

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

02.

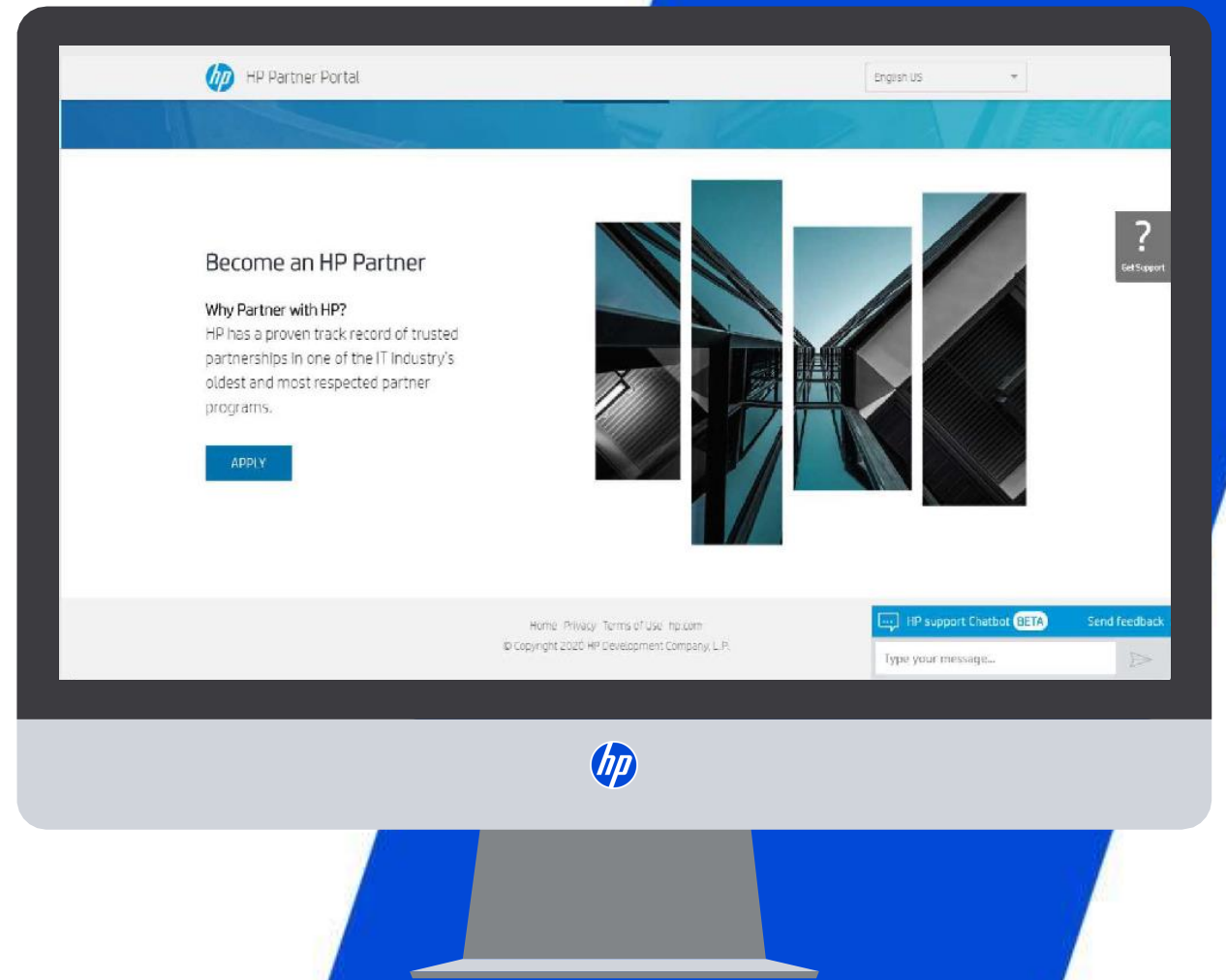
Become an HP Partner

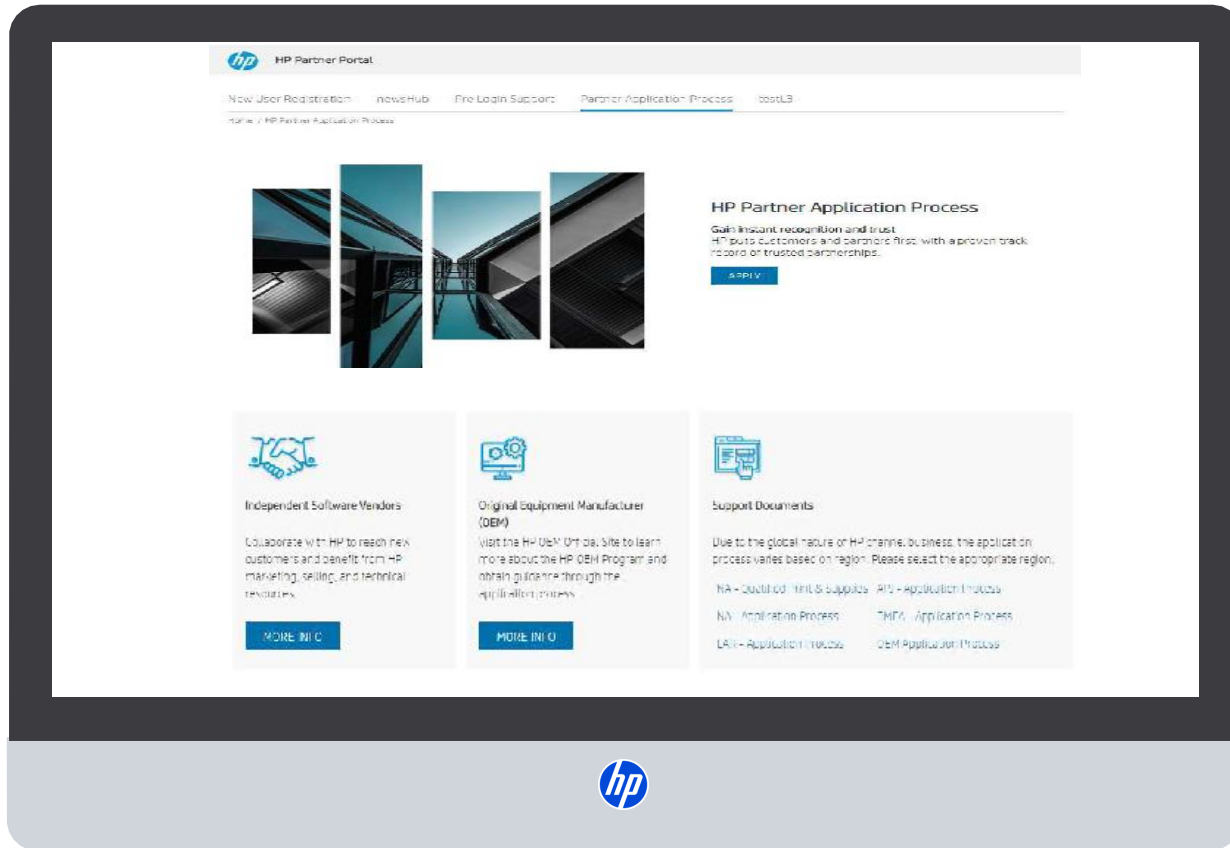
Scroll down on the page. Under "Become an HP Partner", click Apply.

