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 Latin America (LAR) region to register to the HP Partner First Portal.

• List the steps to guide new partners from LAR region to complete the partner agreement form.

This training document is for new partners and users from LAR region 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.

1. Complete the registration form
2. Submit the form for approval
3. Receive approval*

*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.
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).

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.

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.

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

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

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.

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:

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.

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:

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.

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

16. Click **Next**.
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.

17. Click Submit.
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.
Step 3: Receive approval

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

Once you receive access and login to HP Partner First Portal, click the Go button from the notification box to begin the Partner Agreement acceptance process.
Partner agreement (continued)

On clicking the **Go** button, the **Partner agreements** screen specific to the LAR region is displayed. This screen includes the following information:

**Step #1 – Complete the Agreement Form**

Please make sure you complete the required information after pressing the **Next** button.

**Step #2 – Upload the required documents**

During form completion, you need to upload the required legal documents for your country.

Please upload them using a zip file with a maximum size of 10 MB.

**Step #3 – Application Review**

After submitting all necessary documentation, the HP team will review and contact you directly for further details, if needed.

Once your application is accepted, you will receive a notification in your inbox.
On clicking the **Next** button, an agreement form opens.

Enter appropriate details within the agreement form.

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**Partner agreement form**

*Fields marked with an asterisk are required.*

**Non-Proliferation Screening**

It is important that you answer the following question in order for you to be able to continue with the application process:

Are you aware or have knowledge of the use of HP products, services or technical data that you distribute or handle during the normal course of business that suggests the recipient is engaged in any of the following activities?

- Research on, or the design, development, manufacture, construction, testing, or maintenance of any nuclear explosive device, system, or component;
- Research on, or the design, development, manufacture, construction, operation, or maintenance of any nuclear reactor or other nuclear-related facility that is not subject to International Atomic Energy (IAEA) safeguards;
- Research on, or design, development, manufacture, construction, operation, or maintenance of any facility involved in the chemical processing of nuclear materials, the production of heavy water, the separation of nuclear isotopes, or the fabrication of nuclear fuel containing plutonium;
- The design, development, production, or use of rocket systems or unmanned air vehicles, and the end-user is not a NATO-member government or prime contractor working on behalf of a NATO-member government;
- The design, development, production, stockpiling, or use of chemical or biological weapons;
- A maritime nuclear propulsion project.

After reading the non-proliferation screening information, select the appropriate button.
Partner agreement (continued)

Enter appropriate details within the agreement form.

**Your information**
- First name
- Last name
- Email

**Company address**
- Company name
- City/town
- Country

**Primary Contact**
- First name
- Last name
- Email
- Primary Job role

**Physical Address**
- Address 1
- Address 2
- Country
- City
- Postal code
- State/Province

The *Your information* and *Company address* sections are auto-populated.

Enter the primary contact details in the *Primary Contact* section.

Enter the physical address details in the *Physical Address* section.
Partner agreement (continued)

Enter appropriate details within the agreement form.

Enter the legal representative details for the partner in the Legal Representative section.

If there is an additional legal representative, enter their details in the Second Legal Representative section.
Partner agreement (continued)

After you have entered all the appropriate details within the agreement form, and uploaded the necessary legal documents, click **Submit**.

**Legal Documents**
For completing the Partner Agreement procedure you need to send to us the following documents:
* Certificate of Registration - CUIT
* Copy of constitution or statute and its changes
* Copy of Power of attorney or a copy of the designation duly registered
* Invitation Letter

The documents needs to be in .zip format and have maximum 10 MB.

**Click the Upload button to upload the listed legal documents necessary to complete the partner agreement procedure.**

**Note:** The document needs to be in .zip format and have maximum 10 MB.

**Click Submit.**

**NOTE:** Please refer to the Appendix to find out the list of documents that needs to be submitted for your country.
Partner agreement (continued)

On clicking **Submit**, a confirmation message is displayed to the user that the agreement form has been submitted successfully.

A message is displayed that the application is submitted successfully.

**Next Steps:**
1. HP contract team is going to analyze the submitted information.
2. The contract team will get in touch with you in order to continue the process.
3. If you need to follow up on your application, please contact your sales representative.

