



# HP PARTNER PORTAL

HP Partner Application Process





## **PARTNER APPLICATION PROCESS**

Only an OFFICER can apply for an HP Partner Agreement and provide the information requested online.

Officer: A person able to bind the company to a contract



## HP QUALIFIED PARTNER PROGRAMS OVERVIEW

USA Resellers contact - [hpusqualifiedpartnerprograms@hp.com](mailto:hpusqualifiedpartnerprograms@hp.com)

Canadian Resellers contact - [hpcqualifiedpartnerprograms@hp.com](mailto:hpcqualifiedpartnerprograms@hp.com)

Resellers will receive a survey, please fill this out and the program mailbox will get back to you on your status.

**Please note**, having a partner agreement does not automatically qualify you as a print/supplies partner.

The U.S. and Canadian distribution and resale of select HP Supplies product lines (PLs) and HP Print product lines (PLs) are governed by the HP Qualified Partner Programs (the “Programs”). Under the Programs, resellers are required to meet specific eligibility criteria in order to purchase the HP supplies or print hardware from HP authorized distributors or from HP (where specifically authorized) for purpose of resale to end user customers.

To gain access to the eligibility criteria for the HP Qualified Partner Program please become an authorized reseller by getting an HP Partner Agreement **first**.

# HOW TO APPLY

01.

## Access the HP Partner Portal

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

02.

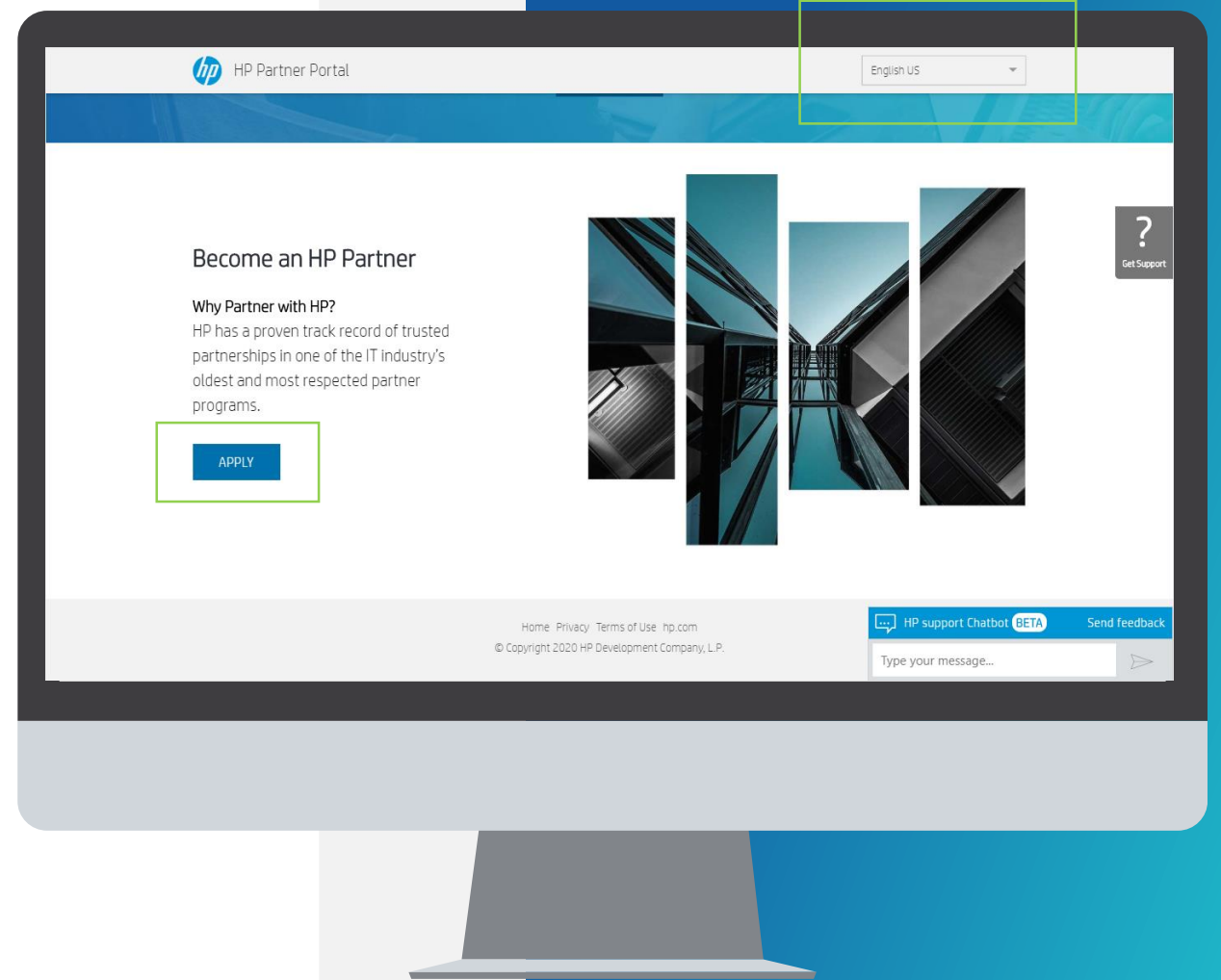
## Become an HP Partner

Scroll down on the page. Under “Become an HP Partner”, click **Apply**.

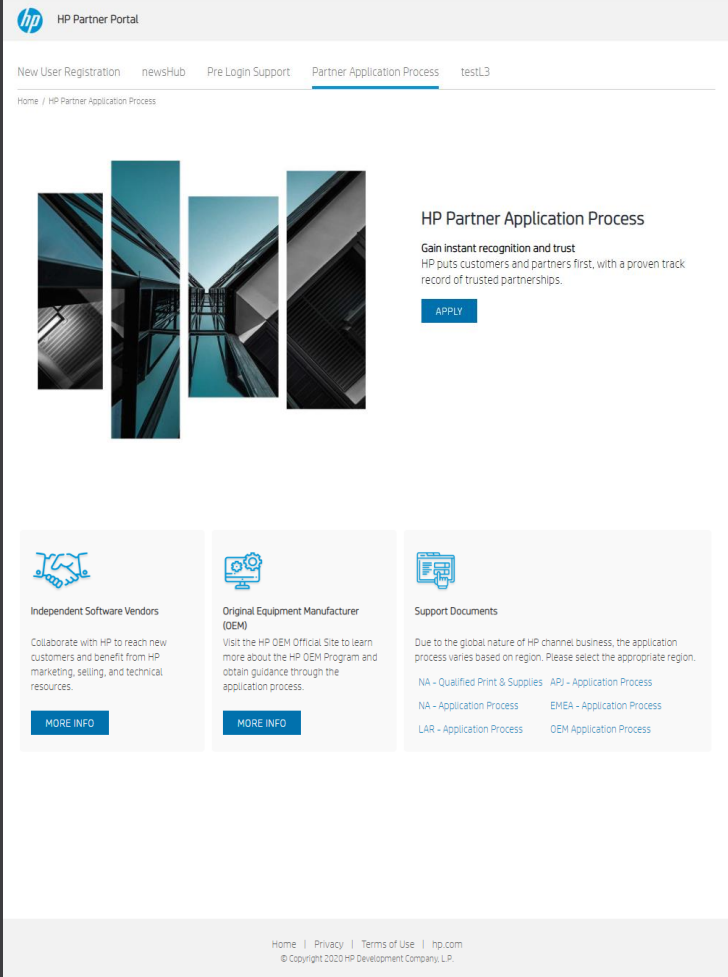
03.