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

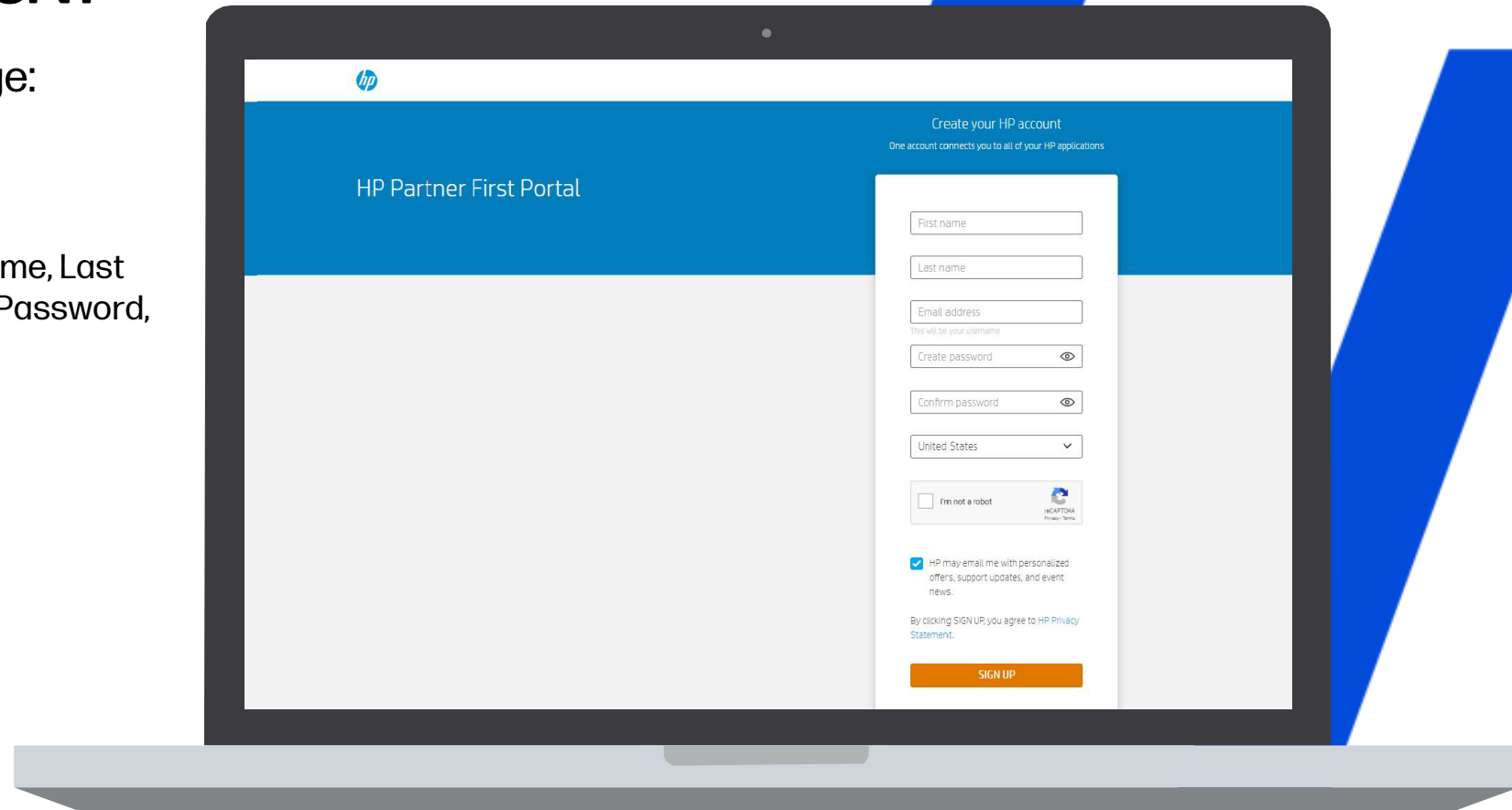
Download the support documents for your region for step by step instructions (if needed).

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.

