

# HP PARTNER PORTAL

## HP Partner Application Process



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# HOW TO APPLY

01.

Access the HP Partner Portal

Access the HP Partner Portal at [partner.hp.com](https://partner.hp.com)

02.

Become an HP Partner

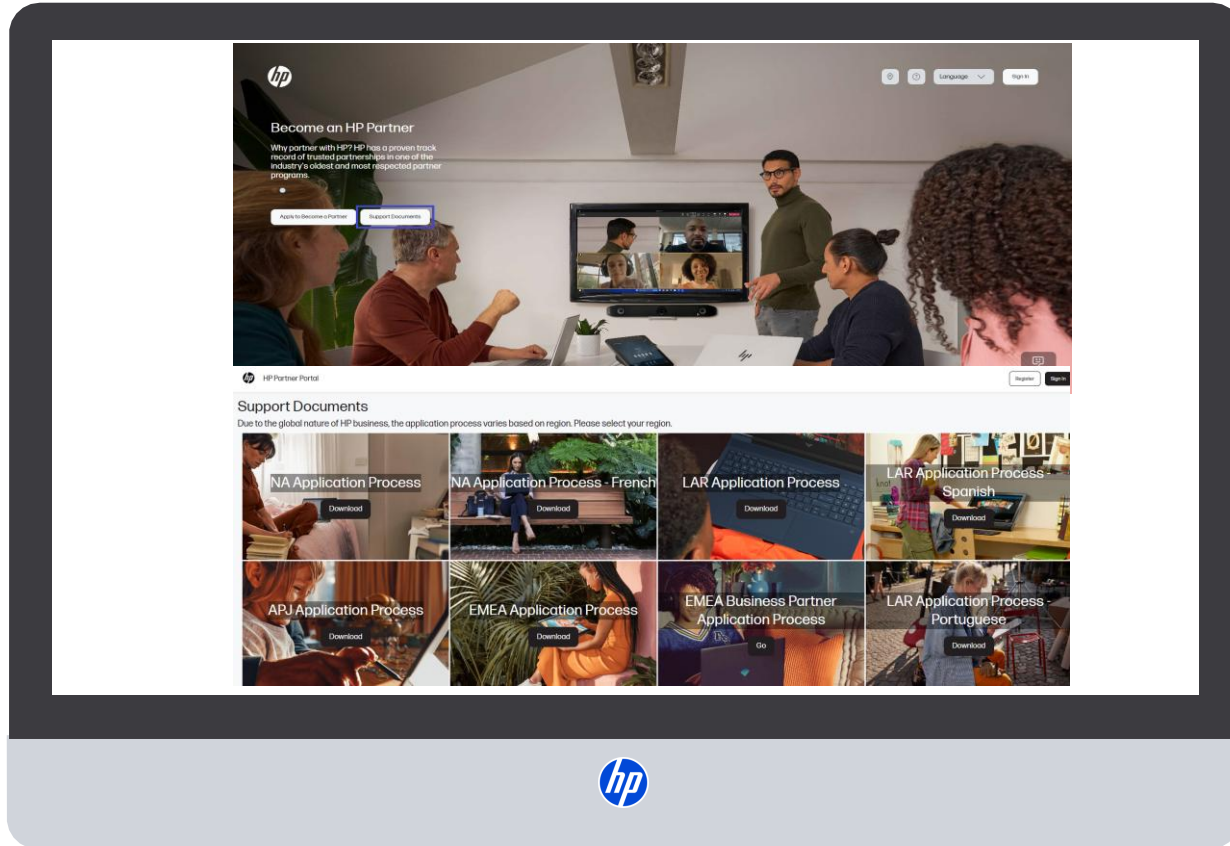
Scroll down on the page. Under "Become an HP Partner", click Apply.

03.

How to change the language

If you need to change the autosensed language, choose your language in the top right corner.





