HP PARTNER PORTAL

HP Partner Application Process

HOW TO APPLY

01.

Access the HP Partner Portal

Access the HP Partner Portal at
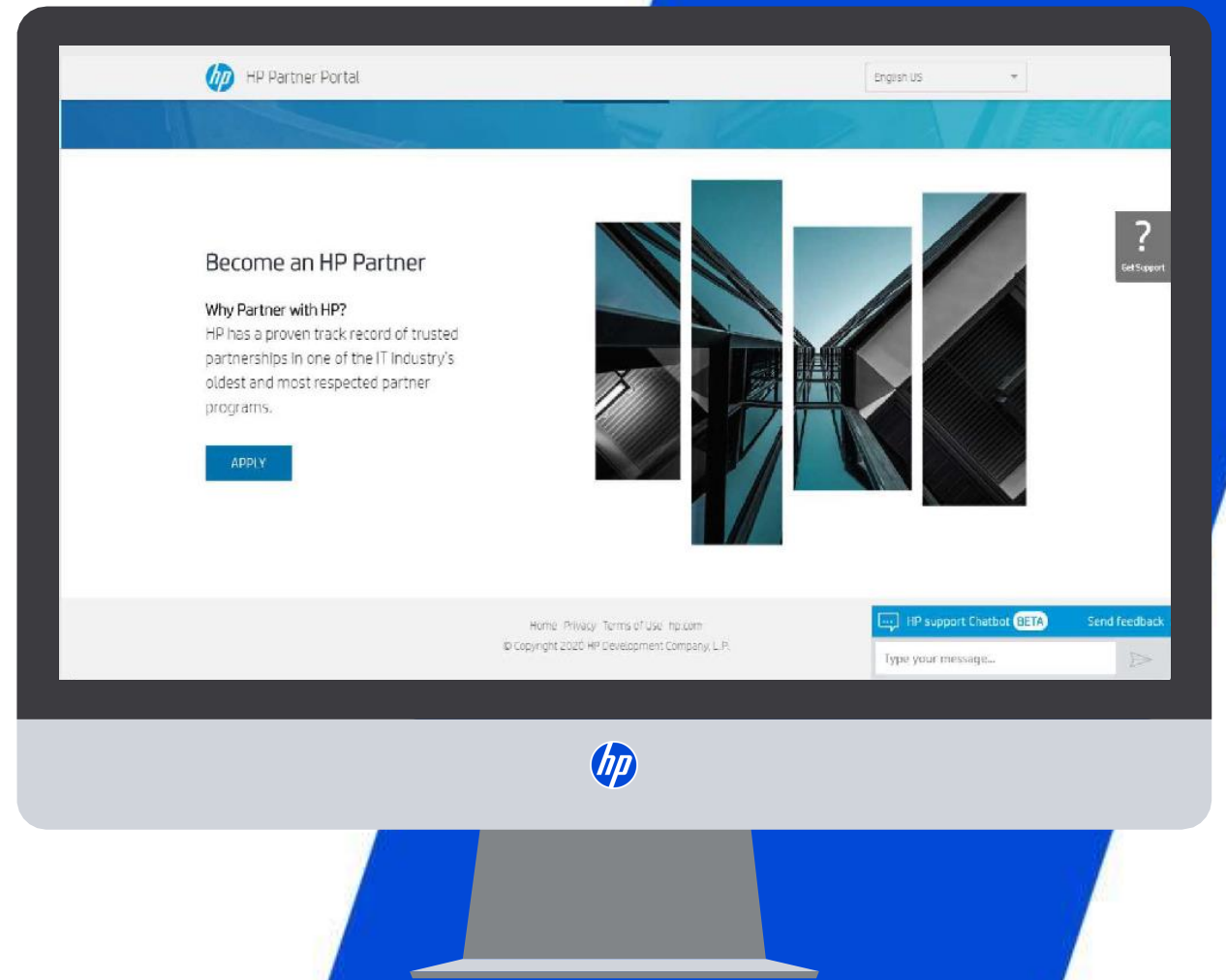partner.hp.com