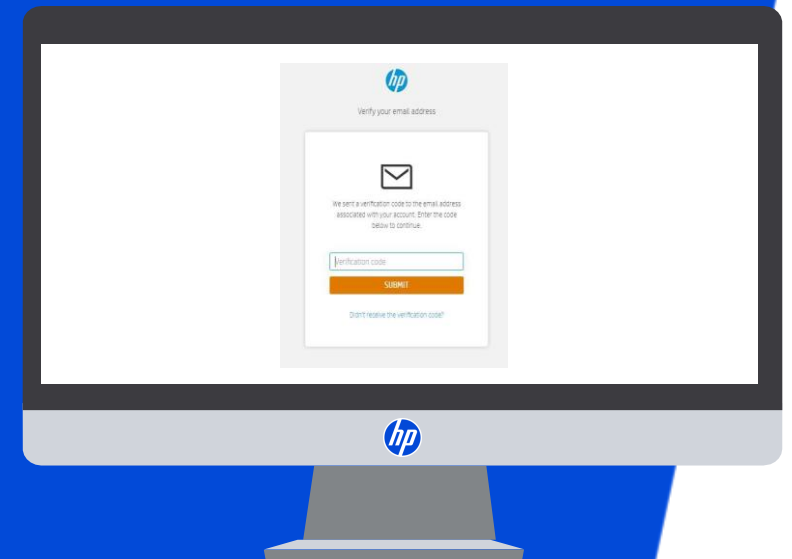
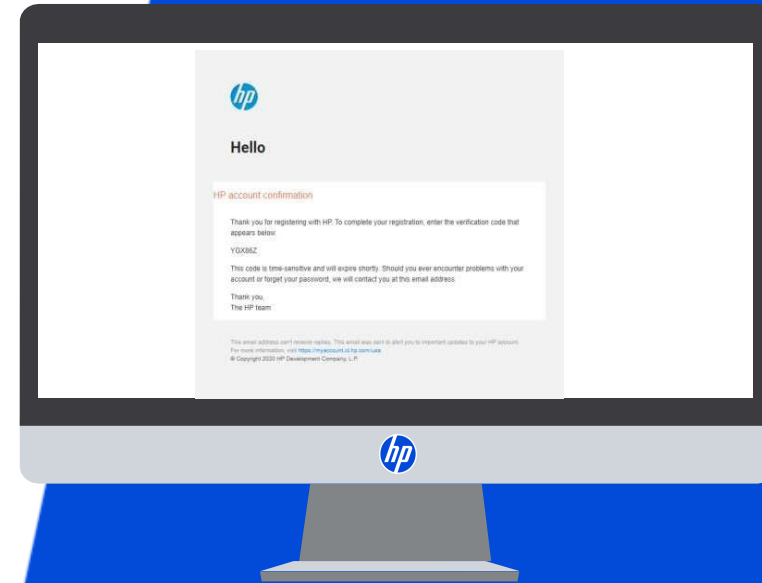
Submit

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.