# PARTNER APPLICATION PROCESS

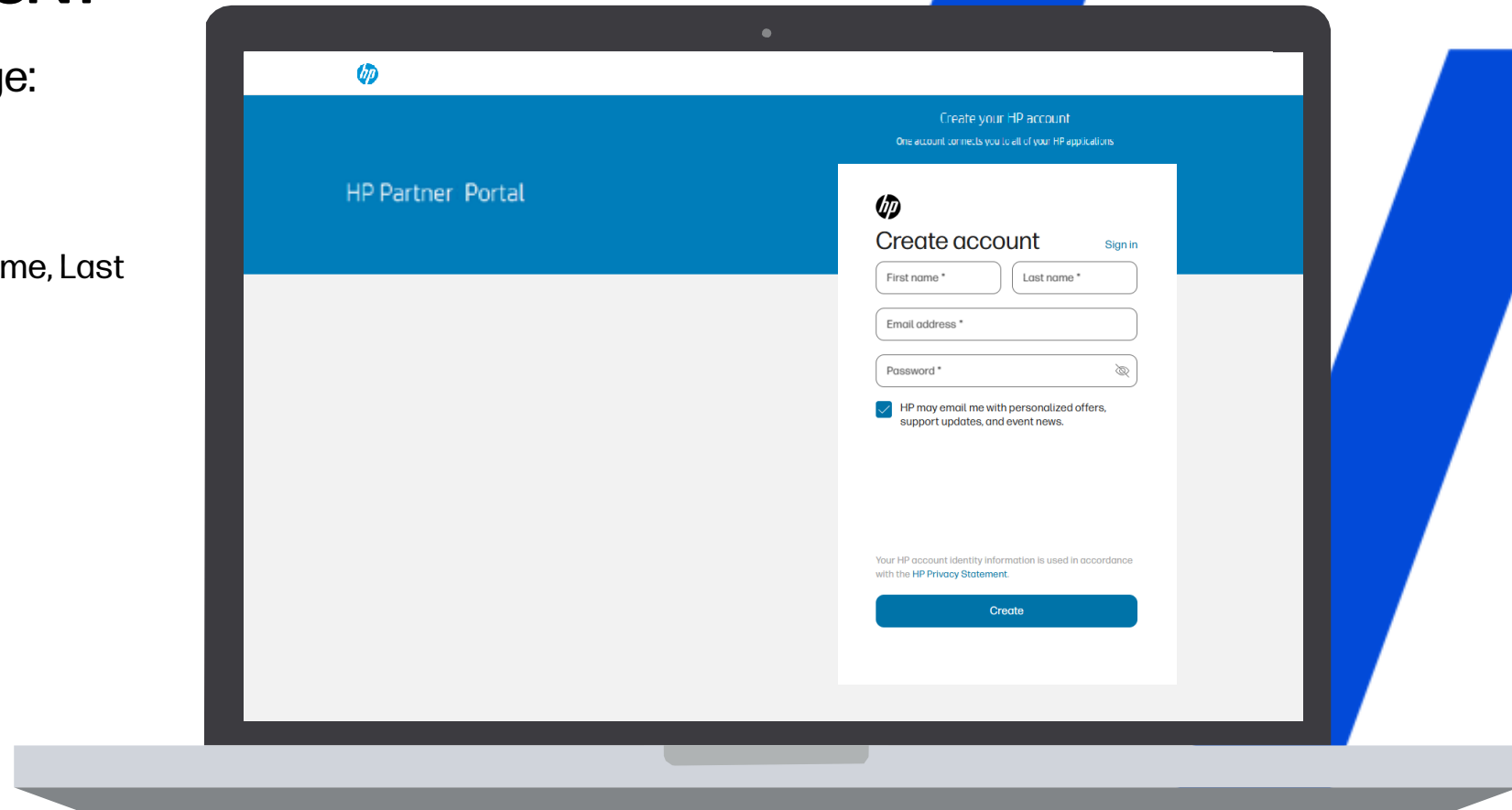
Download the support documents for your region for step by step instructions (if needed).

When ready, click "Apply"

# CREATE YOUR HP ACCOUNT

On the Create your HP account page:

