HP Partner First Portal
OEM Registration and Application Process
IMPORTANT

The process described through the following slides is only applicable to Americas and Asia Pacific regions.

For prospective OEMs located in Europe, Middle East and Africa, please contact the WW OEM Onboarding Team at wwoemonboarding@hp.com for further guidance.
Registration Process

- Access the HP Partner First Portal at partner.hp.com
- Click on the hamburger button located at the top right side of the page
- Choose your language
- Click on “Apply to be an HP Partner”
Registration Process

- Support documentation is always available to you. This presentation can also be accessed under the Support Documents section of this page.
- When ready, click on “Apply to become an HP Partner.”
Once you reach the Create your HP account page, complete the following fields:

- First name
- Last name
- Email address
- Create password
- Confirm password
- Country
- Tick the “I’m not a robot” box and perform a quick visual test, if asked to do so
- Click on the Sign up button
Registration Process – Create your HP account

- Enter the verification code sent to the email address you used to register
- Click the Submit button
- Once the system has validated the code, you will be directed to the New User Registration form
The form automatically populates first name, last name, email and country.
Continue to complete the registration form to secure access to HP Partner First Portal.
Fields marked with an asterisk are mandatory.
Registration Process – User Information

- Specify your preferences as to how you will allow HP to contact you. Select yes/no for each of the options listed.
- To perform the security check, just type in the verification code. If you are not able to read clearly the code, use the refresh button to generate a new code.
- Click Next to move to the next page.
Your company might be already registered in our database. To conduct a quick search, you can complete partially the Company Name field and specify the country.

Type the verification code provided

Click Search

Tip: you can refine the search by providing additional elements, such as the HP Locator ID, Tax ID, City and ZIP/Postal Code
Registration Process – Company Information

- If there is a match, the name of your company will be displayed.
- If there are multiple matches, you will be presented with a list of companies.
- This means your company is already registered. Select the record that corresponds to your company.
- If none of the records retrieved really corresponds to your company, click the “Register a New Company” button.
Registration Process – Company Information

- If the search does not retrieve any matches, please proceed to register your company.
Registration Process – Company Information

- Physical address is mandatory. You can also provide us with your mailing address and/or legal address by selecting them from the list of options, and then clicking on the “Add Address” button.
- Click Next when this section is ready.
Registration Process – Partnership

- At this point, you will be presented with the Partnership Type menu. Select “Original Equipment Manufacturer (OEM)” from the list of available options.
- Click Next.
Registration Process – Partnership

- As soon as you indicate that you’re applying for the OEM relationship, you will have to acknowledge that your company satisfies four statements related to the OEM business.
- If your company does not satisfy the four statements, it does not meet the HP OEM Program selection criteria.
- If your company satisfies the four statements, you can continue with the OEM Application.

Please read carefully the following four statements, and select yes only if your company satisfies all of them.

1. Your company includes their "intellectual property" as part of the final solution.
2. The final product (that includes the HP product) is sold as a complete solution.
3. Your company provides (at least) front line support for the solution, including the HP product.
4. Your company is responsible for their own sales & marketing of the solution.

Does your company satisfy the four statements?
Registration Process – Partnership

- Proceed with the OEM application. You will be asked to provide a description on the product or solution where you are going to include the HP product(s)
- If you do not have an Ethics and Compliance Officer because your company lacks this department, you can provide your name and requested details
- If you were referred to apply for the OEM relationship by an HP Sales Representative, use the field provided to specify their name
- If you were referred to apply for the OEM relationship by an authorized OIP or HP Partner, use the field provided to specify their name
- Click Next
Registration Process – Partner administration

- This section explains the role of the HP Partner First Portal Administrator (PPA)
- Click submit to finish the registration and application process
The last screen confirms that your application was successfully submitted.
Next Steps

- HP will review your application and provide resolution on the same within 5 business days.
- At that time, we will initiate the agreement signature process with your company.
- If you have any questions regarding the OEM registration and application process, please send us an email at wwoemonboarding@hp.com.