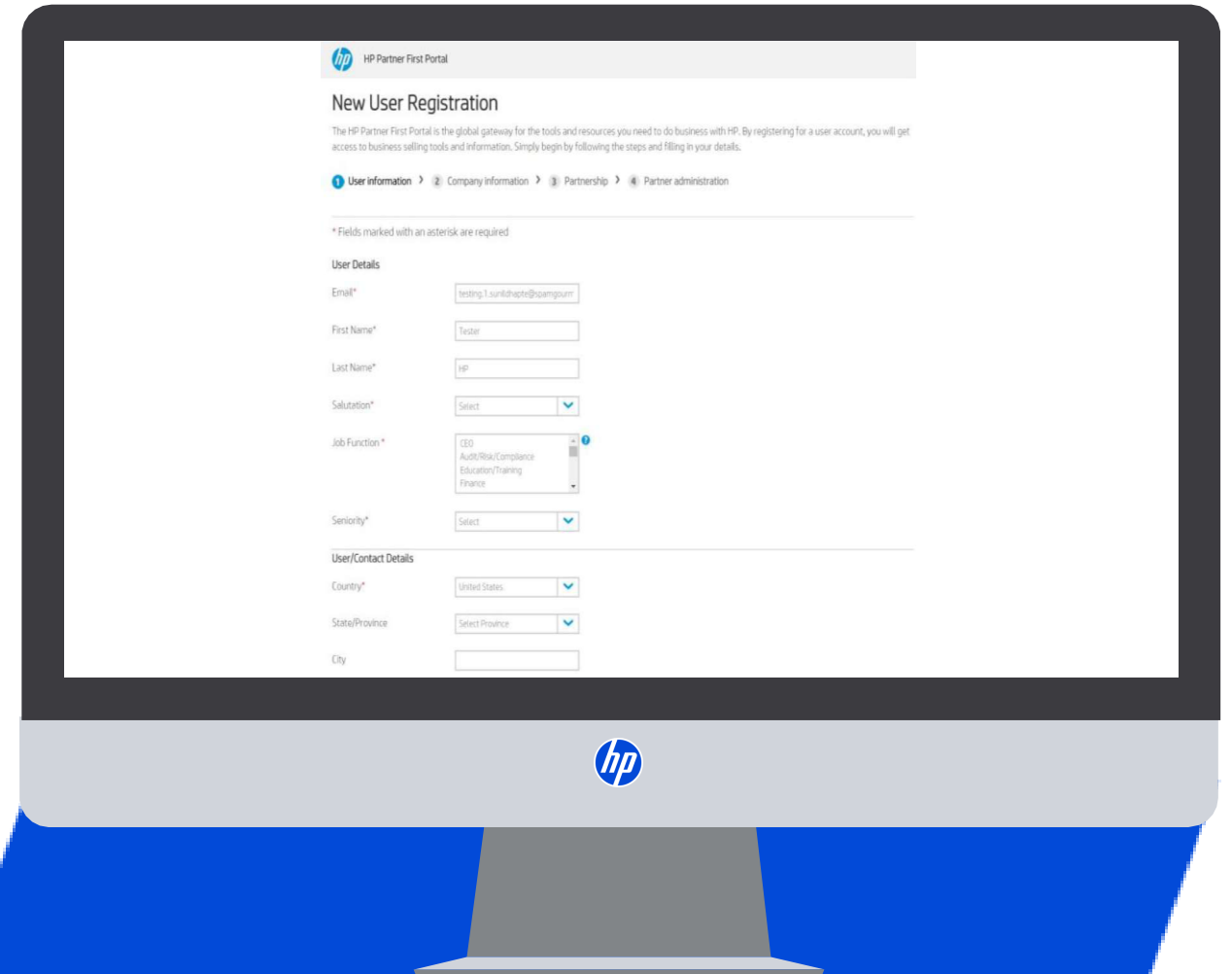
01. Registration Form

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

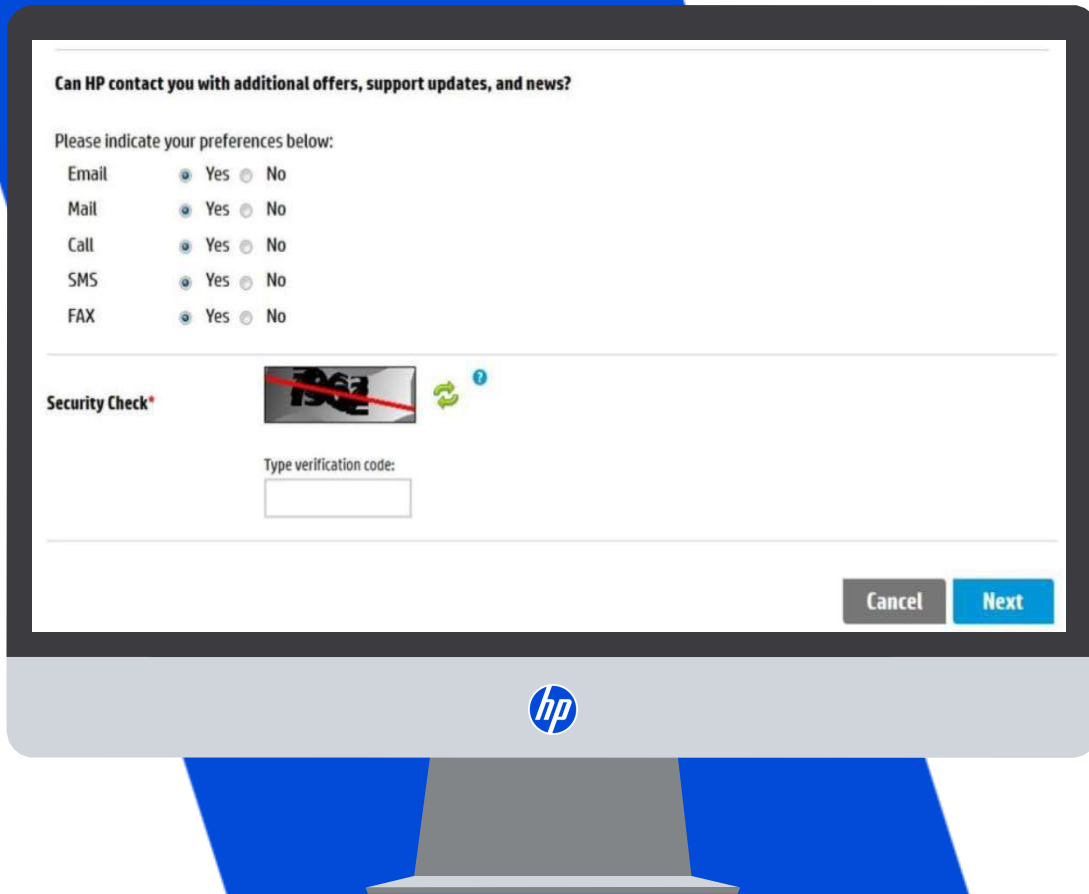
Continue to complete the registration form to secure your access to HP Partner Portal.



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 (active), 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.



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

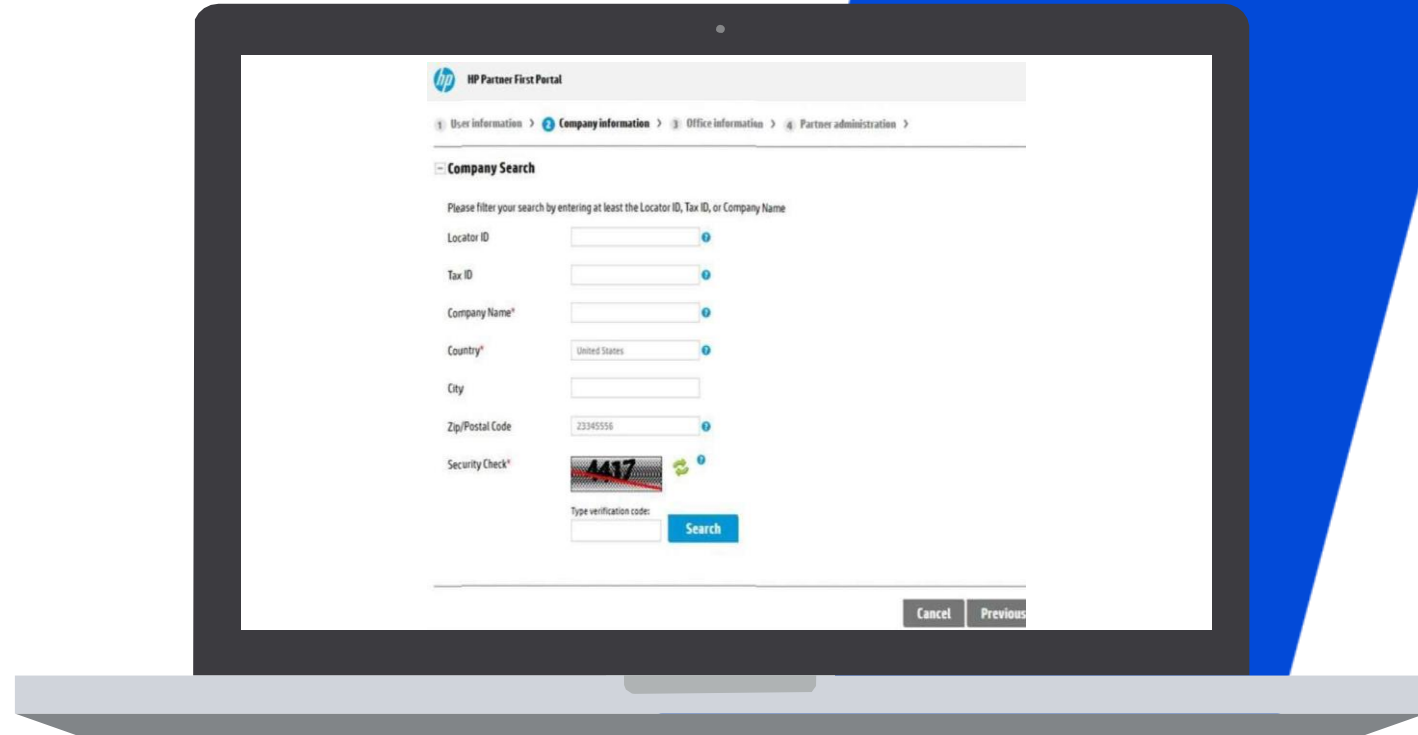
01. Select the appropriate radio buttons to choose your communication preferences.
02. Enter the authentication code.
03. Click Next.