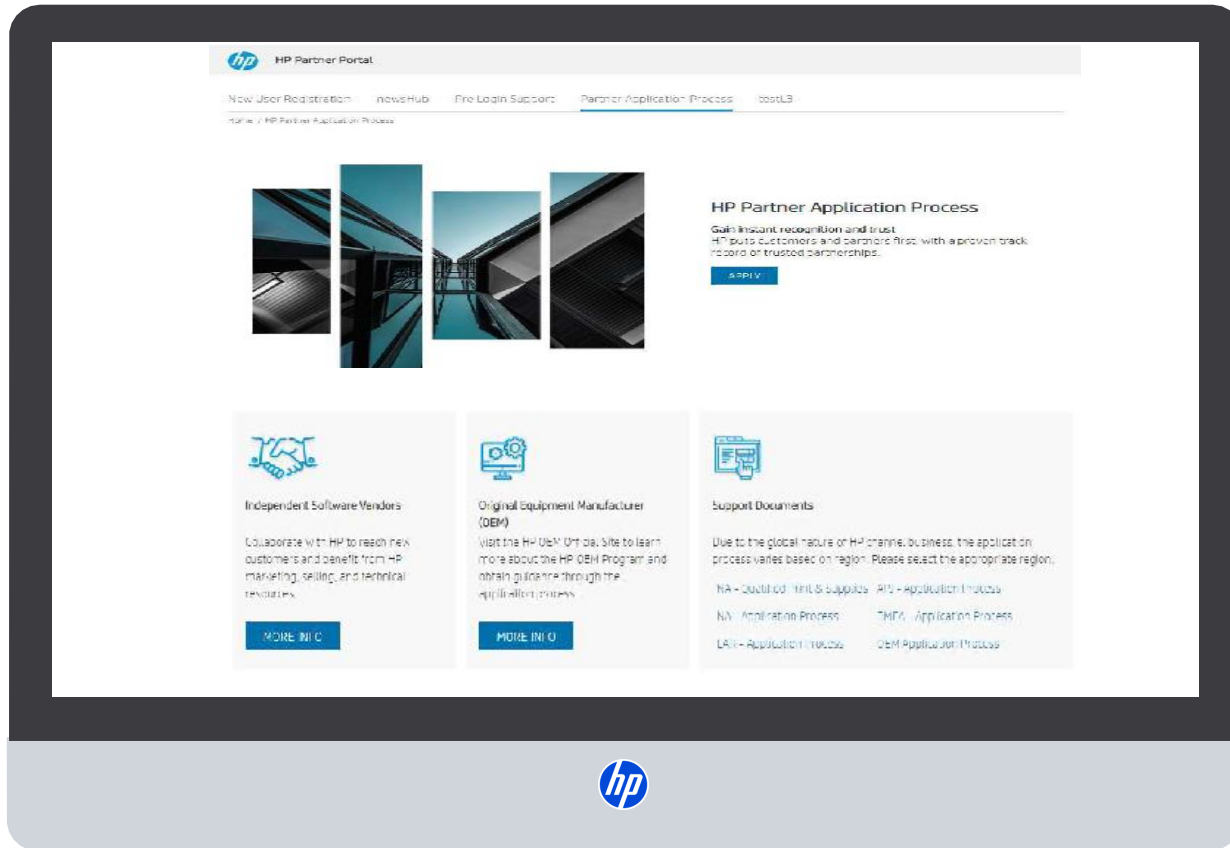**02.**

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.

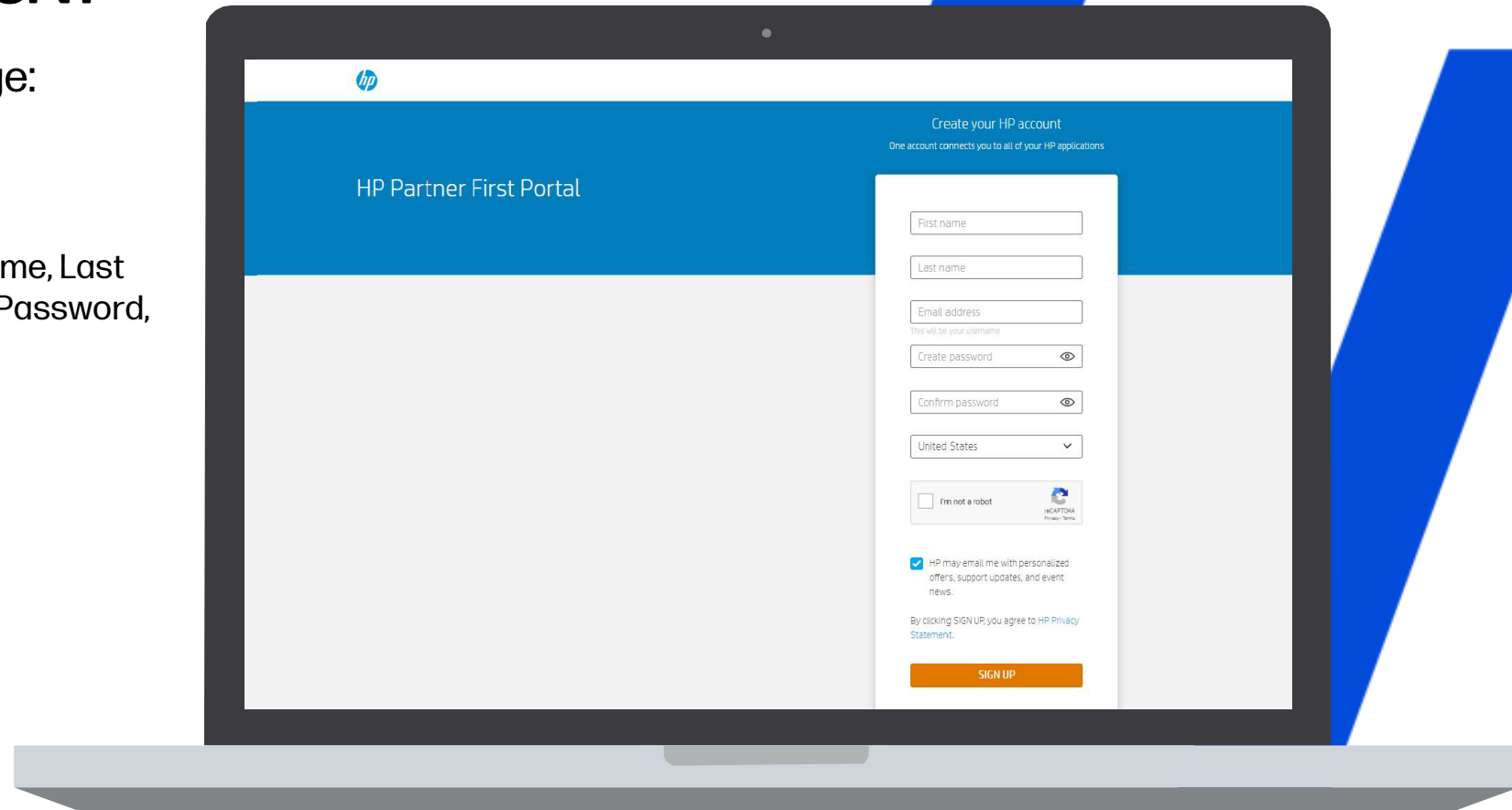# PARTNER APPLICATION PROCESS

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, Confirm Password, Country

02. Tick the "I'm not a robot" toggle

03. 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.
.

