

# HP PARTNER PORTAL

## HP Partner Application Process



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# 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 DISTRIBUTION NETWORK OVERVIEW

Please select which HP Qualified Distribution Network product line(s) your company is requesting access to during the Partner Agreement application process. For questions, please contact the appropriate regional HP Qualified Distribution Network Team:

U.S.: [HPUSQualifiedDistributionNetwork@hp.com](mailto:HPUSQualifiedDistributionNetwork@hp.com)

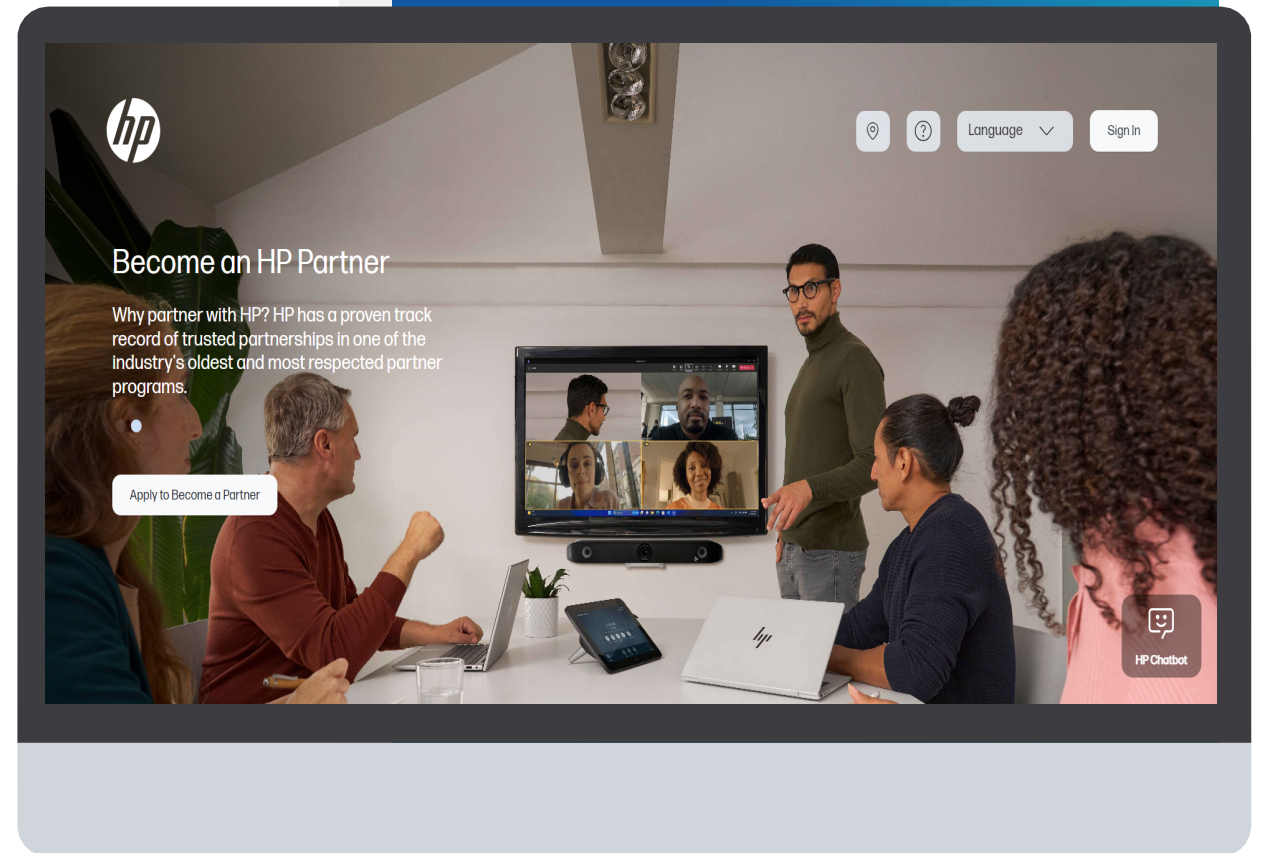
Canada: [hpcqualifieddistributionnetwork@hp.com](mailto:hpcqualifieddistributionnetwork@hp.com)