COMPANY INFORMATION

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

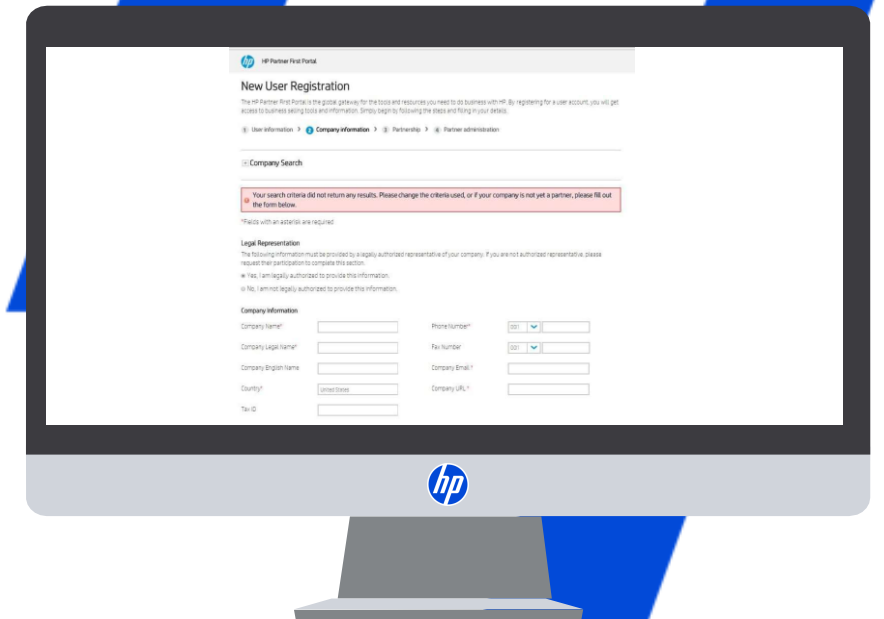
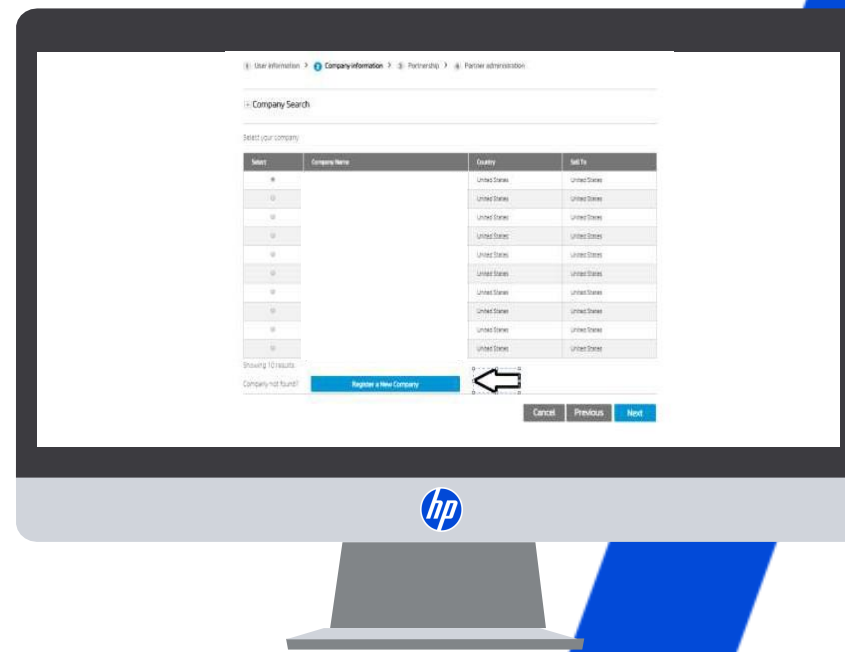
01. Enter the first 3 characters of the company name and location ID for an exact match or fill in the mandatory field and as much information as is known to search.

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.