VERIFY YOUR EMAIL ADDRESS

01. Enter the verification code

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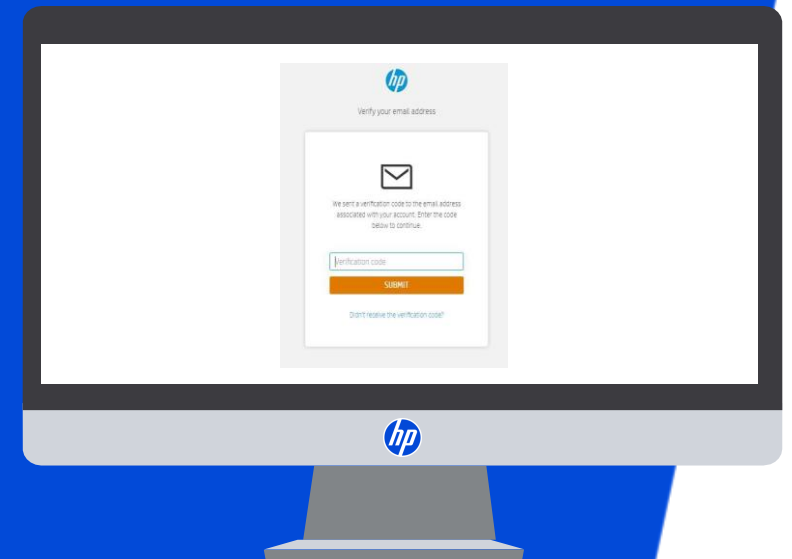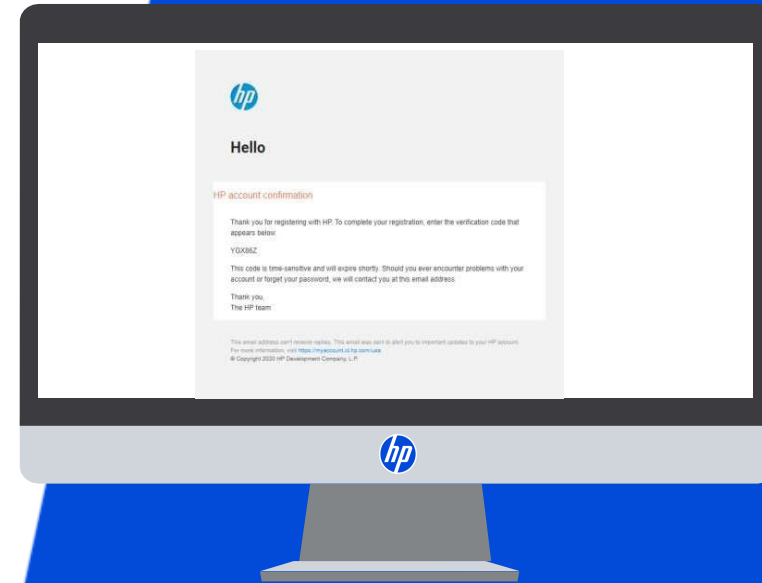
02. Submit

Click the "SUBMIT" button.

03. Partner Portal Registration

You will then be forwarded to the Partner Portal registration.

USER DETAILS

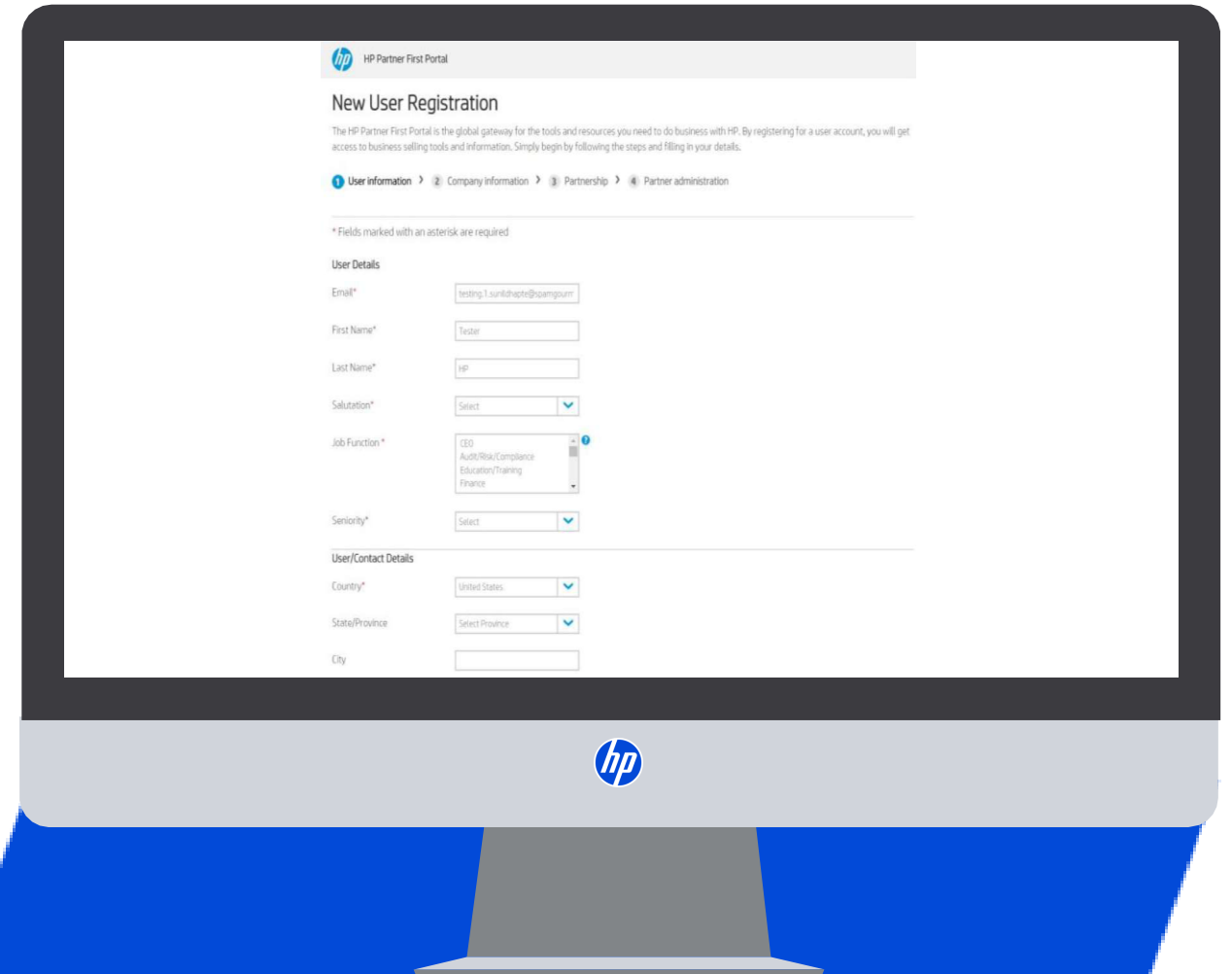The user needs to provide User details and contact information.