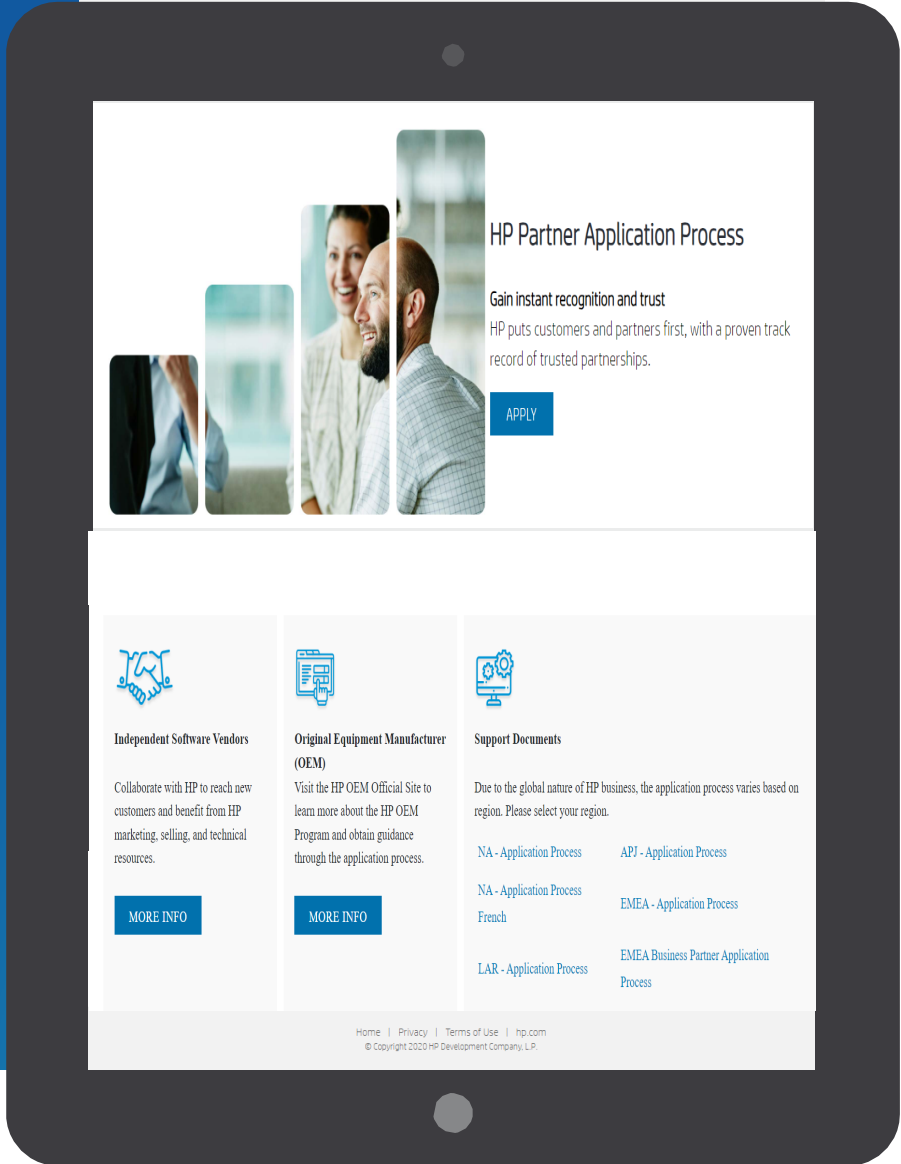
The HP Qualified Distribution Network governs the distribution and resale of HP Commercial Business Personal Systems (BPS), Consumer Personal Systems (CPS), and Print Hardware and Supplies product lines (Qualified Products) in the United States and Canada. The Network delivers a set of standardized guidelines to ensure the best possible purchasing experience for end-user customers that is consistent across all channels and sales outlets. HP Partners are required to meet all Network eligibility criteria to receive authorization to purchase Qualified Products from HP Authorized Distributors or directly from HP (where specifically authorized) for resale to end-user customers.

Please note, resellers who do not select HP Qualified Distribution Network product lines during the Partner Agreement application process will need to contact the HP Qualified Distribution Network Team for a separate application once their Partner Agreement is approved.

# 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**  
Click on the second bottom or wait to the next slide. Under “Become an HP Partner”, click Apply.
- 03. How to change the language**  
If you need to change the automatically detected language, choose your language in the top right corner.