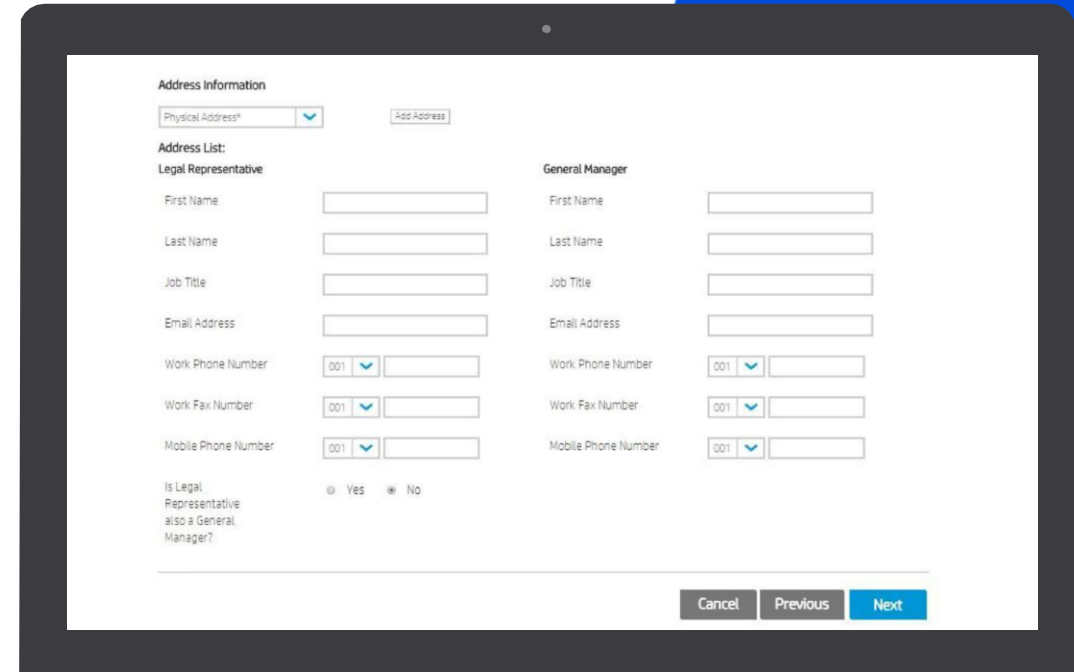
Address Information



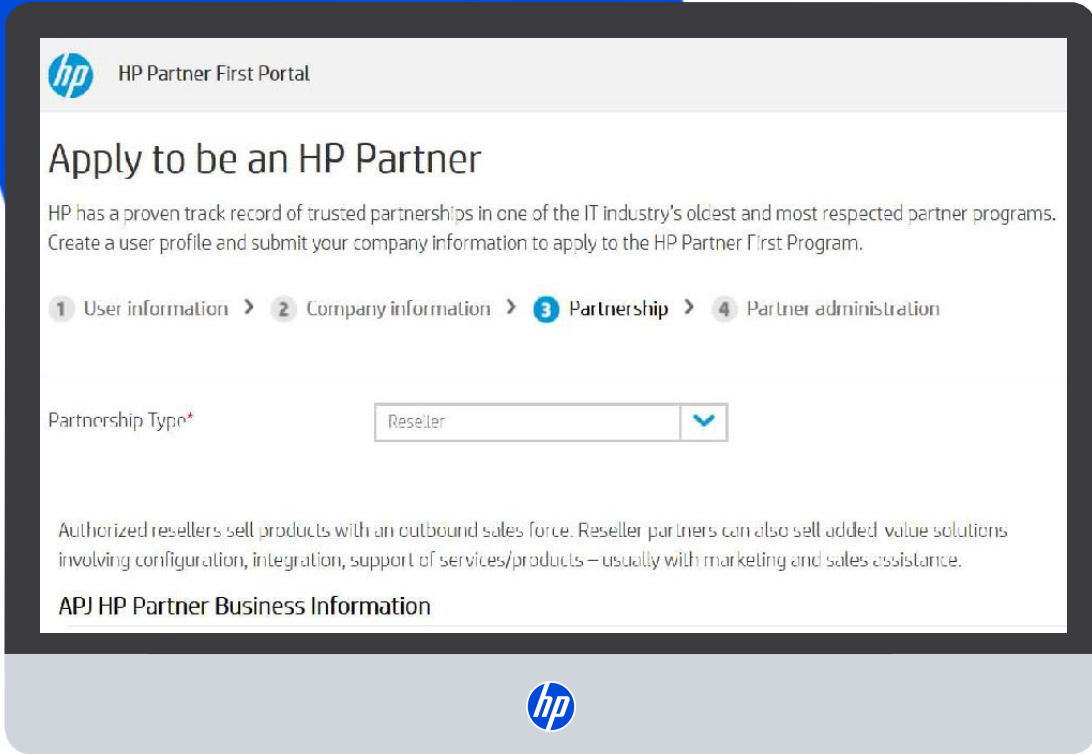
A screenshot of a web form showing a dropdown menu for 'Physical Address*'. The menu is open, displaying three options: 'Physical Address*' (highlighted in blue), 'Mailing Address', and 'Legal Address'. To the right of the dropdown is an 'Add Address' button.

02.

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



A screenshot of a laptop displaying a web form titled 'Address Information'. The form is divided into two main sections: 'Legal Representative' and 'General Manager'. Each section contains fields for First Name, Last Name, Job Title, Email Address, Work Phone Number, Work Fax Number, and Mobile Phone Number. The phone number fields include a dropdown menu for area codes (001) and a text input for the number. At the bottom of the form, there is a question 'Is Legal Representative also a General Manager?' with radio buttons for 'Yes' and 'No'. At the bottom right of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.



PARTNERSHIP

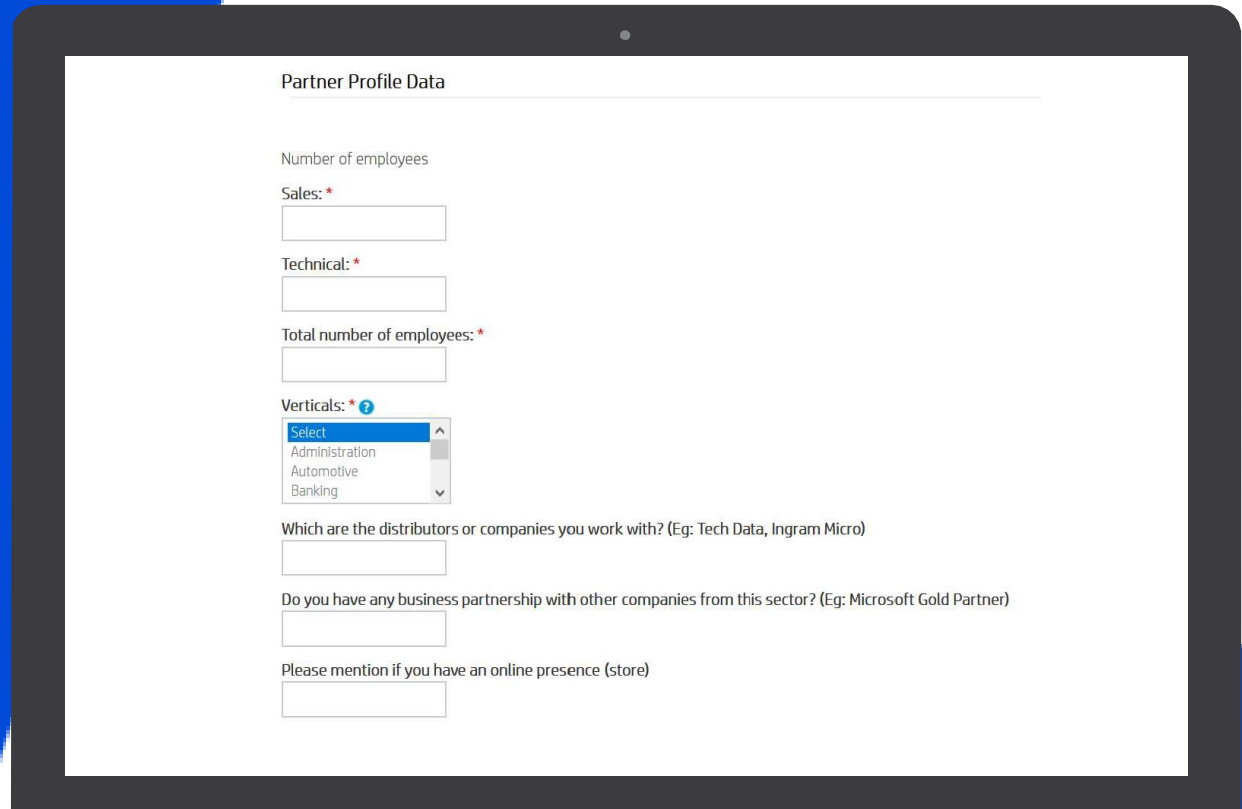
01. Please select the appropriate Partnership Type e.g. Reseller.

