Notifications

Review Critical Milestones [Go](#)

Portal Tutorials [Go](#)

Thank You