# PARTNER APPLICATION PROCESS

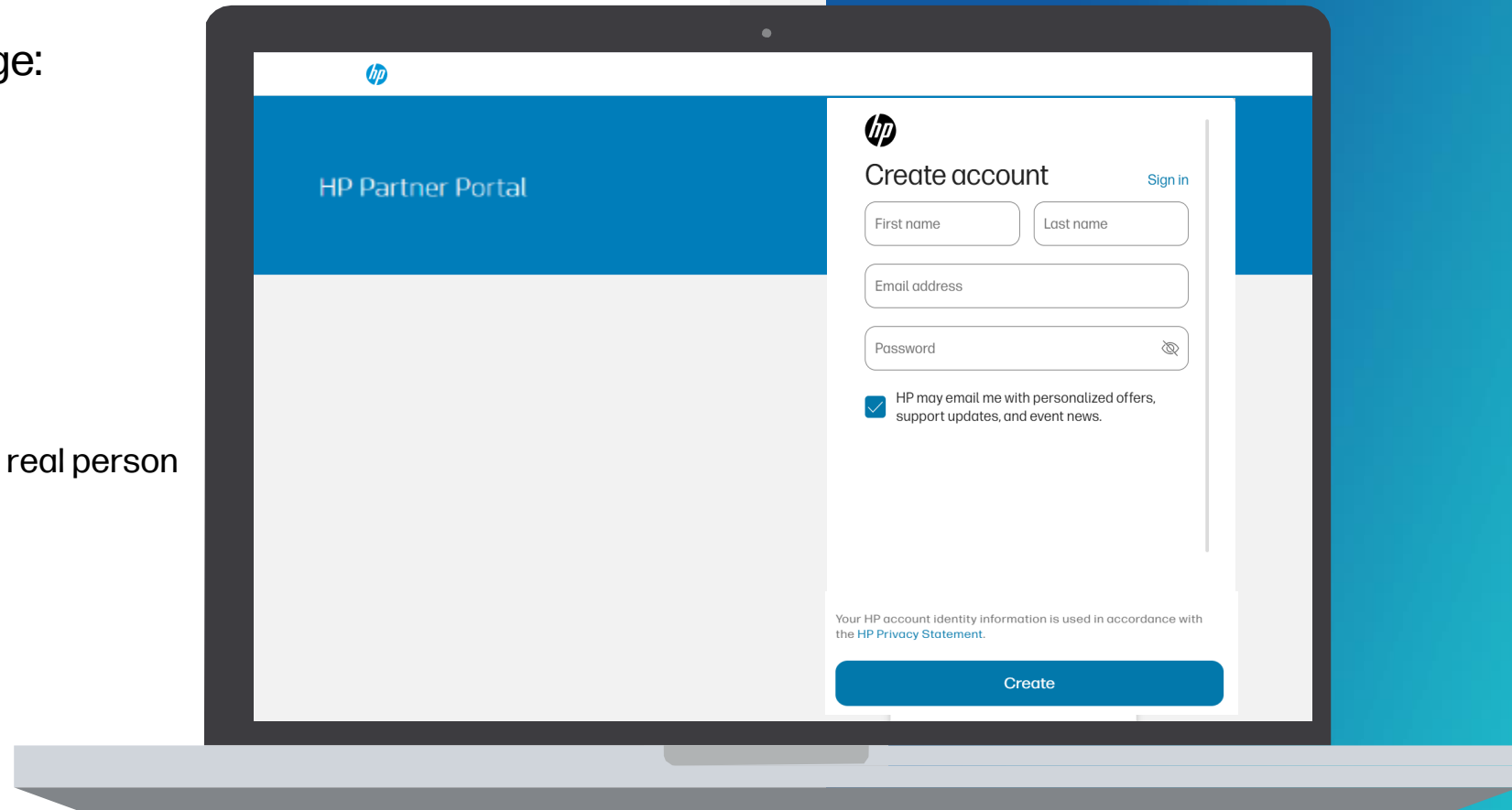
Download the support documents for your region for step by step instructions (if needed).

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. Solve the puzzle to know you are a real person
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.