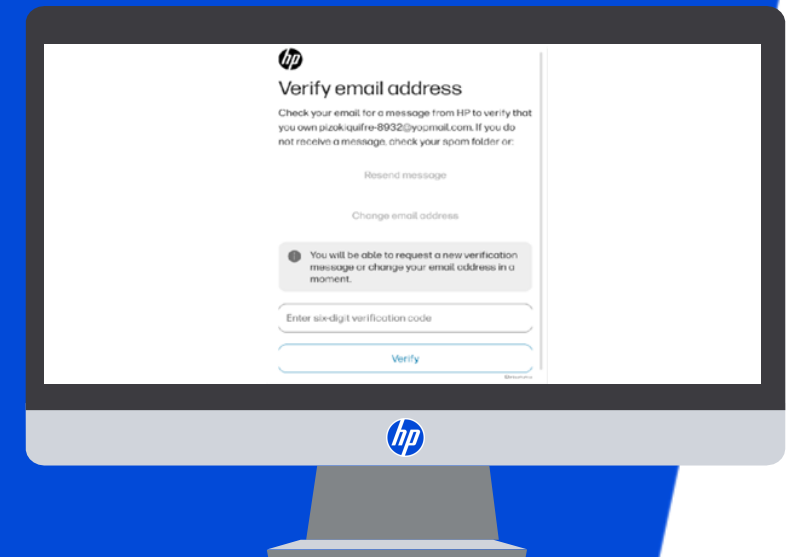
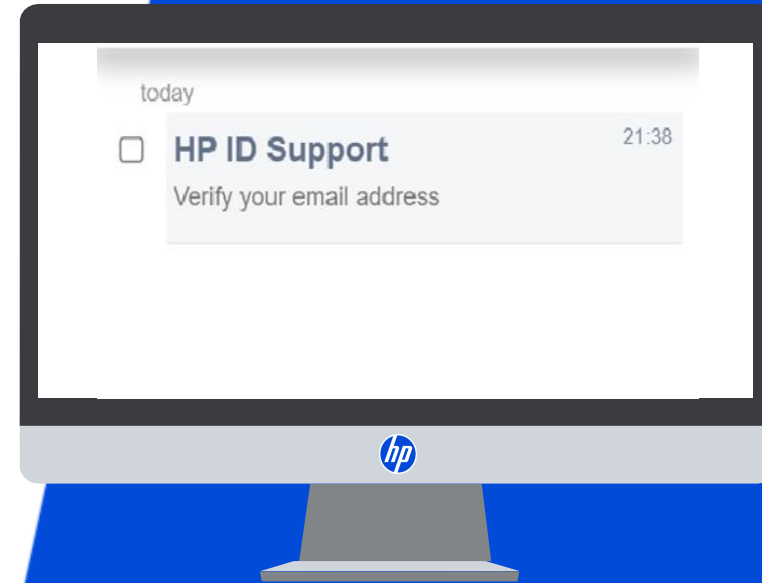
01. Fill out the following fields: First Name, Last Name, Create Password,.
02. Click the “CREATE” button



\*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.

# VERIFY YOUR EMAIL ADDRESS

- 01. Enter the verification code**  
Enter the verification code sent to the email address you used to register.
- 02. Submit**  
Click the “VERIFY” button.
- 03. Partner Portal Registration**  
You will then be forwarded to the Partner Portal registration.





# USER DETAILS

The user needs to provide User details and contact information.