## How to change the language

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



04.



# PARTNER APPLICATION PROCESS

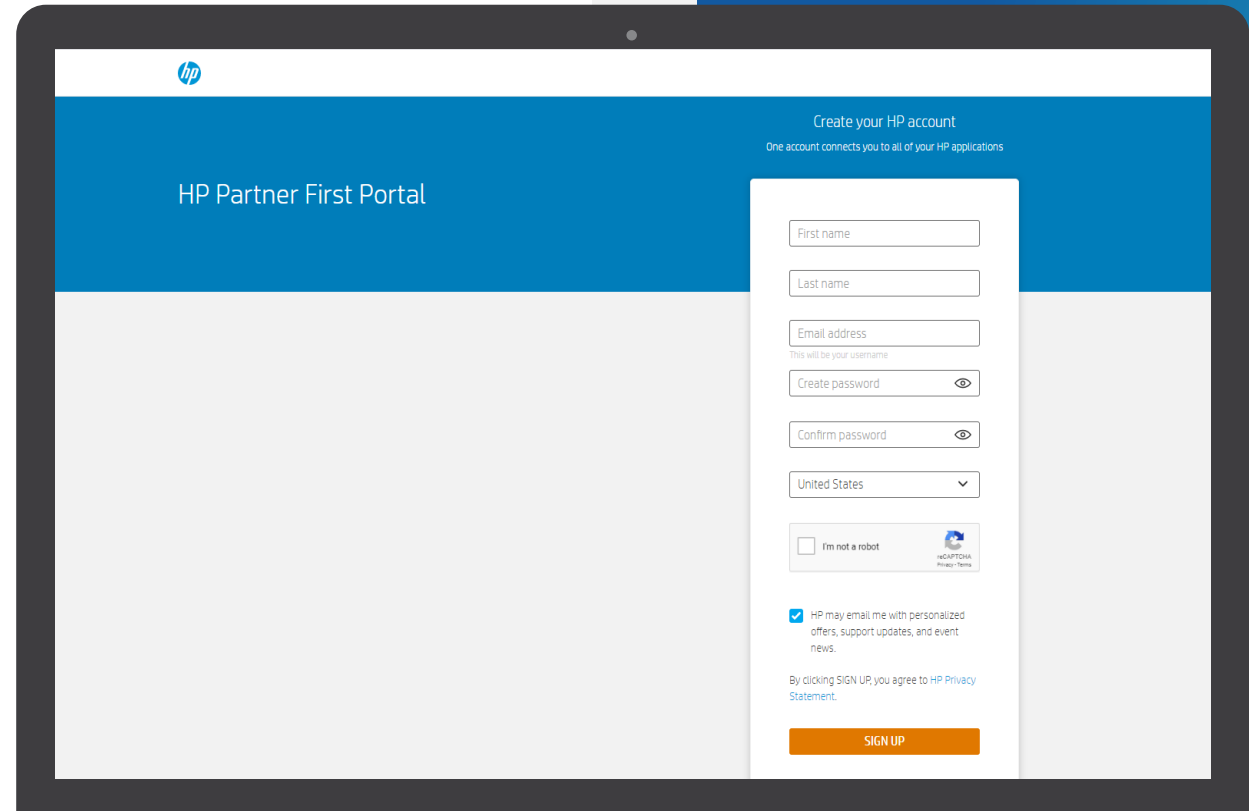
Download the support documents for your region for step by step instructions (if needed).

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, Confirm Password, Country**
02. Tick the "I'm not a robot" toggle
03. Click the "SIGN UP" button



The screenshot shows the HP Partner First Portal account creation page. The page has a blue header with the HP logo and the text "HP Partner First Portal". The main content area is white and contains a form titled "Create your HP account" with the subtitle "One account connects you to all of your HP applications". The form fields include: "First name", "Last name", "Email address", "Create password" (with a note "This will be your username" and an eye icon), "Confirm password" (with an eye icon), and a dropdown menu for "United States". Below the form is a checkbox for "I'm not a robot" with a reCAPTCHA logo. There is also a checkbox for "HP may email me with personalized offers, support updates, and event news." and a link to the "HP Privacy Statement". At the bottom of the form is an orange "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.

# VERIFY YOUR EMAIL ADDRESS

01.

## Enter the verification code

Enter the verification code sent to the email address you used to register.

02.