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 *
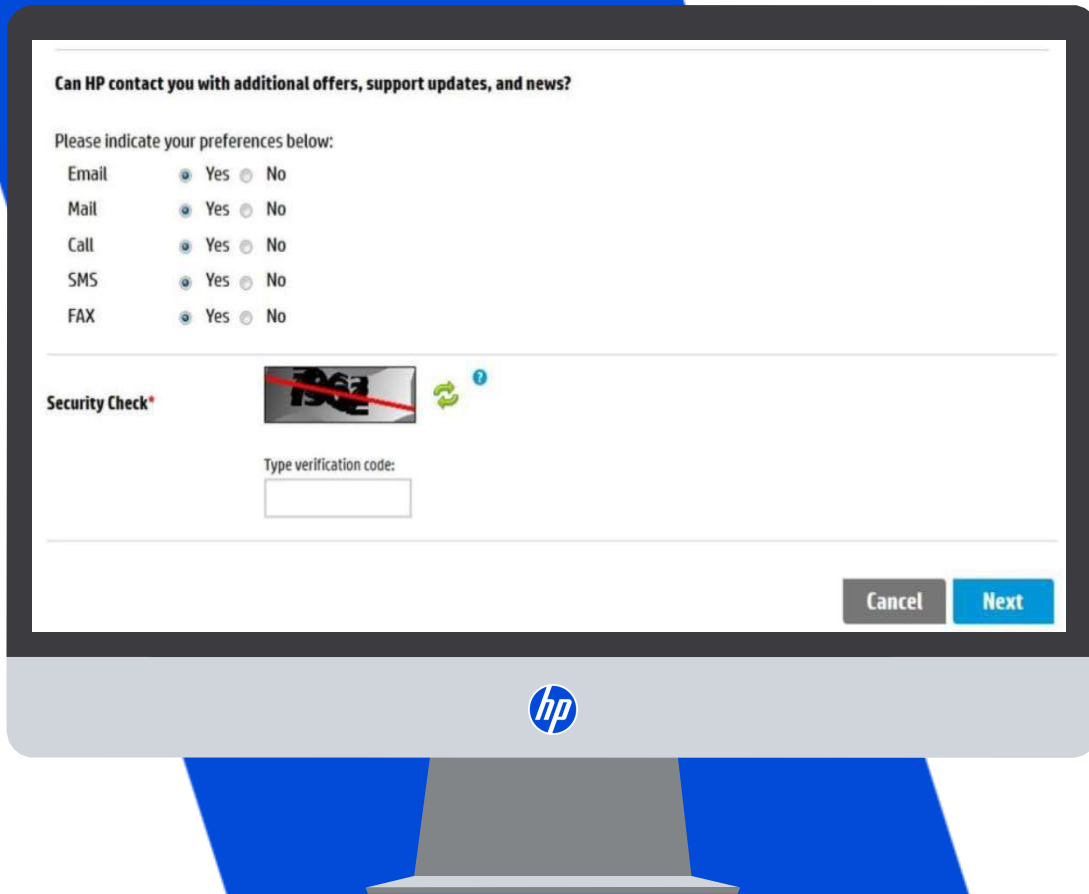Email must be corporate (match domain)

02.

Complete the form

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

CREATING YOUR USER ACCOUNT

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

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.
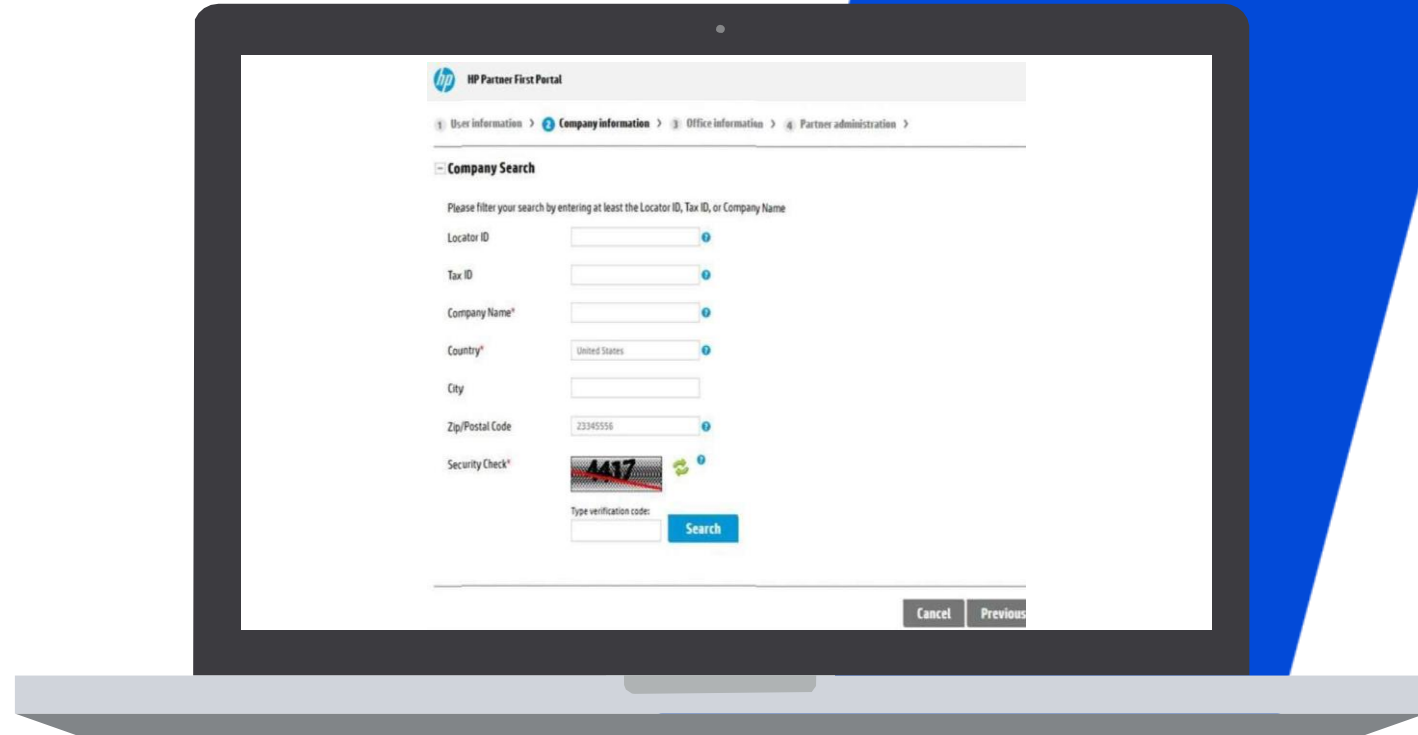
COMPANY INFORMATION