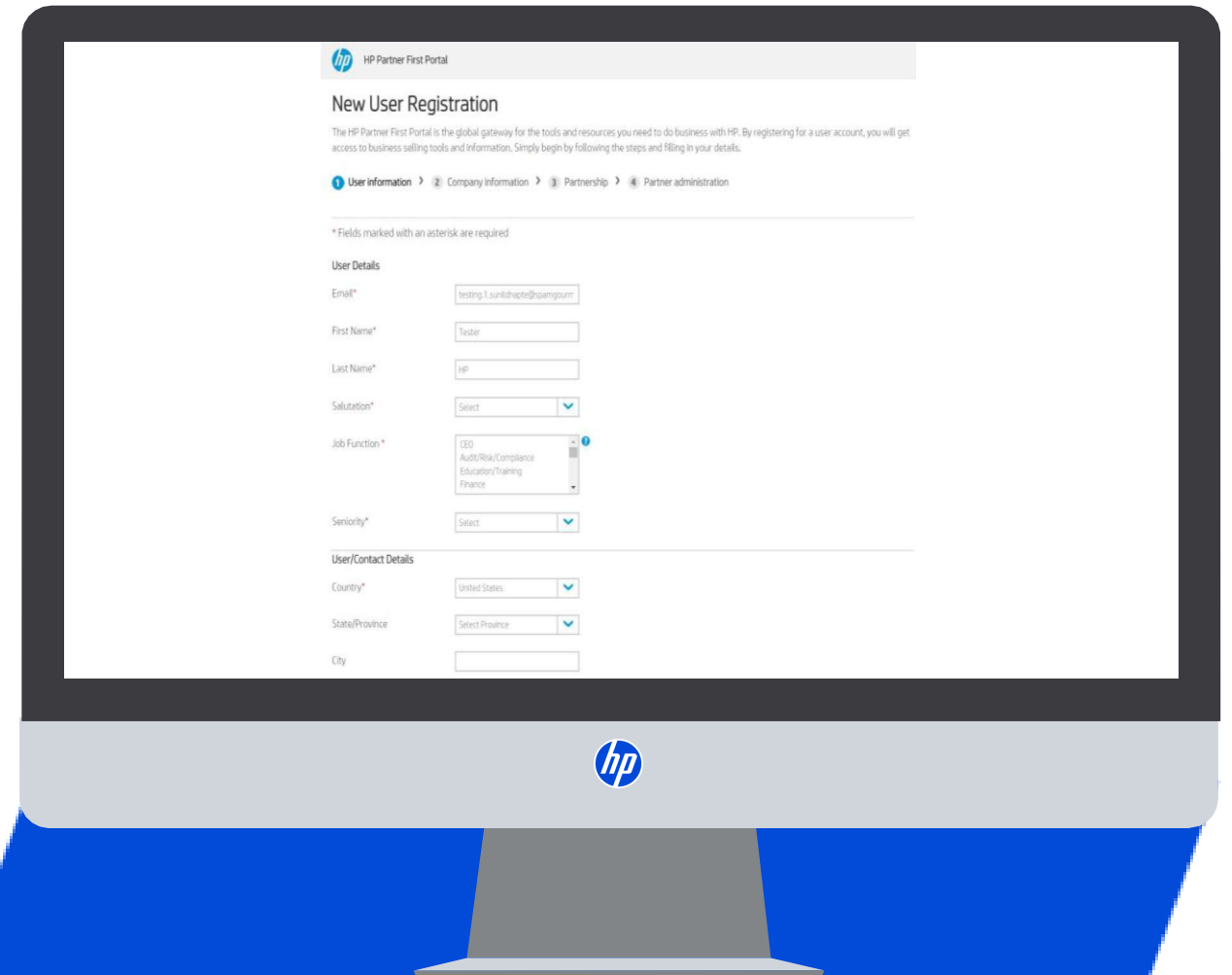
## 01. Registration Form

The registration form auto populates four fields from the Create your HP account page: **E-mail, First Name, Last Name, Country.**

**Please note:** Mandatory fields are indicated with an \*  
Email must be corporate (match domain)

## 02. Complete the form

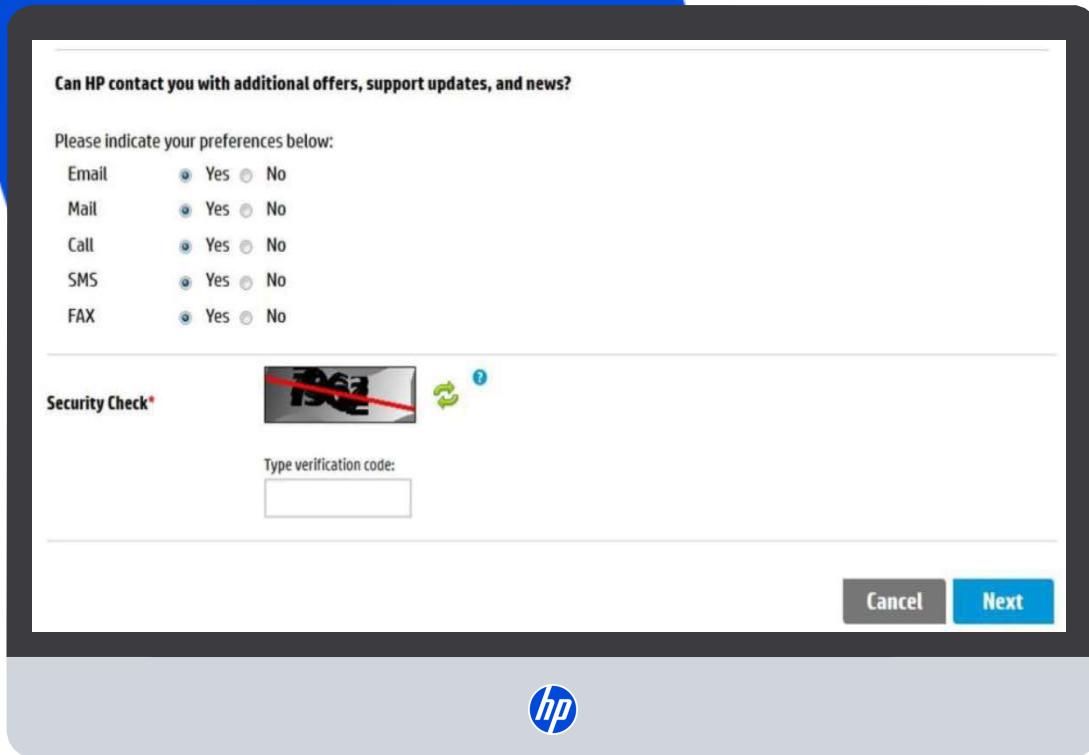
Continue to complete the registration form to secure your access to HP Partner Portal.



