HP Partner First Portal:
New Partner Registration Process

Quick Reference Guide for New Partners and Users of New Partner Companies in North America (NA)
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 North America (NA) region to register to HP Partner First Portal.

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

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

Note: The Legal Representative of a company should be the first user to register the company 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).

![Registration Form Diagram]

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**
  - Select
- **State/Province**
- **City**
- **Zip/Postal Code**
- **Work Phone Number**
- **Mobile Phone Number**
- **Preferred Language**
  - 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.

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. Select the appropriate button in the **Legal Representation** section.
Step 1: Register (continued)

Scroll down to complete additional registration information.

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

11. Enter the company’s legal address within the **Company Legal Address** section.
Step 1: Register (continued)

The Business Owners’ section is mandatory only for the North American partners.

12. Enter the Business Owners’ details within the Business Owners section.

   **Note:** List all the business owners within the Business Owners section. The Ownership % field should be 100% to proceed.

13. Click Next.
Step 1: Register (continued)

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

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

15. Click **Next**.
Step 1: Register (continued)

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

16. 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:

17. 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.

18. Enter the Legal Representative and General Manager details, and choose the appropriate button for the question.
Step 1: Register (continued)

Lastly, make sure you agree to the Terms and Conditions of partnering with HP.

19. Select the checkbox.

20. 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.

21. 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.

Dear #TO_NAME#,  
Thank you for requesting access to the HP Unison Partner 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 Unison Partner 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 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)

Only the Legal Representative of the company has the right to agree to the partner agreement. The Legal Representative is required to read the agreement, select the checkbox agreeing to the terms, and click Submit.

After reading the agreement, select the checkbox.

Click Submit.
Partner agreement (continued)

A confirmation message is displayed to the user that the application has been submitted successfully.

Partner Agreement

Your application has been submitted successfully!

Next Steps:

1. The 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.

Go to Homepage
Partner agreement (continued)

If the user clicks **Go** button from the notification box again while the application is not yet approved, he or she will be notified with a message that their application is pending approval.

Partner agreements

A message is displayed to the user that the application is still pending approval.

Your application is pending approval

Thank you for your application. You have already submitted a registration application and it is currently under review and pending approval.

Go to Homepage
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.
Thank You