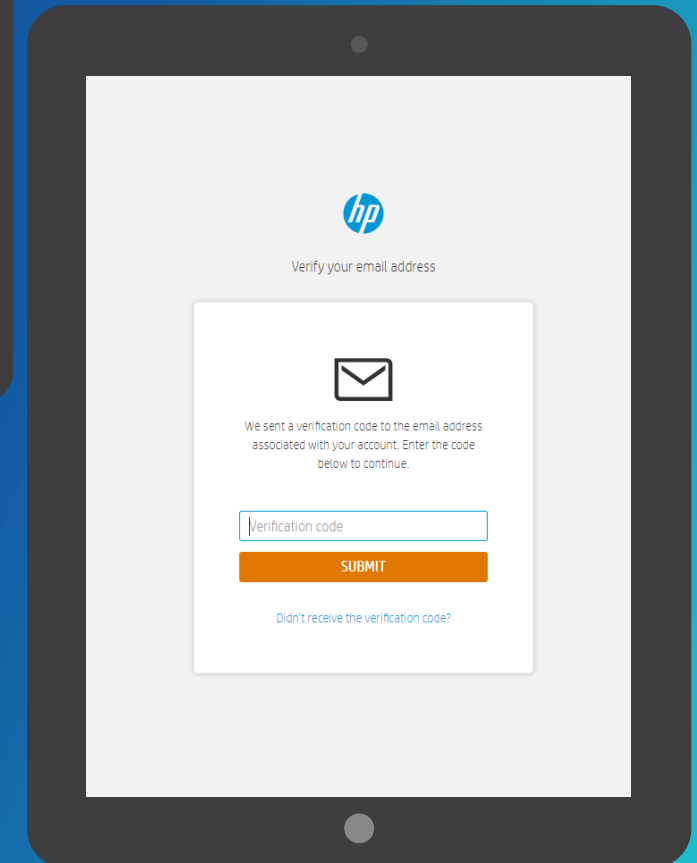
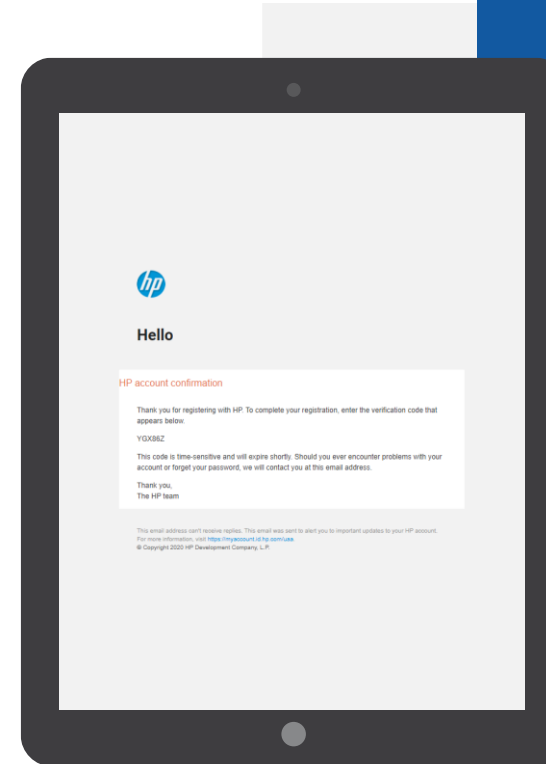
## Submit

Click the “SUBMIT” 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 of the HP Partner First Portal. The page title is 'HP Partner First Portal' and the main heading is 'New User Registration'. Below the heading, there is a brief introduction: '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.' A progress indicator shows four steps: 1. User information (active), 2. Company information, 3. Partnership, and 4. Partner administration. 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 includes fields for Email\* (testing.1.sunil@haptc@spangourm), First Name\* (Tester), Last Name\* (HP), Salutation\* (Select), Job Function\* (a dropdown menu with options: CEO, Audit/Risk/Compliance, Education/Training, Finance), and Seniority\* (Select). The 'User/Contact Details' section includes Country\* (United States), State/Province (Select Province), and City (empty field).



# CREATING YOUR USER ACCOUNT

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

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

Please indicate your preferences below:

Email  Yes  No

Mail  Yes  No

Call  Yes  No

SMS  Yes  No

FAX  Yes  No

**Security Check\***

Type verification code:

Cancel Next

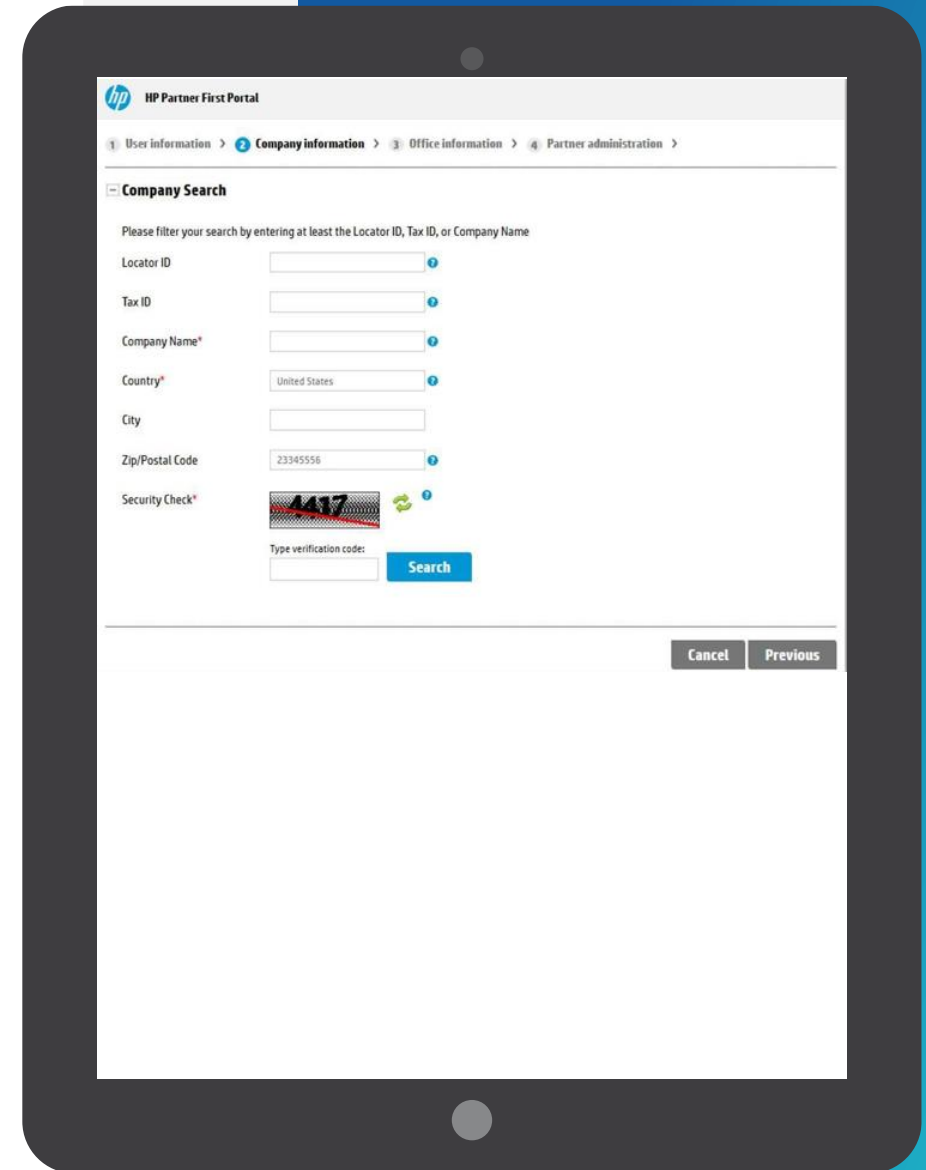
01. Select the appropriate radio buttons to choose your communication preferences.
02. Enter the authentication code.
03. Click Next.