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.
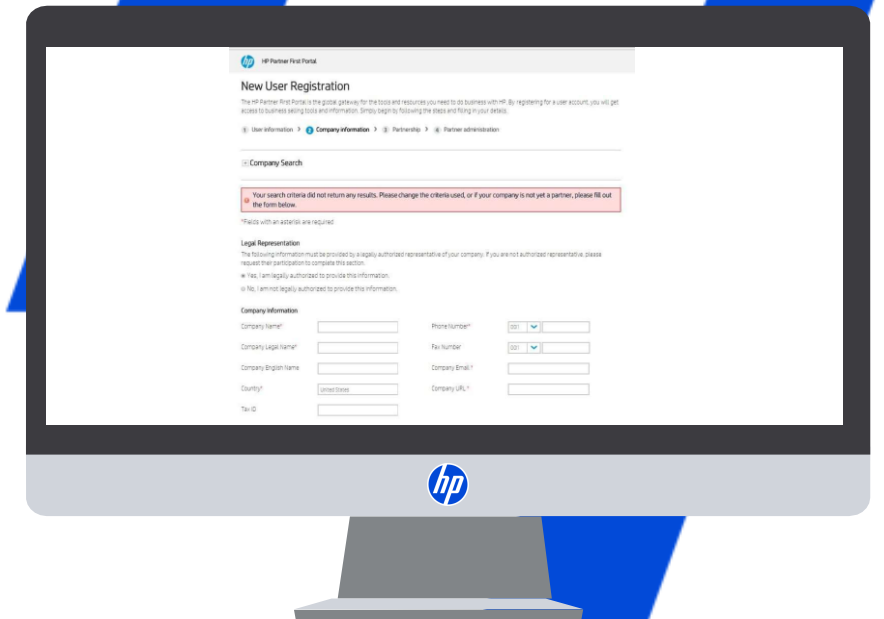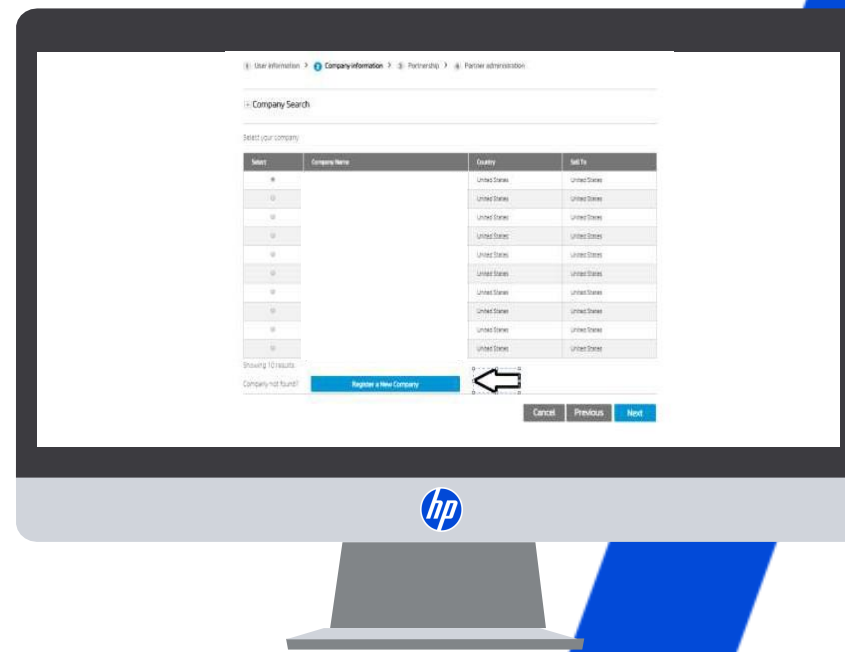
COMPANY INFORMATION

01.