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 Profile Data

Number of employees

Sales: *

Technical: *

Total number of employees: *

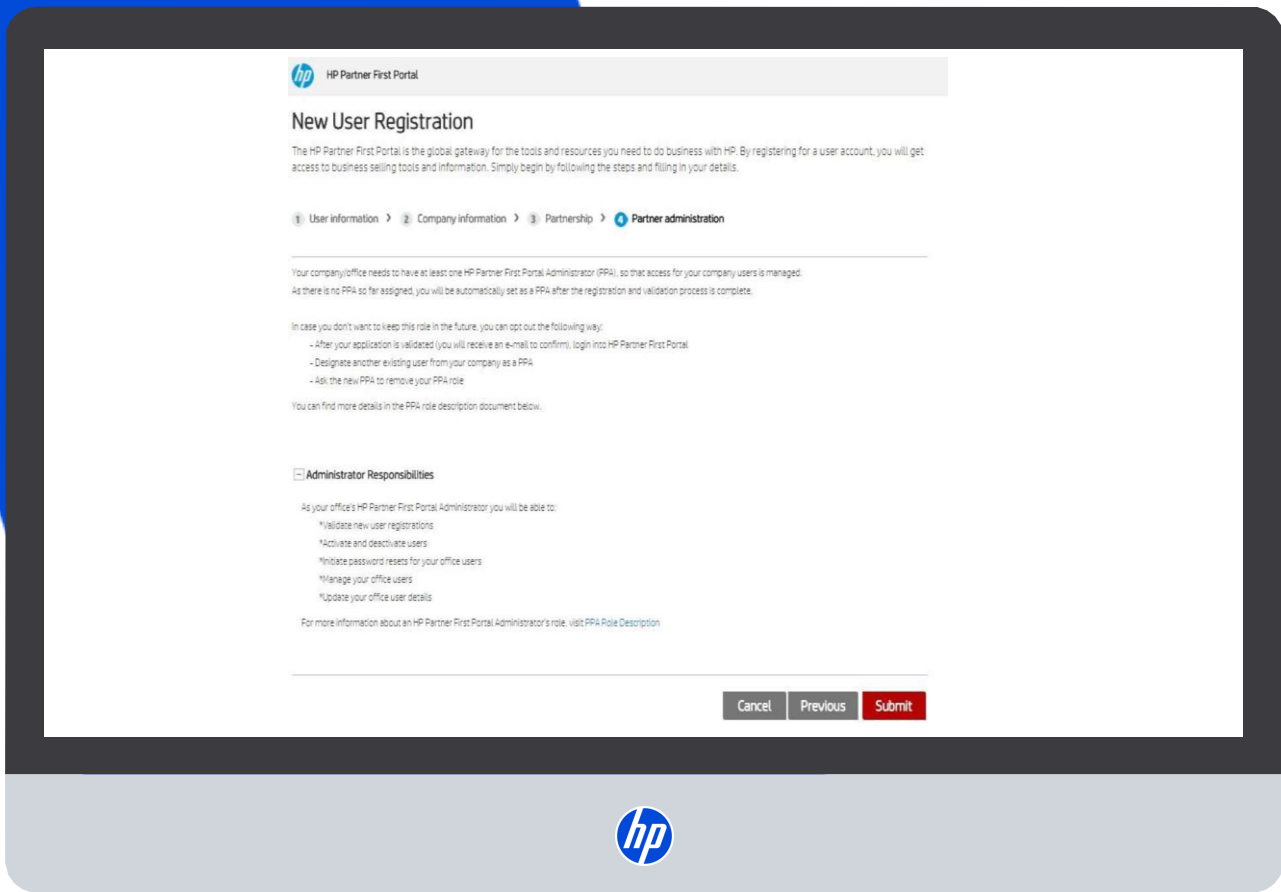
Verticals: * ?

Administration
Automotive
Banking

Which are the distributors or companies you work with? (Eg: Tech Data, Ingram Micro)

Do you have any business partnership with other companies from this sector? (Eg: Microsoft Gold Partner)

Please mention if you have an online presence (store)



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 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