# COMPANY INFORMATION

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

**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**.



The screenshot displays the HP Partner First Portal interface. At the top, the HP logo and 'HP Partner First Portal' are visible. Below the logo, a navigation breadcrumb shows: 1 User information > 2 Company information > 3 Office information > 4 Partner administration >. The main section is titled 'Company Search'. Below the title, a prompt reads: 'Please filter your search by entering at least the Locator ID, Tax ID, or Company Name'. The form contains several input fields: 'Locator ID', 'Tax ID', 'Company Name\*' (with an asterisk indicating it is mandatory), 'Country\*' (with a dropdown menu showing 'United States'), 'City', 'Zip/Postal Code' (with the value '23345556'), and 'Security Check\*' (with a CAPTCHA image showing the number '447'). Below the CAPTCHA is a 'Type verification code:' label and an input field. A blue 'Search' button is positioned to the right of the verification code field. At the bottom right of the form area, there are 'Cancel' and 'Previous' buttons.

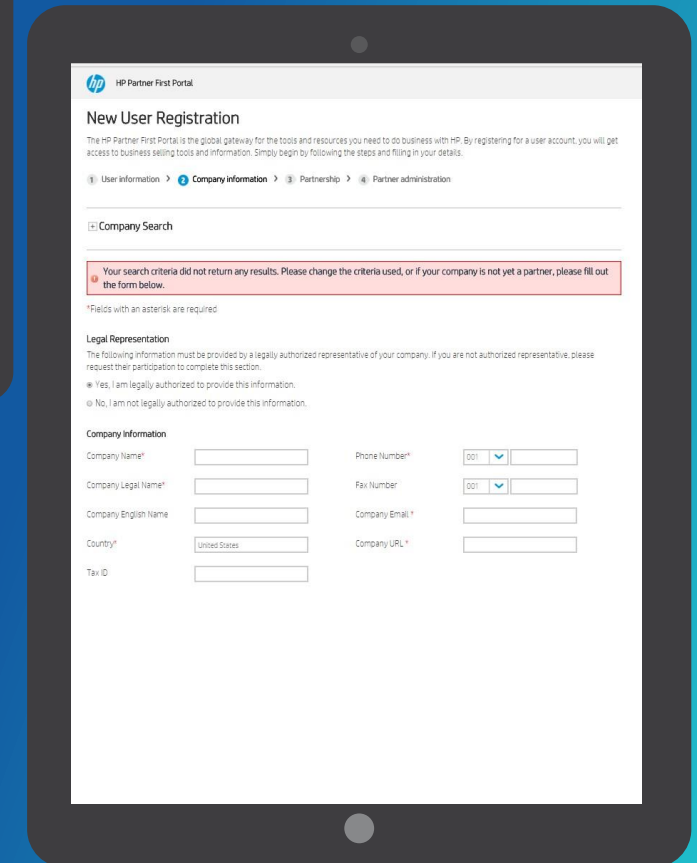
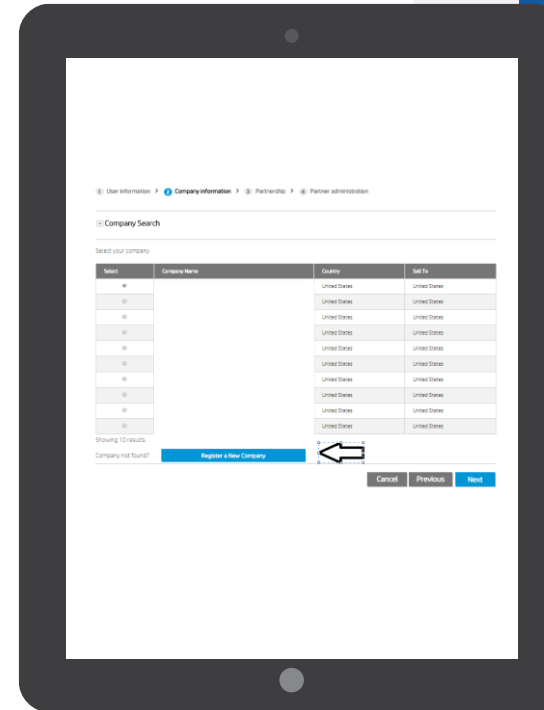
# COMPANY INFORMATION

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 detail.

## 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.



# COMPANY INFORMATION

You can provide: physical or mailing address, and please always provide your legal address.

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

**Address Information:**

- A dropdown menu labeled "Physical Address\*" with a blue arrow icon, highlighted with a green border.
- An "Add Address" button, also highlighted with a green border.
- An "Address List:" section below it.

**Legal Representative:**

- First Name:
- Last Name:
- Job Title:
- Email Address:
- Work Phone Number:  001
- Work Fax Number:  001
- Mobile Phone Number:  001
- Is Legal Representative also a General Manager?:  Yes  No