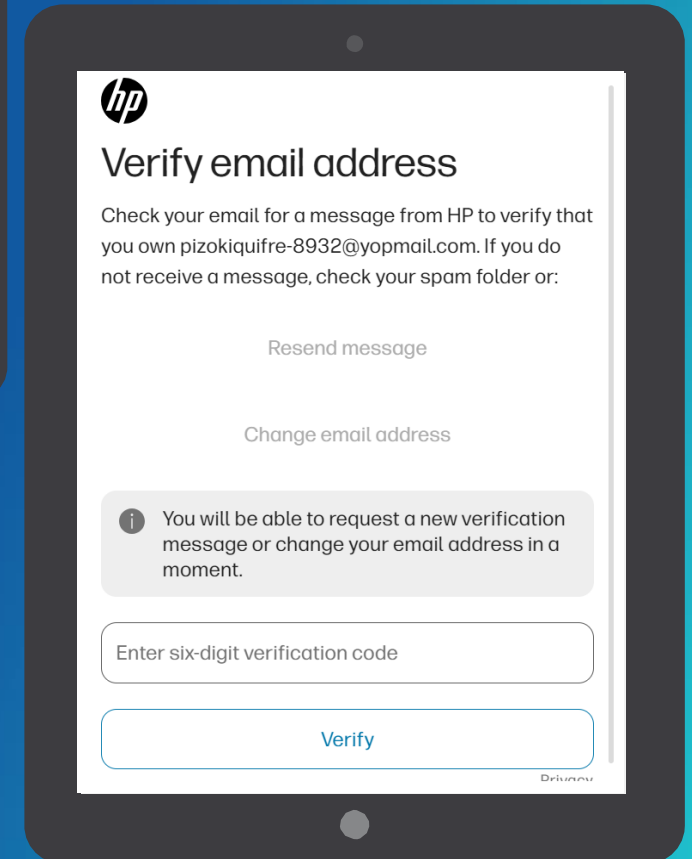
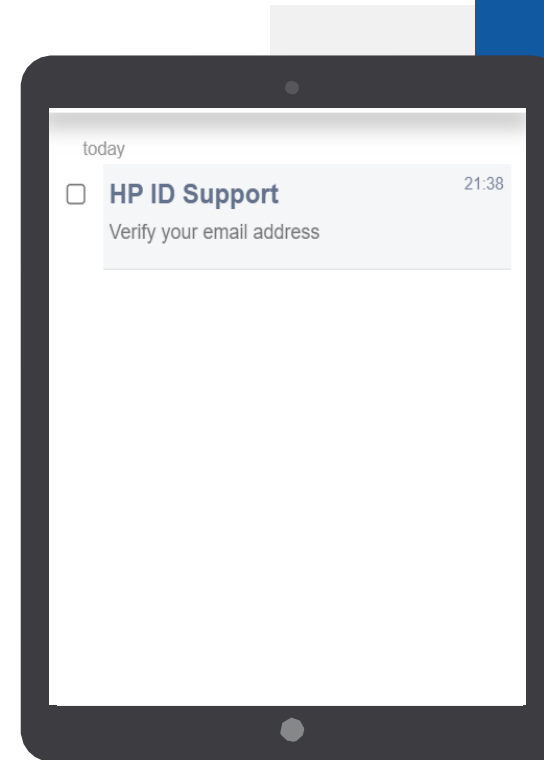
**Submit**

Click the “VERIFY” button.

03.

**Partner Portal Registration**

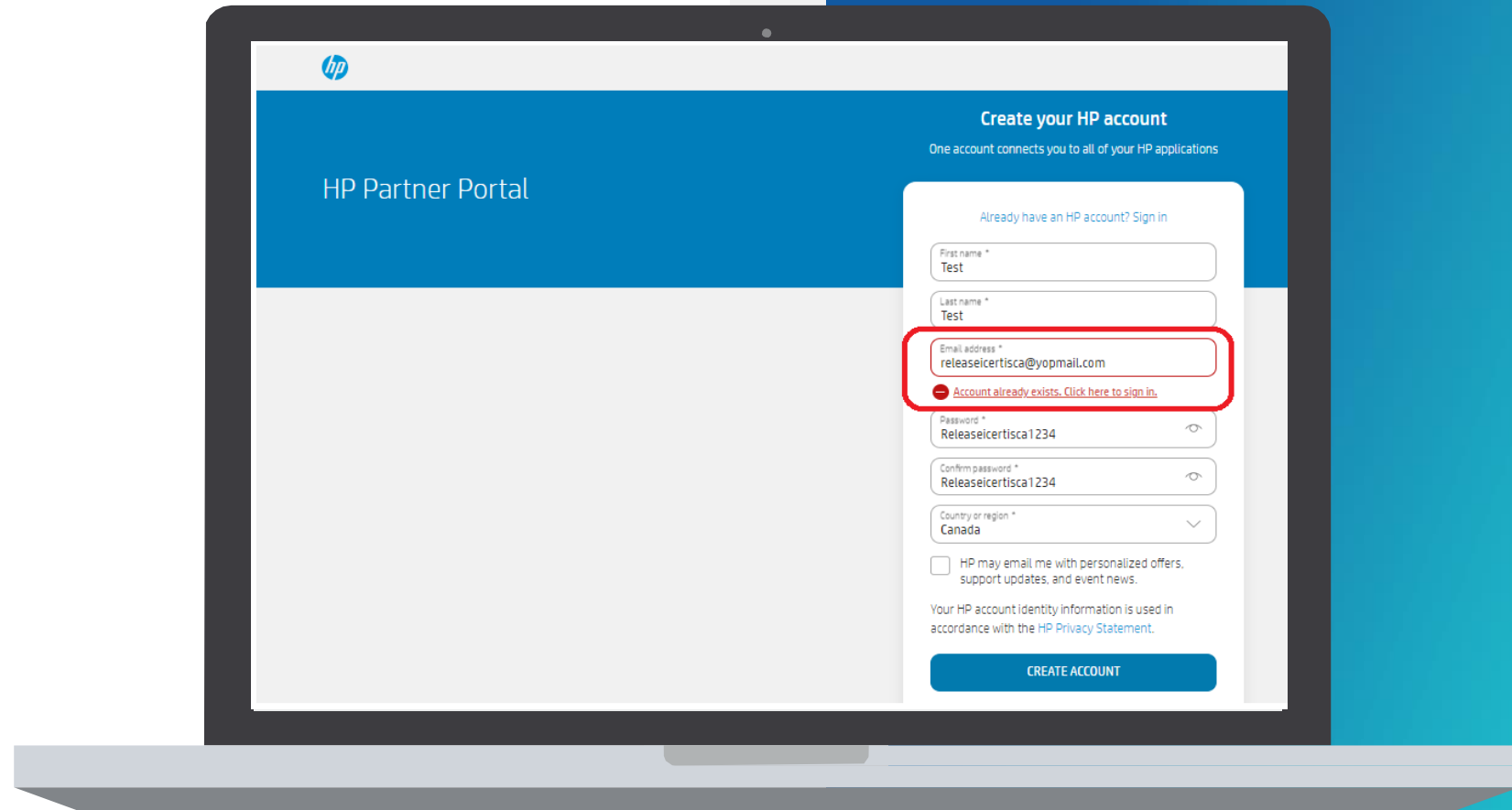
You will then be forwarded to the Partner Portal registration.



# CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. If you receive the “Account already exists. Click here to sign in” message
02. Click on the hyperlink and follow the instructions to create a password and sign in
03. Once you sign in the System will redirect you for next steps to reapply

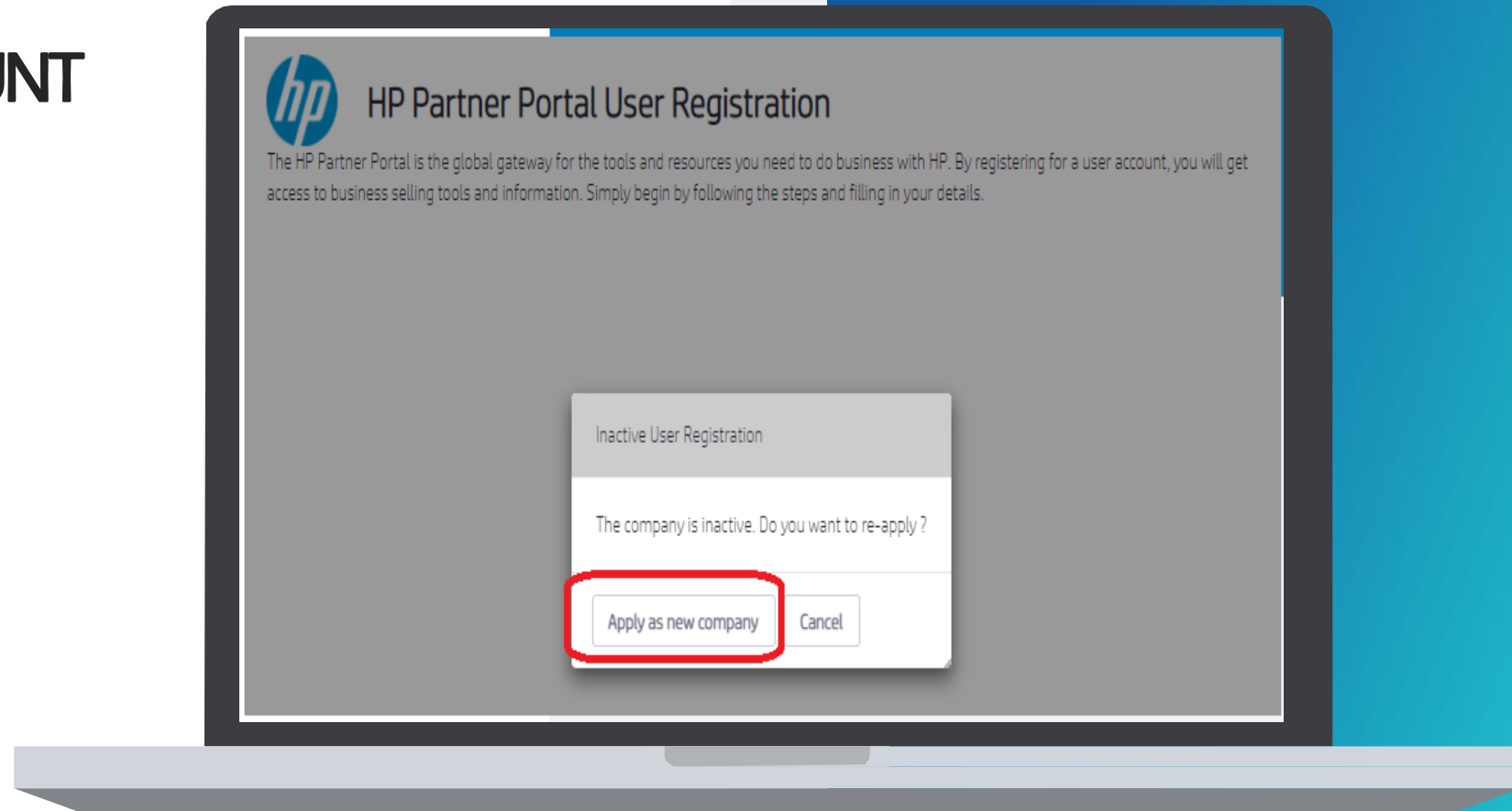




# CREATE YOUR HP ACCOUNT

On the Create your HP account page:

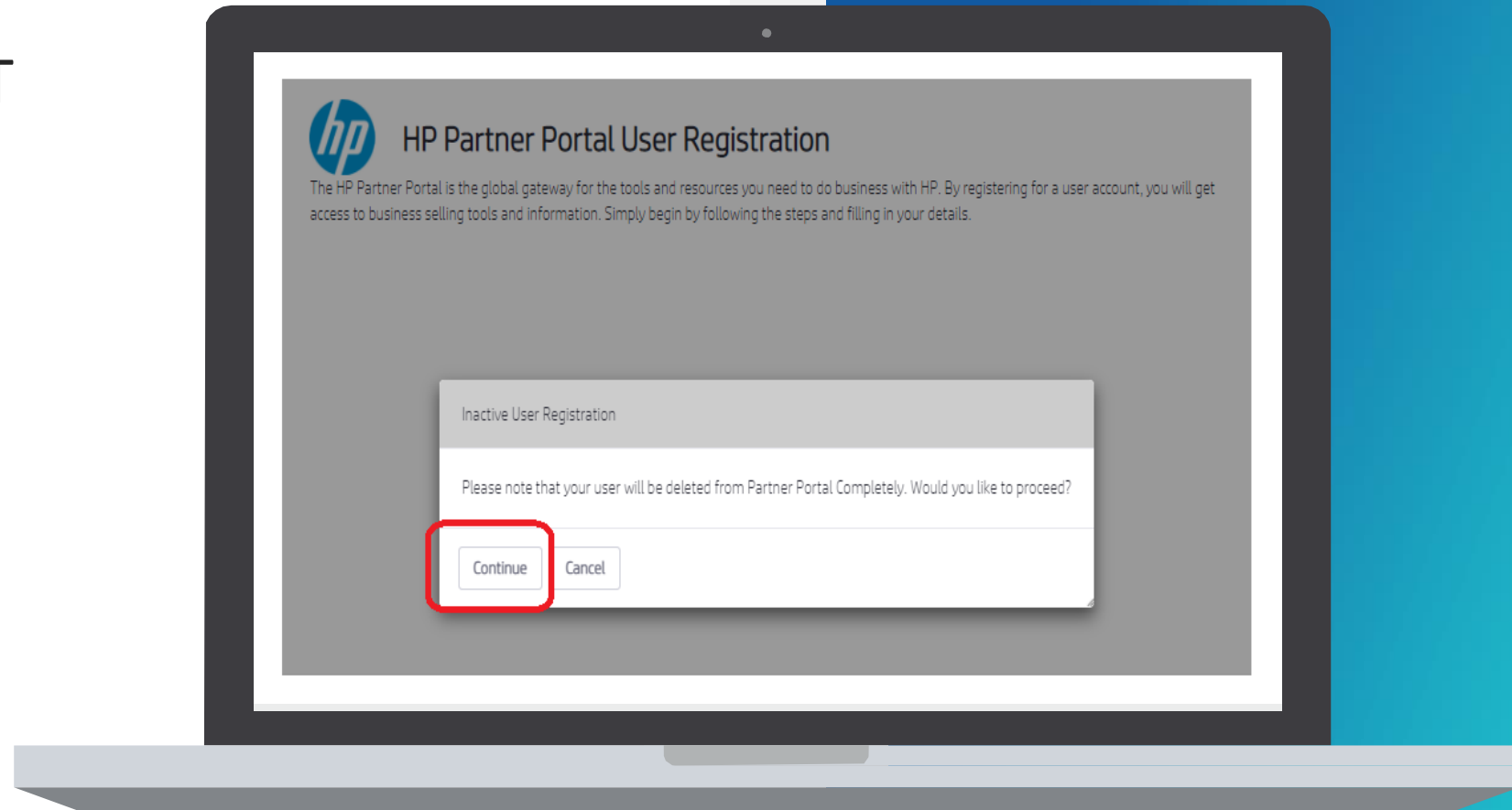
01. Click on the apply as a new Company option to reapply