The screenshot shows the 'New User Registration' page on the HP Partner First Portal. The page includes a progress bar with four steps: 1. User information, 2. Company information, 3. Partnership, and 4. Partner administration. Below the progress bar, a note states: '\* Fields marked with an asterisk are required'. The form is divided into two sections: 'User Details' and 'User/Contact Details'. The 'User Details' section contains fields for Email\* (testing.1.sunil@hp@compuam), First Name\* (Tester), Last Name\* (HP), Salutation\* (Select), Job Function\* (CEO, Audit/Risk/Compliance, Education/Training, Finance), and Seniority\* (Select). The 'User/Contact Details' section contains fields for Country\* (United States), State/Province (Select Province), and City.

# CREATING YOUR USER ACCOUNT

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



The screenshot shows a computer monitor displaying a web form. The form has a title "Can HP contact you with additional offers, support updates, and news?". Below the title, it asks the user to indicate preferences for Email, Mail, Call, SMS, and FAX, each with "Yes" and "No" radio buttons. The "Yes" buttons are selected. Below the preferences is a "Security Check\*" section with a CAPTCHA image and a "Type verification code:" input field. At the bottom right of the form are "Cancel" and "Next" buttons. The HP logo is visible on the monitor's bezel.

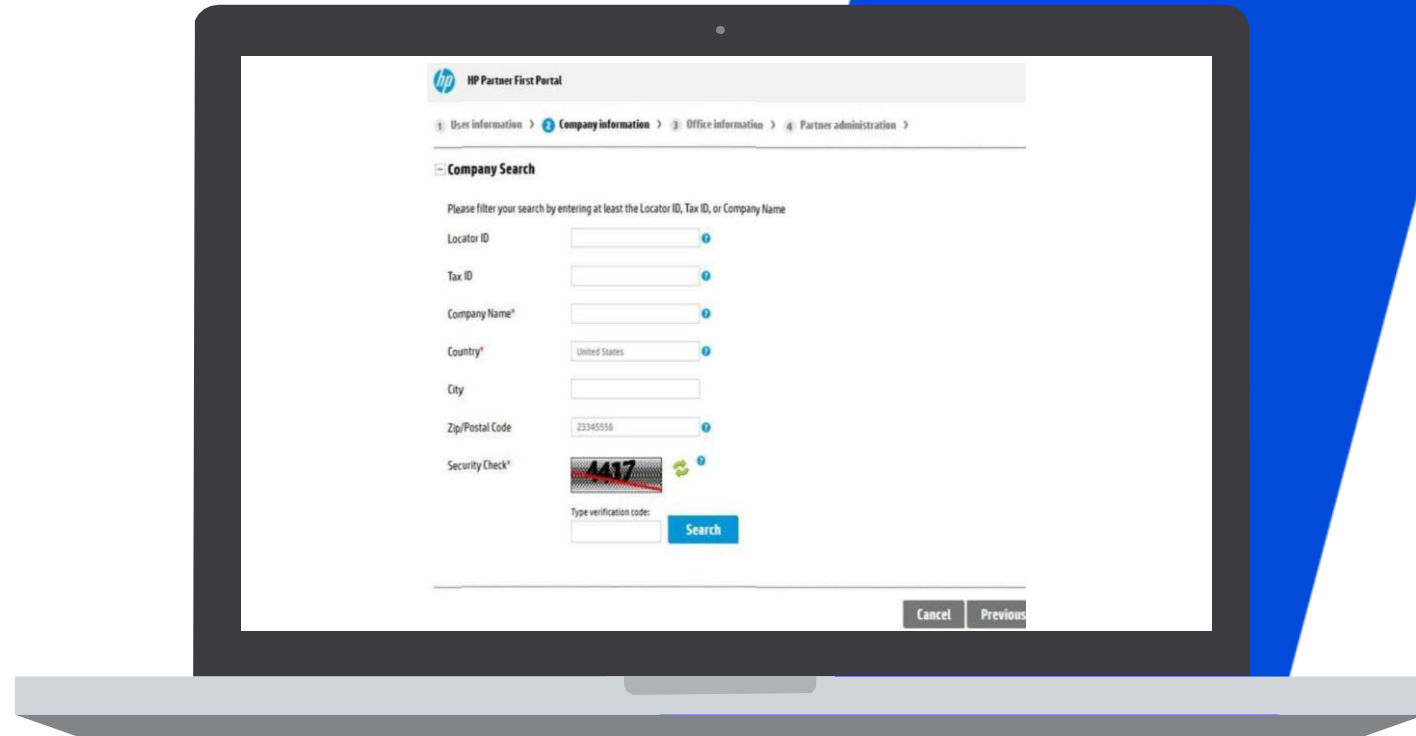
01. Select the appropriate radio buttons to choose your communication preferences.
02. Enter the authentication code.
03. Click Next.