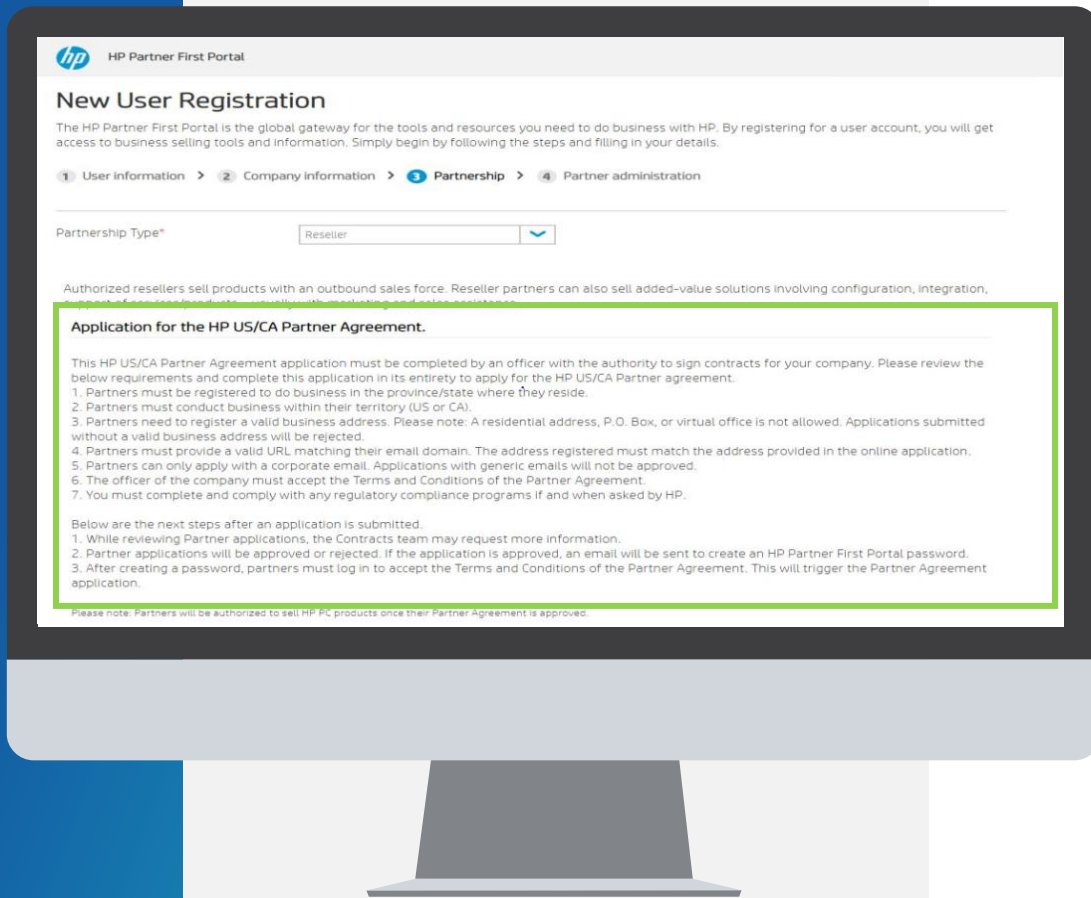
**General Manager:**

- First Name:
- Last Name:
- Job Title:
- Email Address:
- Work Phone Number:  001
- Work Fax Number:  001
- Mobile Phone Number:  001

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

# PARTNERSHIP

01. Please choose the Partnership Type: **Reseller**.
02. Read the requirements.
03. Select “Yes” from the dropdown in order to confirm the question above
04. Click “Next”.



# ADDITIONAL DETAILS

Provide the “Business Information” requested:  
 Form of organization, Sales Coverage, Selling  
 Methods (should add up to 100%), Additional  
 details, Business Owners information

### Business Information

Please enter the Business Information

**Form of Organization \***

**Sales Coverage \***

**Primary Business Model \***

### Selling Methods

Value should add up to 100%

**Auctioning: \***

**Catalog/Mail Order: \***  Tip - 0 ~ 100%

**Direct Sales Force: \***

**Inside Sales Force: \***

**Internet: \***

**Mass Marketing: \***

**Telemarketing: \***

**Total Selling Methods**  
(Total should equal to 100%)

### Additional Details.

Besides the HP Partner Agreement, are you applying for any of the following Specialties?  
(Subject to separate approval):

Mobility  
 DaaS  
 3D Scanning

**Are your sales to public sector entities? \***

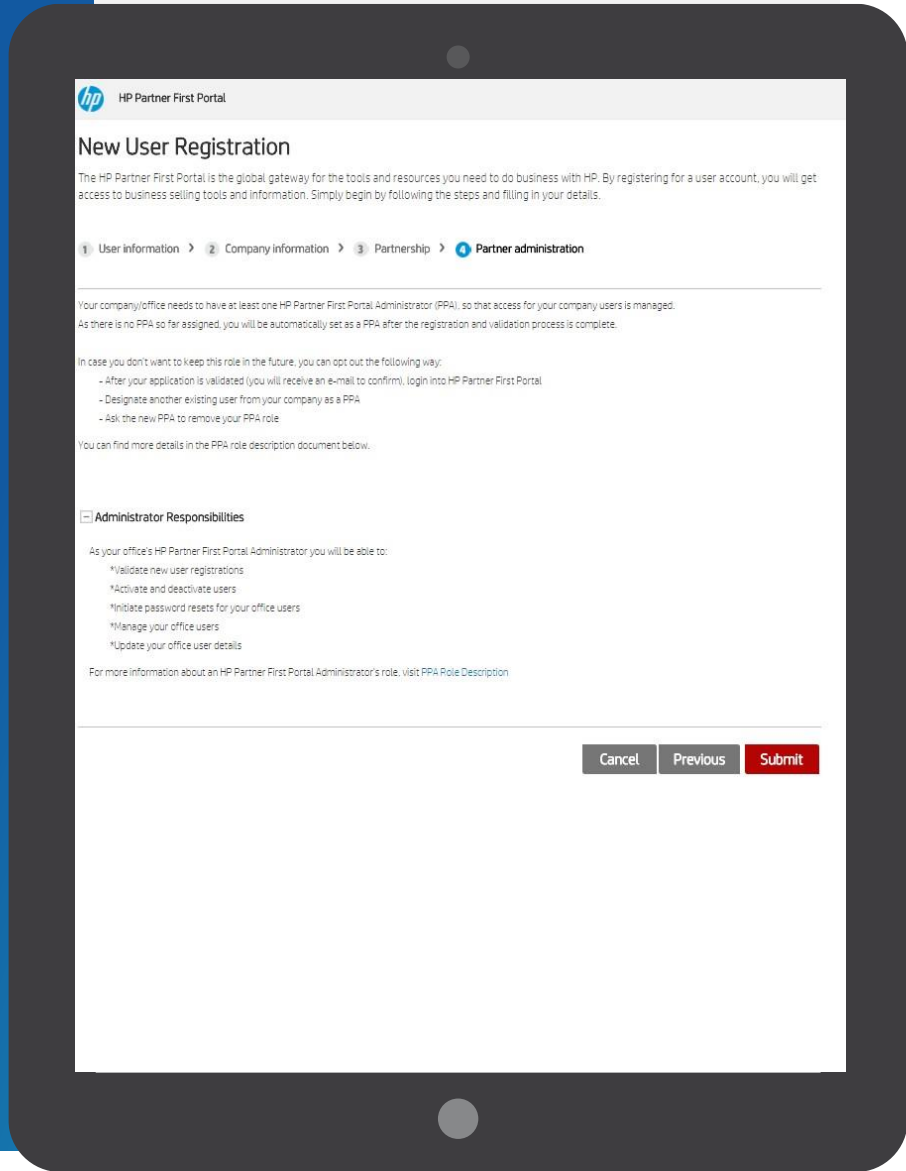
**What is your Gross revenue from HP products for the Past 1 yr. (from date of application)? \***

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**Business Owners\***

First Name	Last Name	Job Title	Ownership %	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add more Business Owners](#)



# PARTNER ADMINISTRATION

## Partner Portal Administrator (PPA) responsibilities

Please read the Partner Portal Administrator responsibilities and click “Submit”.