Perform the next steps in order to complete the process.
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.
Appendix
<table>
<thead>
<tr>
<th>Country</th>
<th>Documents to be attached in the email</th>
</tr>
</thead>
</table>
| **Brazil** | **Language: English**  
1. Social Contract or Statutes submitted to the Chamber of Commerce  
2. Invitation Letter |
| **Language: Portuguese**  
1. Contrato Social (enviar o consolidado, caso a empresa não possua consolidado, enviar o contrato social com todas as alterações)  
2. Certidão de Distribuição de Processos Civis da Justiça Estadual e da Justiça Federal  
3. Carta de Invitación |
| **Argentina** | **Language: English**  
1. Certificate of Registration – CUIT  
2. Copy of constitution or statute and its changes  
3. Copy of Power of attorney or a copy of the designation duly registered  
4. Invitation Letter |
| **Language: Spanish**  
1. Constancia de Inscripción de Clave Única de Identificación Tributaria (CUIT)  
2. Copia de Acta Constitutiva o Estatuto y sus modificaciones  
3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta  
4. Carta de Invitación |
| **Paraguay** | **Language: English**  
1. Certificate of Registration – CUIT  
2. Copy of constitution or statute and its changes  
3. Copy of Power of attorney or a copy of the designation duly registered  
4. Invitation Letter |
| **Language: Spanish**  
1. Constancia de Inscripción de Registro Unico de Contribuyentes (RUC)  
2. Copia de Acta Constitutiva o Estatuto y sus modificaciones  
3. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta  
4. Carta de Invitación |
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<tbody>
<tr>
<td>Peru</td>
<td><strong>Language: English</strong>&lt;br&gt;1. Proof of the RUC Number (Registro Unico de Contribuyente)&lt;br&gt;2. Certificate issued by local authorities (Commercial Registrar’s Office) certifying that the person that signed has indeed sufficient legal representative&lt;br&gt;3. A document that records the indicated representative designation&lt;br&gt;4. Validity of the representative's ability in front of the Public register of the corporate body&lt;br&gt;5. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature&lt;br&gt;6. Invitation Letter</td>
</tr>
</tbody>
</table>
## List of legal documents

<table>
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<tr>
<th>Country</th>
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<tbody>
<tr>
<td><strong>Bolivia</strong></td>
<td>Language: <strong>English</strong></td>
</tr>
<tr>
<td></td>
<td>1. Certificate issued by local authorities (Commercial Registrar’s Office) certifying that the person that signed has indeed sufficient legal representative</td>
</tr>
<tr>
<td></td>
<td>2. A document that records the indicated representative designation</td>
</tr>
<tr>
<td></td>
<td>3. Validity of the representative's ability in front of the Public register of the corporate body</td>
</tr>
<tr>
<td></td>
<td>4. Invitation Letter</td>
</tr>
<tr>
<td><strong>Ecuador</strong></td>
<td>Language: <strong>English</strong></td>
</tr>
<tr>
<td></td>
<td>1. Certificate issued by local authorities (Commercial Registrar’s Office) certifying that the person that signed has indeed sufficient legal representative</td>
</tr>
<tr>
<td></td>
<td>2. A document that records the indicated representative designation and the validity of the representative's ability</td>
</tr>
<tr>
<td></td>
<td>3. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature</td>
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<tr>
<td></td>
<td>4. Invitation Letter</td>
</tr>
<tr>
<td></td>
<td>Language: <strong>Spanish</strong></td>
</tr>
<tr>
<td></td>
<td>1. Inscripción en el Registro Público de las Personas Jurídicas. Acta Constitutiva, Constitución o Testimonio</td>
</tr>
<tr>
<td></td>
<td>2. Documento donde conste la designación del representante indicado</td>
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<tr>
<td></td>
<td>3. Vigencia de poder del representante ante el Registro Público de personas jurídicas</td>
</tr>
<tr>
<td></td>
<td>4. Carta de Invitación</td>
</tr>
<tr>
<td>Country</td>
<td>Language: English</td>
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</tr>
<tr>
<td><strong>Chile</strong></td>
<td>1. Trade Registration Certificate (CBRS)  2. Copy of Power of attorney or a copy of the designation duly registered  3. Certificate of Registration – RUT  4. Invitation Letter</td>
</tr>
</tbody>
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## List of legal documents

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</table>
| Centro America | **Language: English**  
1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature  
2. Certificate issued by local authorities (Commercial Registrar’s Office) certifying that the person that signed has indeed sufficient legal representative  
3. Articles of Corporate Bylaws  

**Language: Spanish**  
1. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada  
2. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta  
3. Acta Constitutiva  |
| Mexico      | **Language: English**  
1. Company's charter  
2. Tax identification (RFC)  
3. Proof of Address  
4. Power of attorney if they are not reflected in the charter  
5. Copy of Passport or Identification Document of the Legal Representative  
6. Invitation Letter  

**Language: Spanish**  
1. Acta Constitutiva  
2. Cédula de Identificación Fiscal- Registro Federal de Contribuyentes (RFC)  
3. Comprobante de Domicilio  
4. Poder del Representante Legal en caso de que no aparezca reflejada en el acta constitutiva  
5. Identificación del Representante Legal- Instituto Federal Electoral (IFE)  
6. Carta de Invitación  |
| Caribbean   | **Language: English**  
1. Copy of Passport or Identification Document of the Legal Representative of the company and of his authorized signature  
2. Certificate issued by local authorities (Commercial Registrar’s Office) certifying that the person that signed has indeed sufficient legal representative  
3. Articles of Corporate Bylaws  

**Language: Spanish**  
1. Fotocopia de la Cédula o documento de Identidad del Representante legal y su firma autorizada  
2. Copia del Poder del Representante legal o Apoderado, o copia de la designación debidamente inscripta  
3. Acta Constitutiva  |
Thank You