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”
On the Create your 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 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.
• 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 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
Creating your user account

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

Select the appropriate radio buttons to choose your communication preferences.

Enter the authentication code.

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

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”
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.
• You can provide: physical or mailing address, and please always provide your legal address.
HP Partner First Portal: Application process (continued)

- Please choose the Partnership Type:
  - Reseller
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
HP Partner First Portal: Application process (continued)

- Partner Portal Administrator (PPA) responsibilities

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.

Your company/office needs to have at least one HP Partner First Portal Administrator (PPA), so that access for your company users is managed. If there is no PPA 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 the role in the future, you can opt out the following way:
- After your application is validated, you will receive an email to confirm. Log 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 reset 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.
Submission completed!

You will now receive an email with your application number

Dear [Name],

Thank you for registering with the HP Partner First Portal. Your application [application ID] 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 these steps:

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

Dear HPAgreement,

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

5. After this you will see the following page, see the blue box and click on Submit:
HP Partner First Portal: Application process (continued)

Terms and Conditions acceptance

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

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.
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