## HP Partner First Portal

Dear

Thank you for registering with the HP Partner First Portal. Your application **567498168** 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](https://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

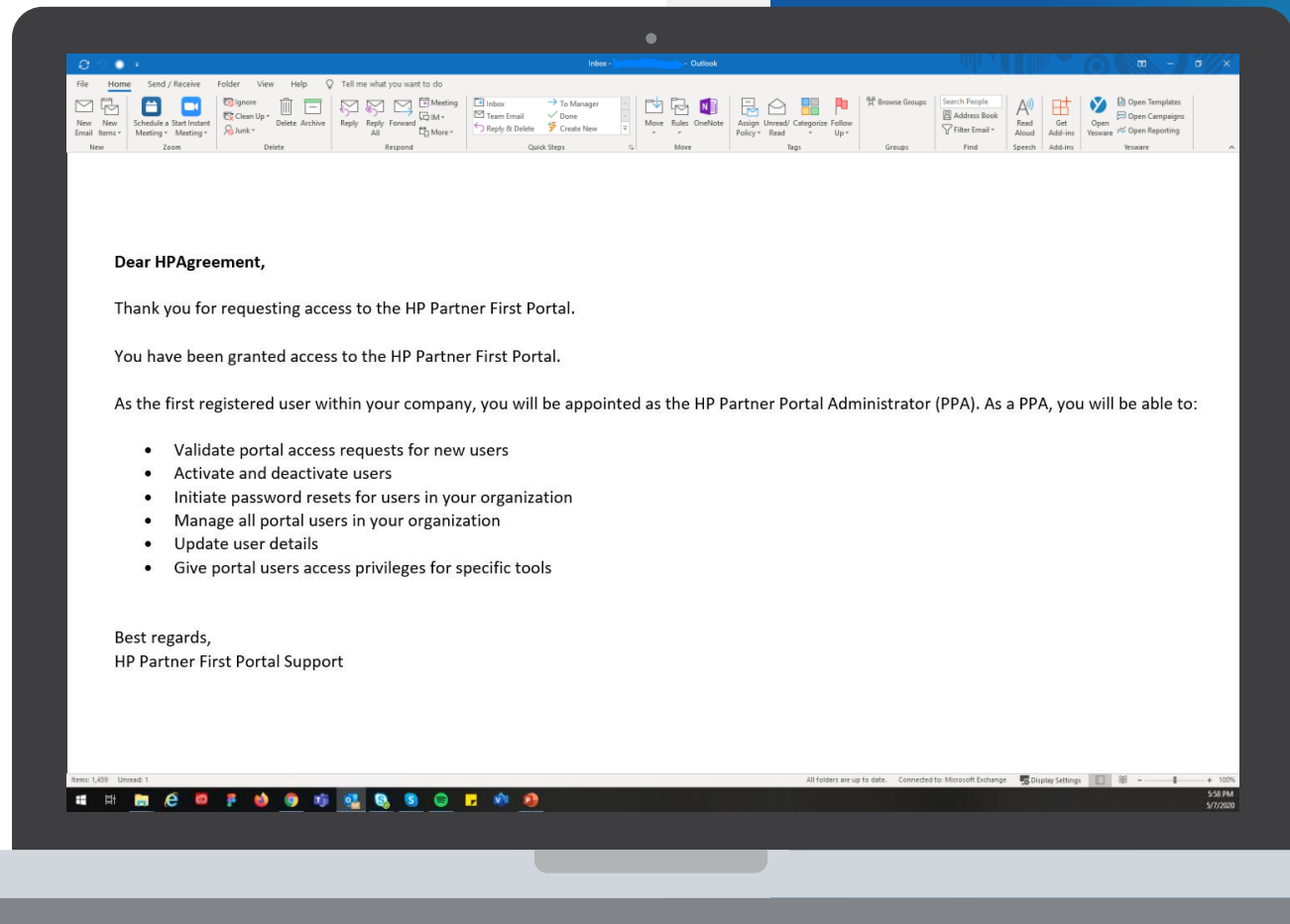
# SUBMISSION COMPLETED!

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



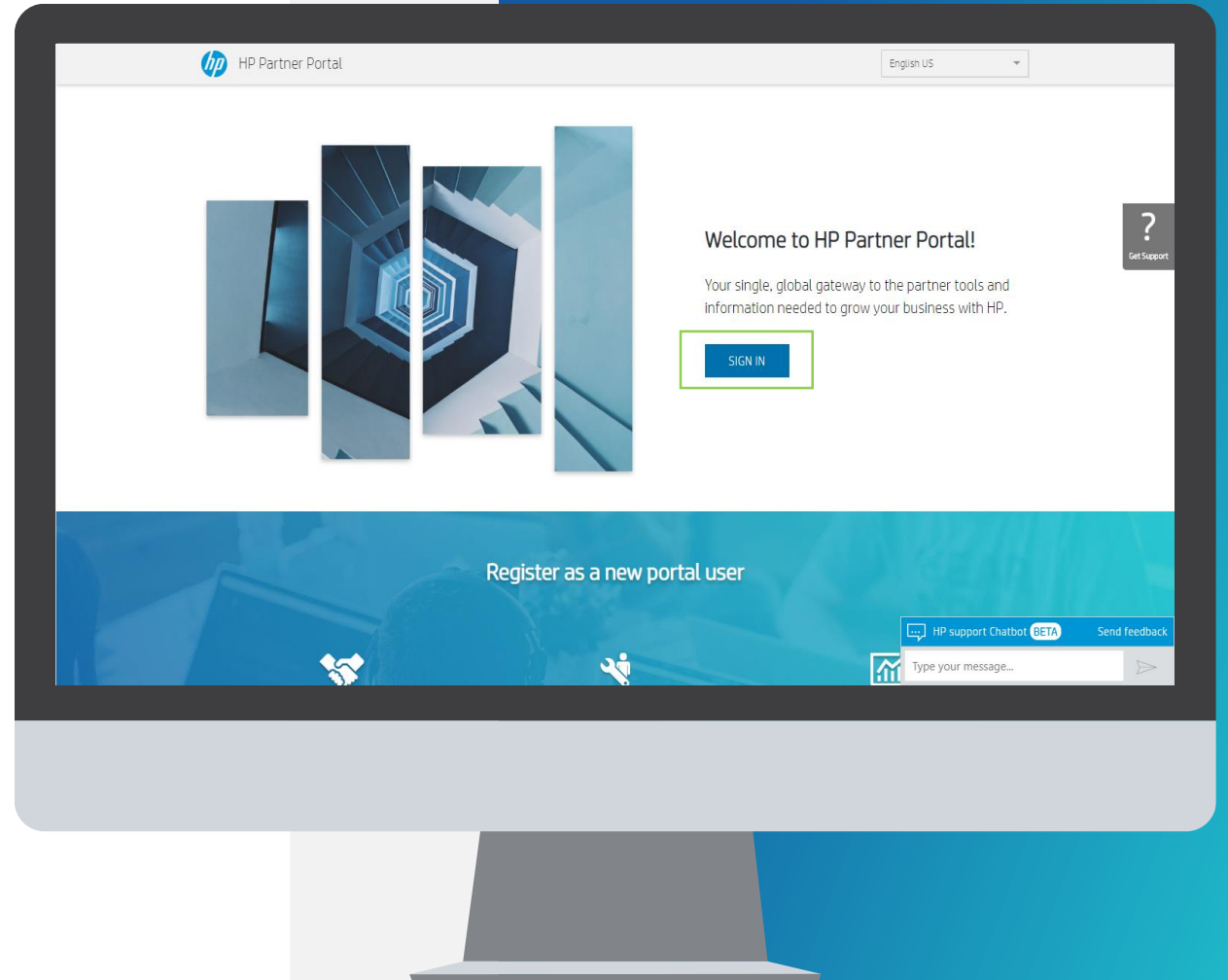
# APPROVAL / REJECTION PROCESS

Access approved: you will receive an email like this.