# COMPANY INFORMATION

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

01. Enter the first 3 characters of the company name and location ID for an exact match or fill in the mandatory field and as much information as is known to search.

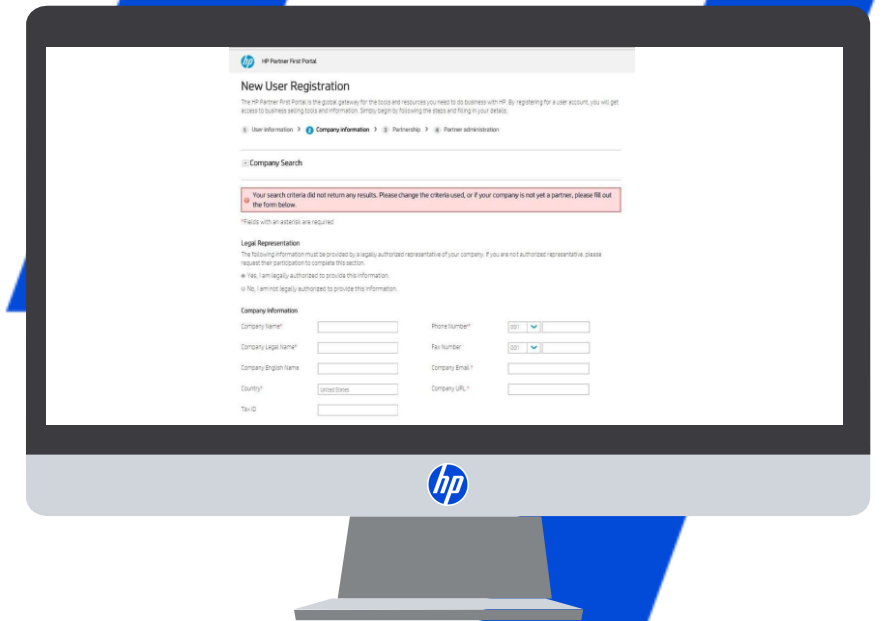
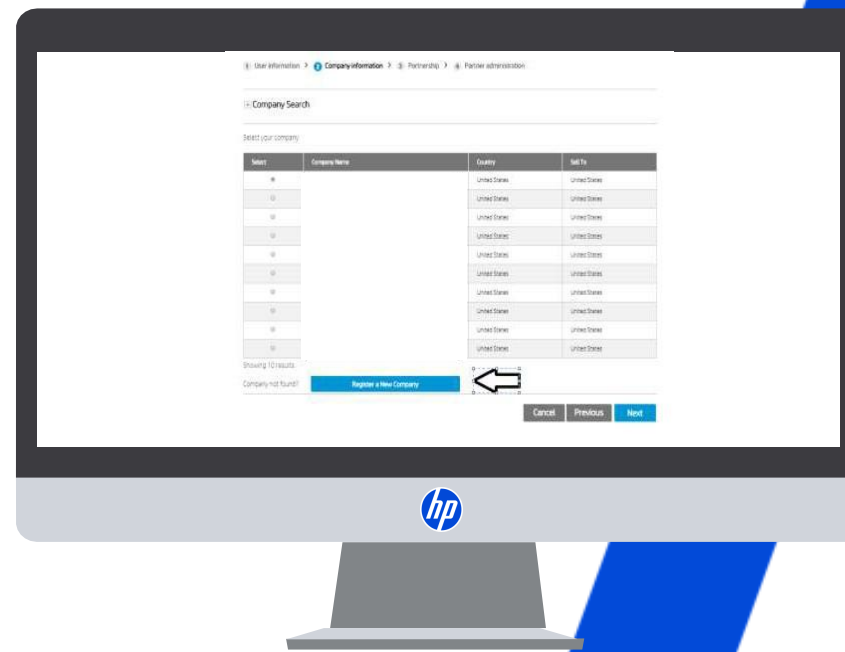
02. Type the verification code and click Search.