# CREATE YOUR HP ACCOUNT

On the Create your HP account page:

01. Once you receive this message click on “Continue” to reapply



# 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 displays the HP Partner Portal User Registration form. At the top, the HP logo and the title "HP Partner Portal User Registration" are visible. Below the title is a progress indicator with four steps: 1. User information, 2. Company information, 3. Partnership, and 4. Partner administration. A note states: "\* Fields marked with an asterisk are required".

The "User Details" section includes the following fields:

- Email \* (text input)
- First Name \* (text input with placeholder "XXXX")
- Last Name \* (text input with placeholder "XXXXX")
- Salutation \* (dropdown menu with "Select" option)
- Job Function \* (dropdown menu with options: Logistic/Warehousing, Pre-Sales, Finance, Legal; includes a help icon)
- Seniority \* (dropdown menu with "Select" option)

The "User/Contact Details" section includes the following fields:

- Country or Region \* (dropdown menu with "United States" option)
- State/Province (dropdown menu with "Select Province" option)

# CREATING YOUR USER ACCOUNT

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




Do you consent to HP contacting you with additional offers, support updates, and news?

Please indicate your preferences below:

Email *	<input type="radio"/> Yes	<input type="radio"/> No
Mail *	<input type="radio"/> Yes	<input type="radio"/> No
Call *	<input type="radio"/> Yes	<input type="radio"/> No
SMS *	<input type="radio"/> Yes	<input type="radio"/> No
FAX *	<input type="radio"/> Yes	<input type="radio"/> No

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Security Check \*

\* Type verification code:

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Cancel Next

01. Select the appropriate radio buttons to choose your communication preferences.
02. Enter the authentication code.
03. Click Next and please review our general requirements.