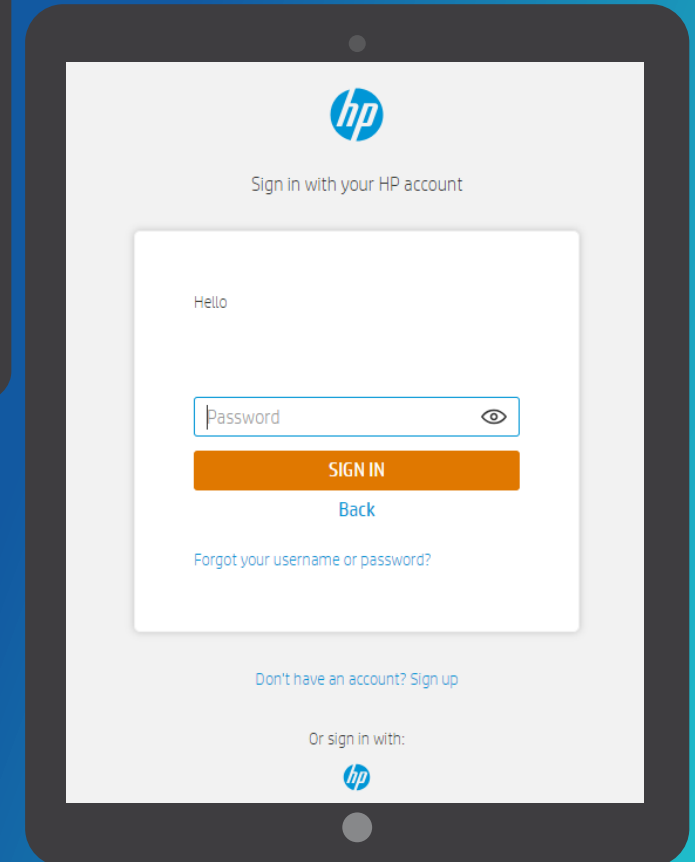
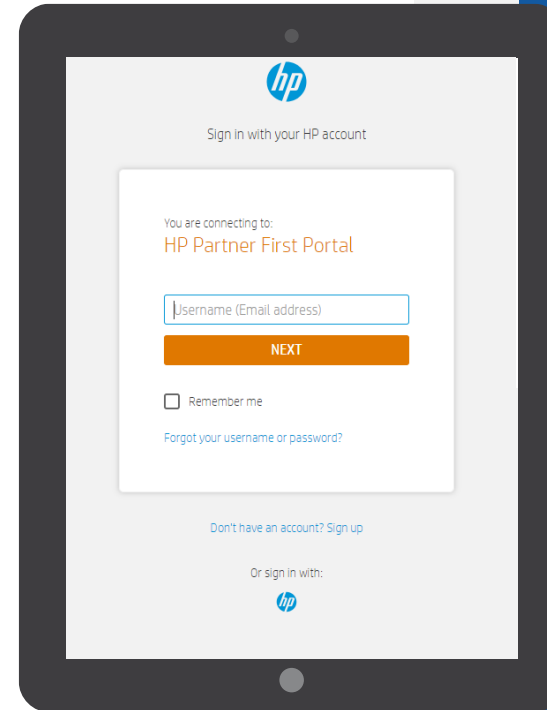
# TERMS AND CONDITIONS ACCEPTANCE

01. Access our Partner First Portal at: [partner.hp.com](https://partner.hp.com)
02. Click on “Sign in”.



# TERMS AND CONDITIONS ACCEPTANCE

01. Type your email address and click “Next”
02. Type your password, and click “Sign In”





## Next stage of application process

Please read and accept the HP Partner Agreement Terms and Conditions. Once you submit your acceptance, our contracts team will assess your request to become an HP Partner.

If you see "Application Completed", you need not do anything more.

Please click "Get Support" if you have any questions

The HP Partner First Portal is your single, online gateway for anytime, anywhere access to the information, services and tools available through the HP Partner First platform. The Partner First Portal supports smarter, faster sales through consistent and intuitive design, simpler navigation, customizable and targeted information, and easy access from any device.

We are committed to delivering an online experience that can integrate into every phase of your sales cycle. The portal responds to your needs by providing the following:

### Access to everything you need:

- **Sales tools** – rapid click-through to the tools you use most
- **Benefit information** – more targeted, more relevant
- **Product information** – consolidated and available in one place
- **Marketing tools** – personalized information aligned to your business
- **Partner news** – aligned to your profile, business area and interests

### Task-based navigation:

- **Simple to use** – clean look and feel
- **Easy to navigate** – task-oriented navigation
- **Customizable dashboard** – for how you work
- **Personalized** – information, news, alerts
- **Consistent** – familiar layout, on every page

## HP Partner Agreement Acceptance Step

### My Notifications

Click **SUBMIT** to read and accept the terms and conditions of the HP Partner Agreement. Please note that accepting the HP Partner Agreement does not authorize you to sell HP Print and Supplies products.