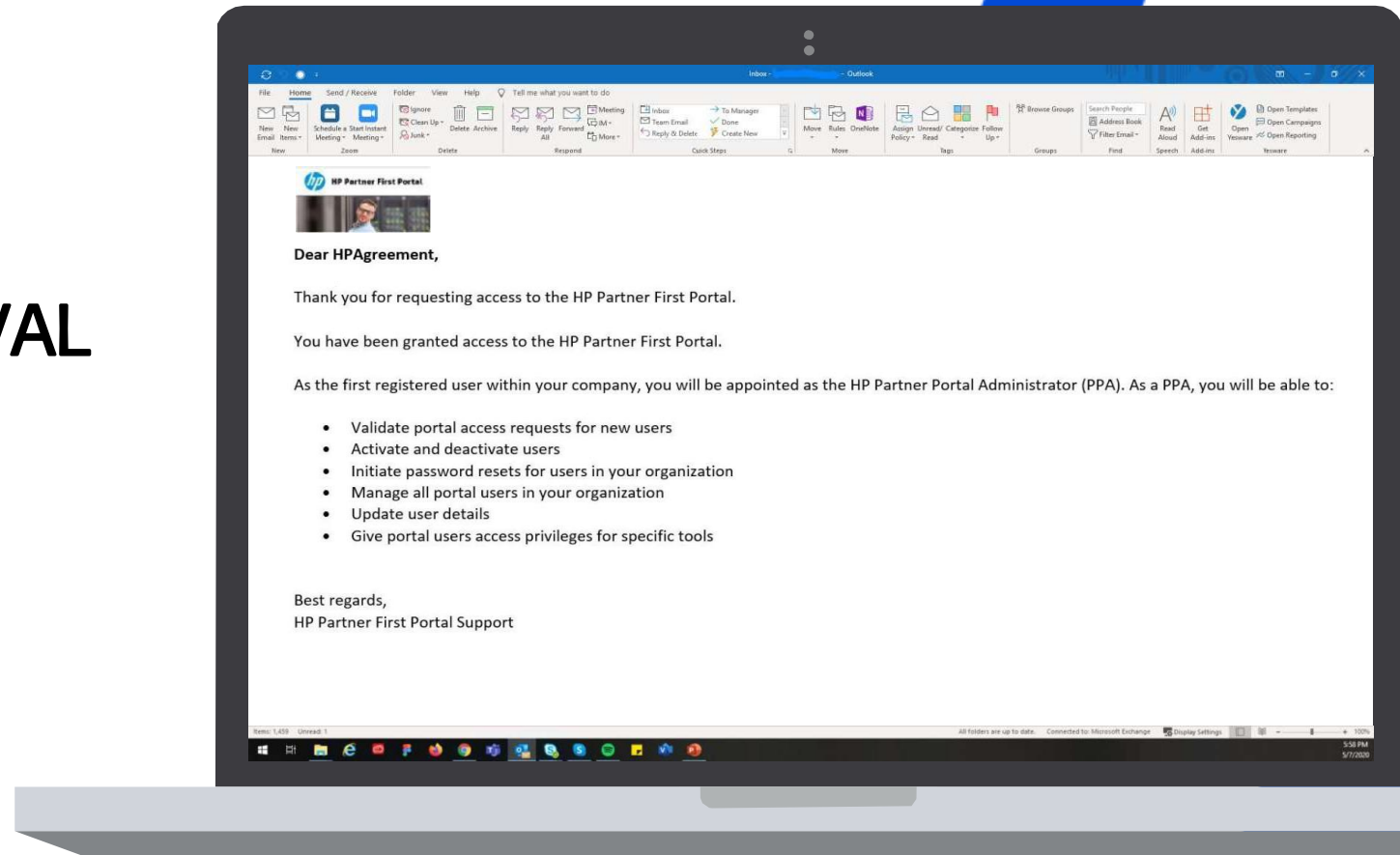


SUBMISSION COMPLETED!

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.

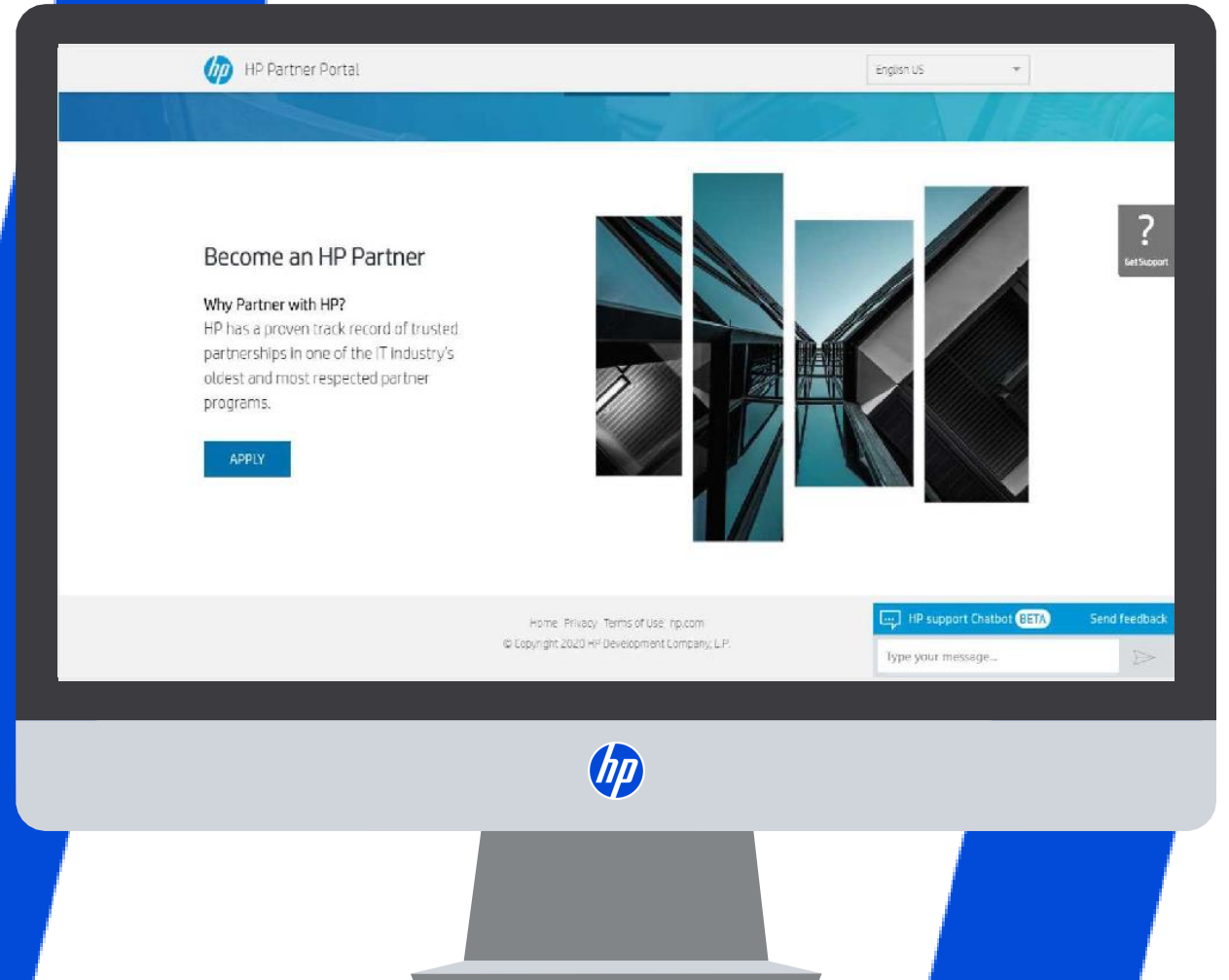


GET SUPPORT

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!