You can provide physical, mailing or legal address.
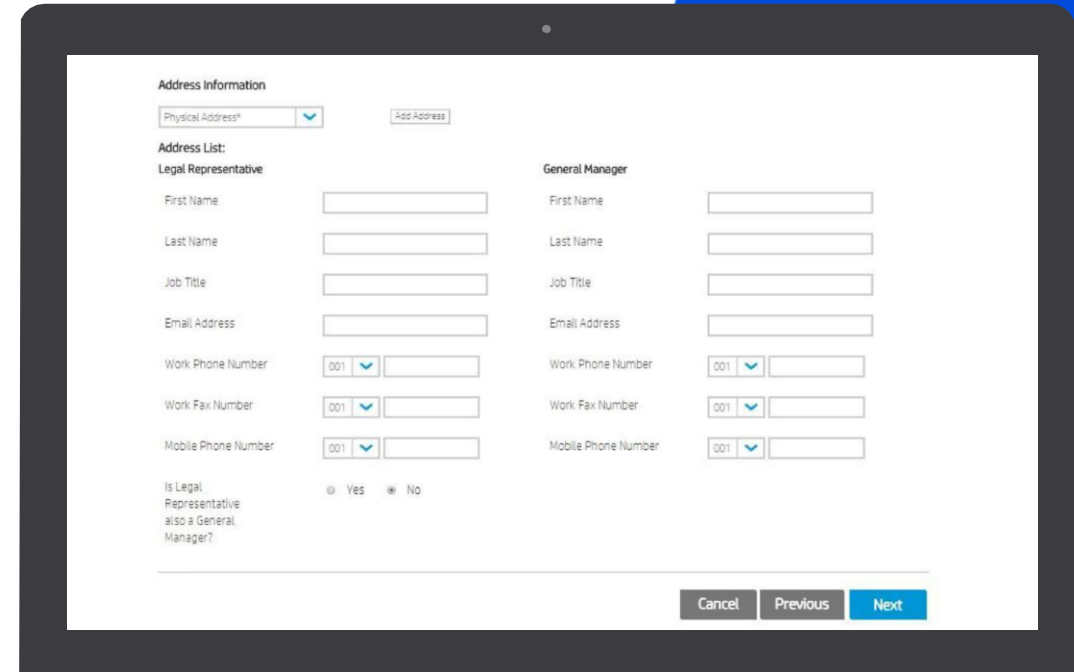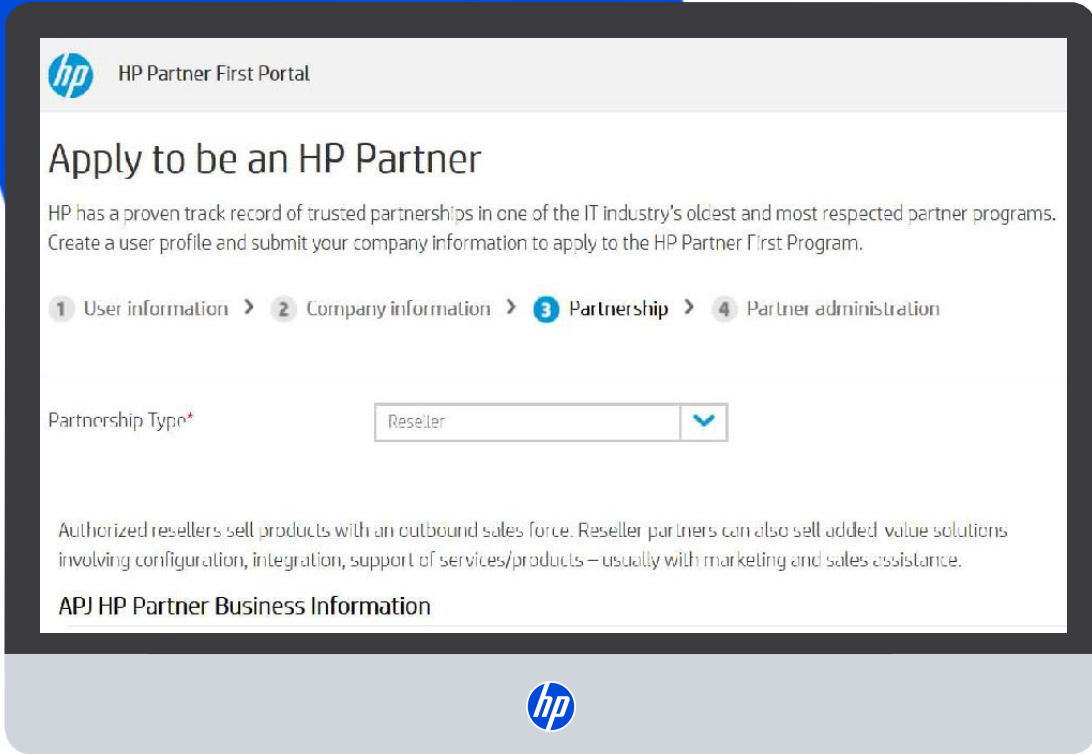
*Please always provide the physical address.

02.

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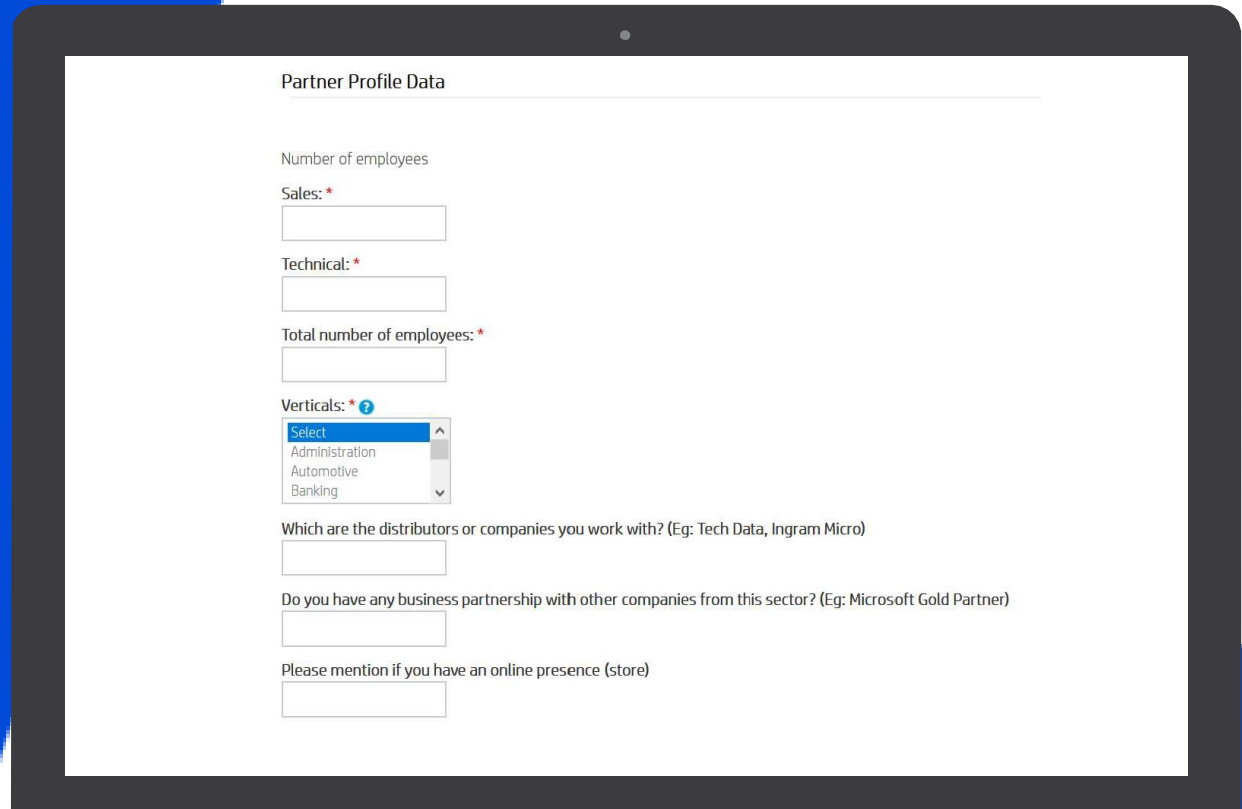
PARTNERSHIP