**Submit**

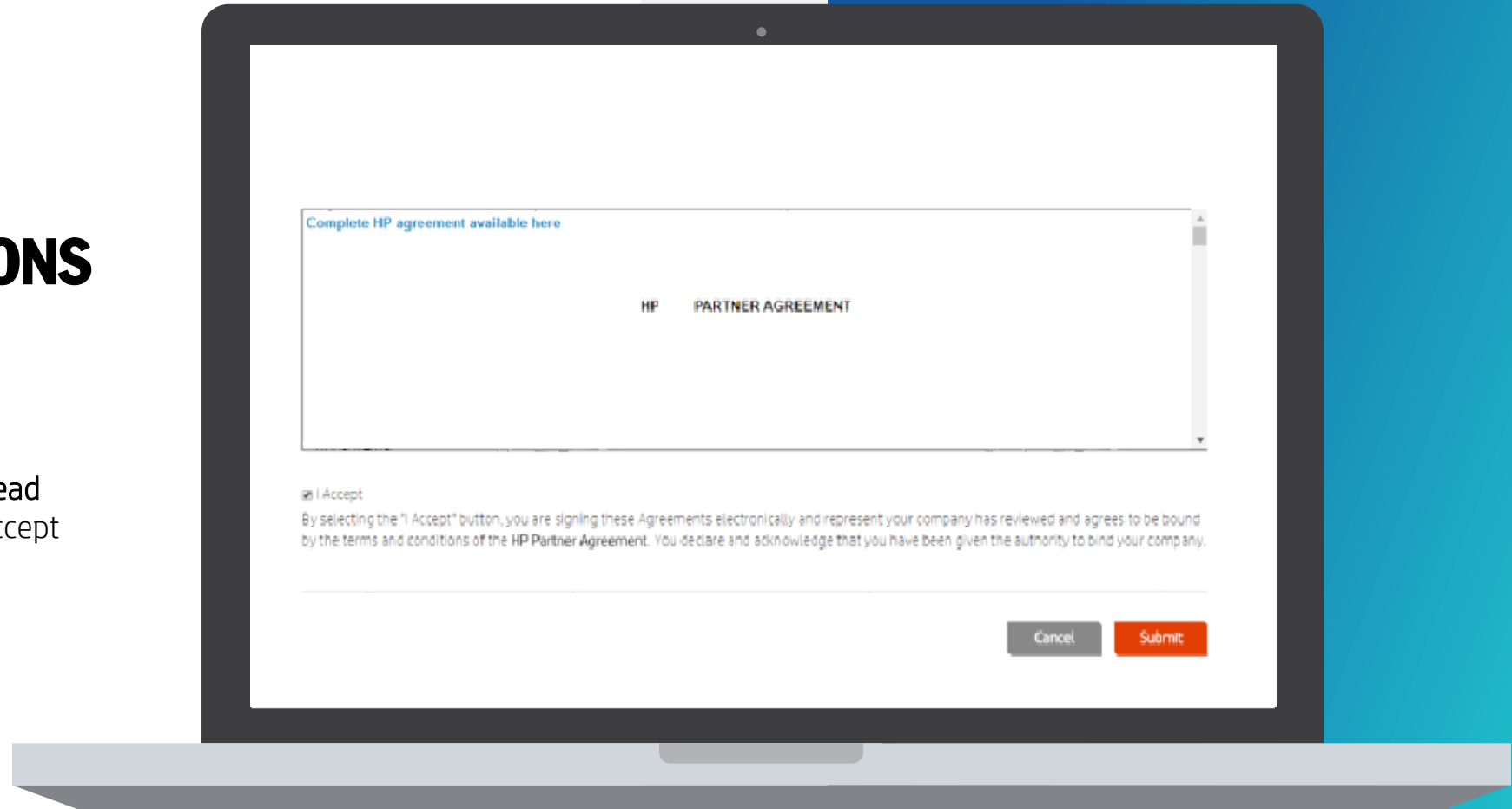
Once you have submitted your acceptance of the HP Partner Agreement, you will need to apply for the HP Qualified Partner Program (Print and Supplies).

# TERMS AND CONDITIONS ACCEPTANCE

01. Then, select **Accept** to agree with the Partner Portal Terms & Conditions.
02. After this you will see the "Next stage of application process" page, see the blue box and click on **Submit**.

# TERMS AND CONDITIONS ACCEPTANCE

You will be redirected to the HP Partner Agreement Terms and Conditions, **please read the document carefully, check the box to accept it and click on Submit.**



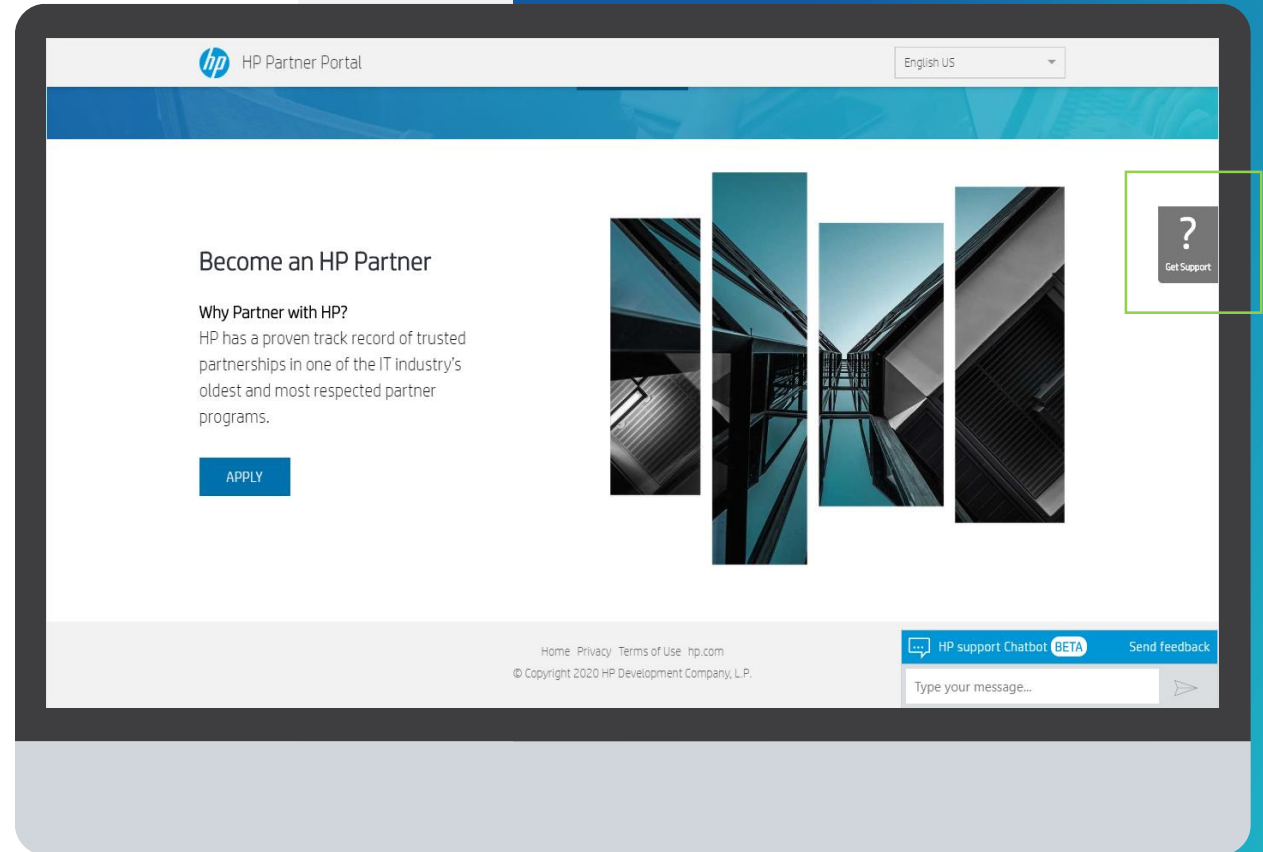
# GET SUPPORT

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, email support, phone support.**

Email: [hp.amspartnersupport@hp.com](mailto:hp.amspartnersupport@hp.com)





**THANK YOU!**