# COMPANY INFORMATION

01. If there is a match, you will see the list of companies, if your company is listed, it means that you are already registered.
02. If none of the companies listed is your company, please select "Register a New Company"
03. You can proceed to register your company and enter the company details.



# COMPANY INFORMATION

01.

You can provide physical, mailing or legal address.

\*Please always provide the physical address.

Address Information

Physical Address*	Add Address
Physical Address*	
Mailing Address	
Legal Address	

02.

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

The screenshot shows a laptop screen with a web form titled "Address Information". The form is divided into two main sections: "Address List" and "Legal Representative / General Manager".

**Address List:**

- Physical Address\*: A dropdown menu with an "Add Address" button next to it.

**Legal Representative:**

- First Name: Text input field
- Last Name: Text input field
- Job Title: Text input field
- Email Address: Text input field
- Work Phone Number: Text input field with a "001" dropdown menu
- Work Fax Number: Text input field with a "001" dropdown menu
- Mobile Phone Number: Text input field with a "001" dropdown menu

**General Manager:**

- First Name: Text input field
- Last Name: Text input field
- Job Title: Text input field
- Email Address: Text input field
- Work Phone Number: Text input field with a "001" dropdown menu
- Work Fax Number: Text input field with a "001" dropdown menu
- Mobile Phone Number: Text input field with a "001" dropdown menu

**Is Legal Representative also a General Manager?:**

- Yes
- No

At the bottom right of the form, there are three buttons: "Cancel", "Previous", and "Next".

# PARTNERSHIP

Provide the "Partner Profile Data" requested:

Number of employees: Sales, Technical, Total number of employees, Verticals, Additional details

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.

EMEA HP Partner Business Information

Partner Profile Data

Number of employees

Sales: \*

Technical: \*

Total number of employees: \*

Verticals:(One or multiple selection)

Please mention if you have an online presence (store):

Cancel Previous Next



## HP Partner Portal User Registration

The HP Partner 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 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 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 Portal Administrator you will be able to:

- \*Validate new user registrations
- \*Reactivate and deactivate users
- \*Initiate password resets for your office users
- \*Manage your office users
- \*Update your office user details

After you are fully approved, for more information about an HP Partner Portal Administrator's role:

- For Commercial partners, see content under My Workspace > My Account > Manage My Experience
- For Retail partners, see content under Training & Certification > Portal Training

Cancel Previous **Submit**



# PARTNER ADMINISTRATION

## Partner Portal Administrator (PPA) responsibilities

Please read the Partner Portal Administrator responsibilities and click "Submit".



## HP Partner Portal

Dear

Thank you for registering on the HP Partner Portal. Application  has been submitted successfully and will begin processing 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, please visit [partner.hp.com](http://partner.hp.com) and click the "Request Support" icon on the right side of the page.

Thank you for your support and participation.

Sincerely,

HP Partner Portal Team  
.....



# SUBMISSION COMPLETED!

You will now receive an email if your application is approved.

# GET SUPPORT

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

01. Click the “Get Support” icon on the right side of any portal page, including the Login screen.
02. Access a range of options to contact your local HP Partner Support team, including live chat or log a ticket.





Thank you!