01. Please select the appropriate Partnership Type e.g. Reseller.

02. If you want to be "Reseller", please go to next slide for more detail.

PARTNERSHIP

Provide the "Partner Profile Data" requested:

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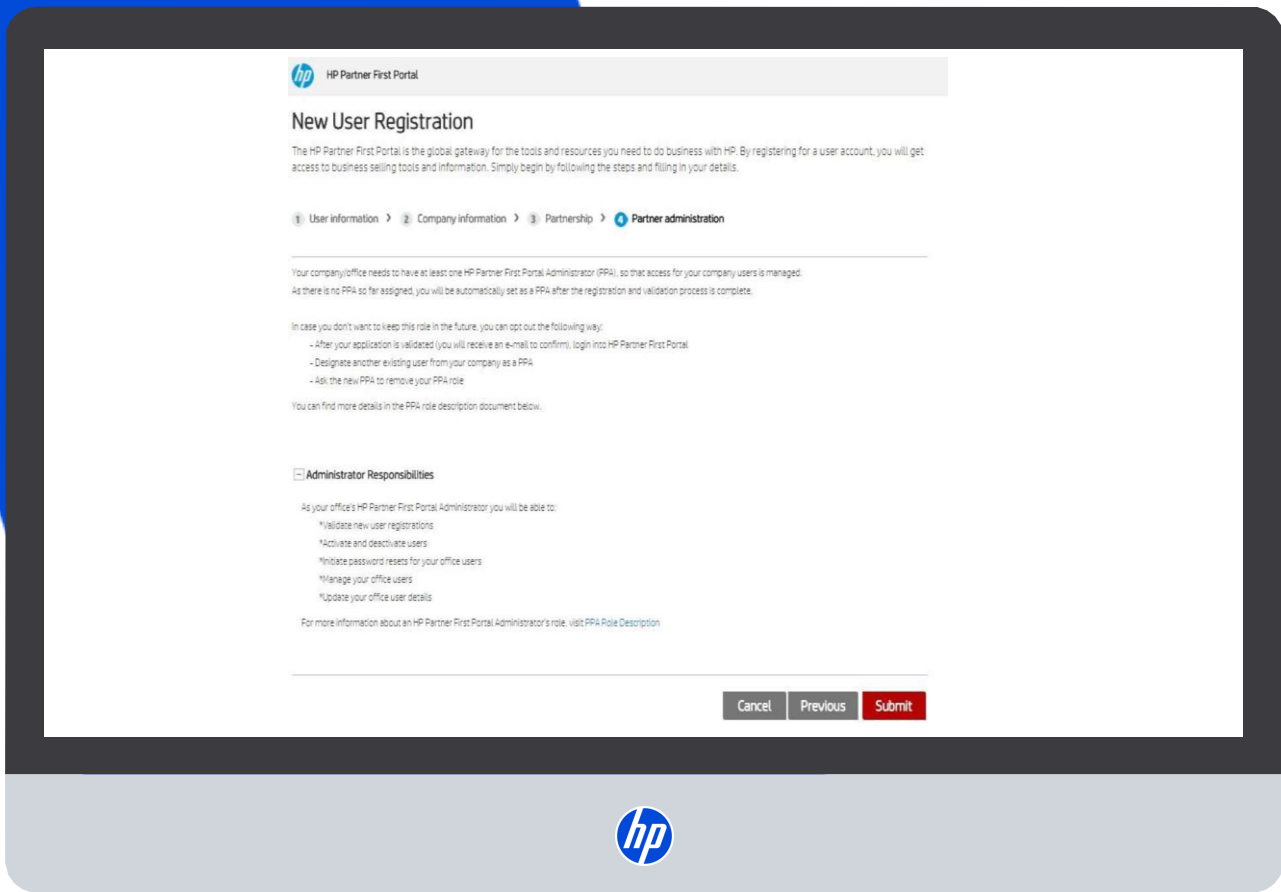
PARTNER ADMINISTRATION

Partner Portal Administrator (PPA) responsibilities

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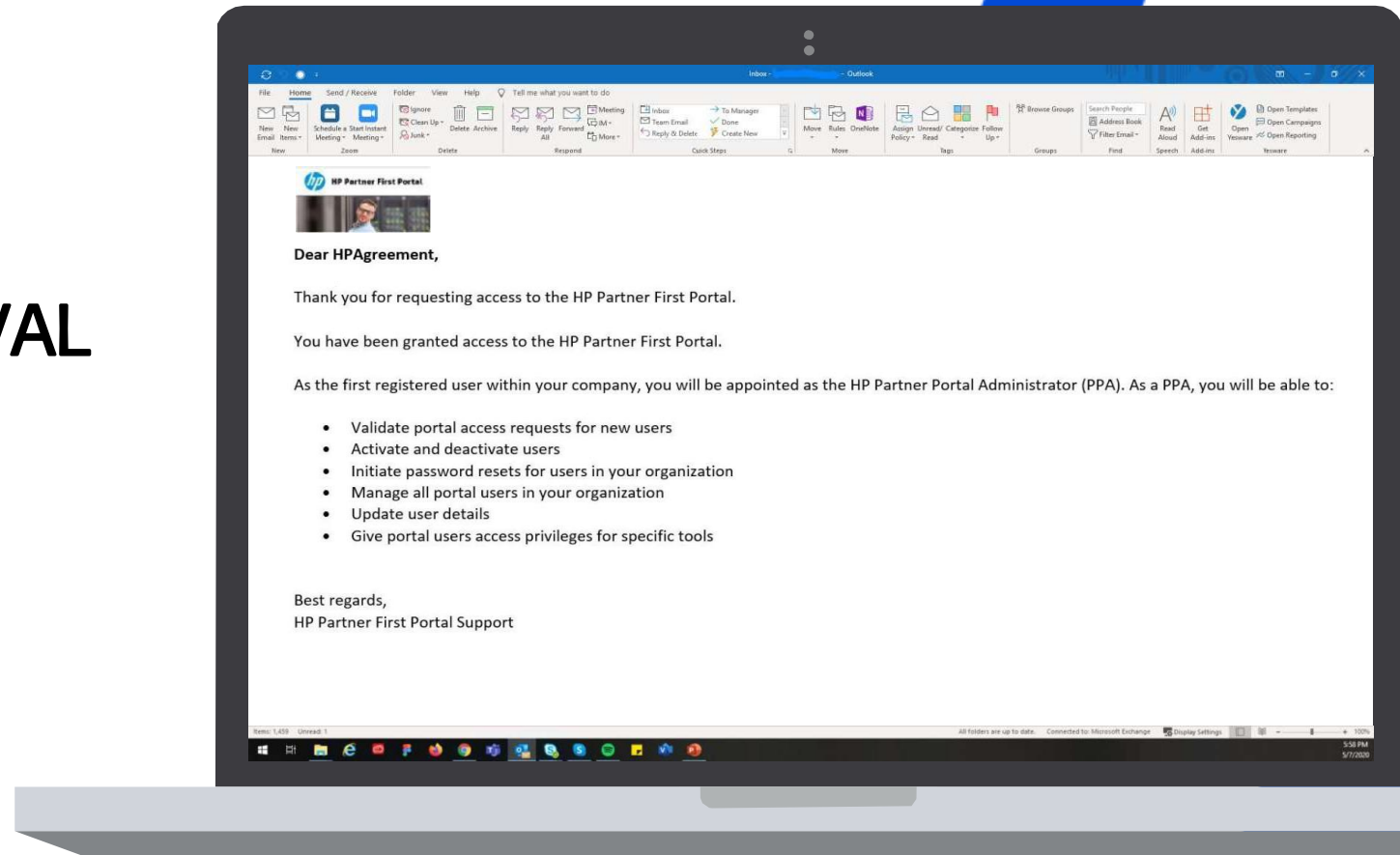
SUBMISSION COMPLETED!

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

APPLICATION APPROVAL

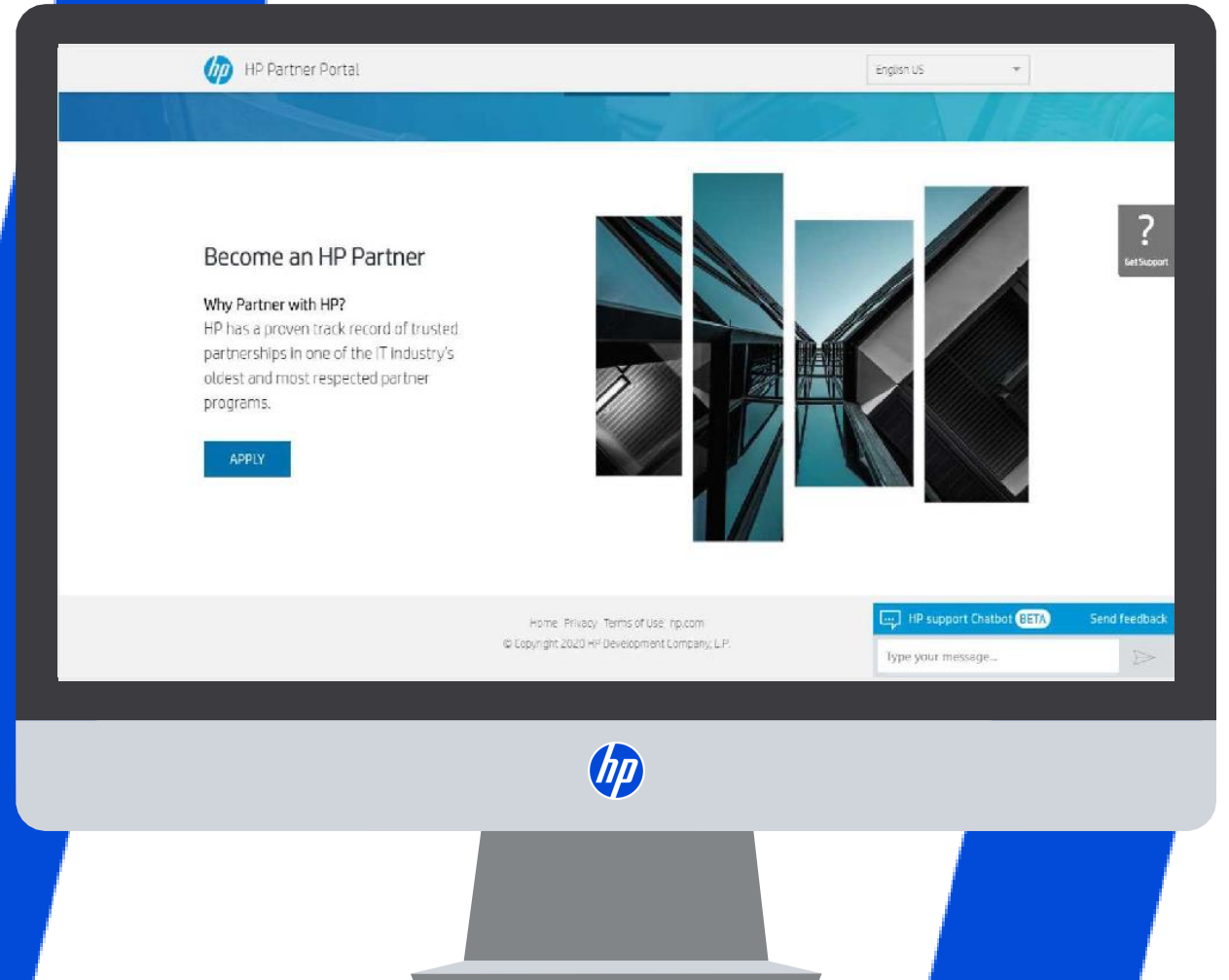If your application is approved, you will receive an email like this.

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!