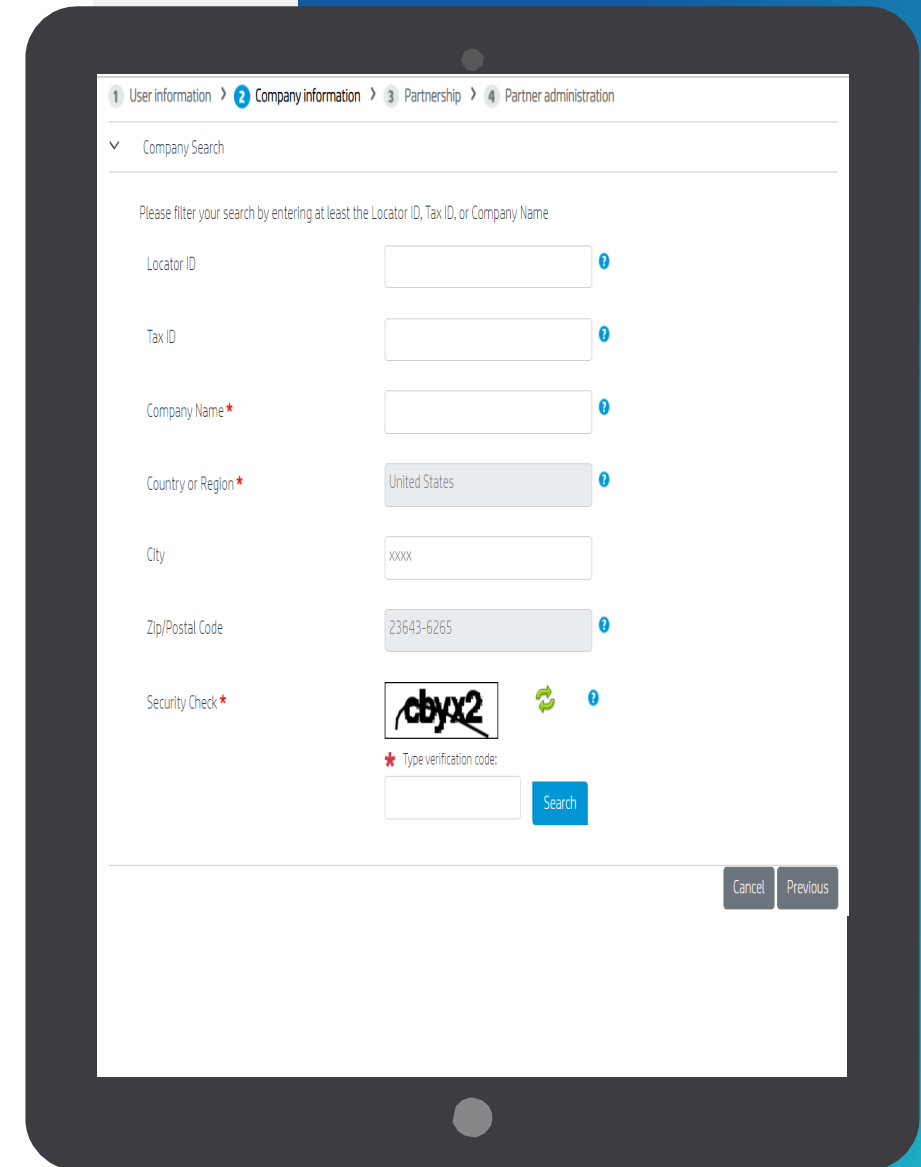
# COMPANY INFORMATION

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.

**Please note:** Mandatory fields are indicated with an \*

02. Type the verification code and click Search.



The screenshot displays a web application interface for 'Company Search' within a 'Partner administration' section. The breadcrumb trail at the top reads: '1 User information > 2 Company information > 3 Partnership > 4 Partner administration'. Below this, the 'Company Search' section is expanded, showing a form with the following fields:

- Locator ID:** An empty text input field with an information icon.
- Tax ID:** An empty text input field with an information icon.
- Company Name \*:** An empty text input field with an information icon and a red asterisk indicating it is mandatory.
- Country or Region \*:** A dropdown menu currently showing 'United States' with an information icon and a red asterisk.
- City:** A text input field containing 'xxxx'.
- Zip/Postal Code:** A text input field containing '23643-6265'.
- Security Check \*:** A field containing a 'cbyx2' logo, a refresh icon, and an information icon. Below it, a red asterisk and the text '\* Type verification code:' are followed by an empty text input field.

A blue 'Search' button is located to the right of the verification code field. At the bottom right of the form, 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, you will receive a message indicating that you must register as a new company.
03. You can proceed to register your company and enter the company details.

Enter corporate email address.

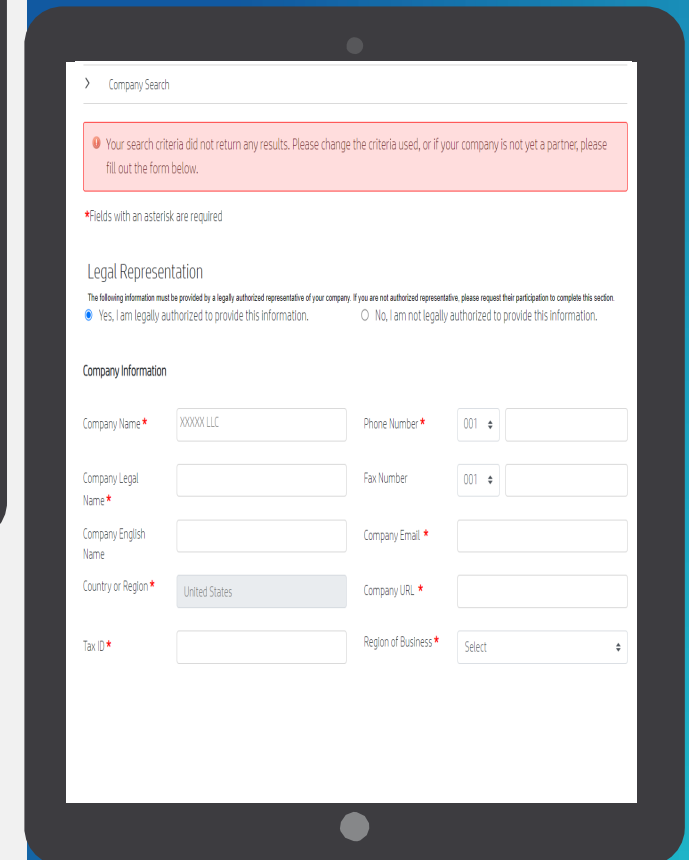
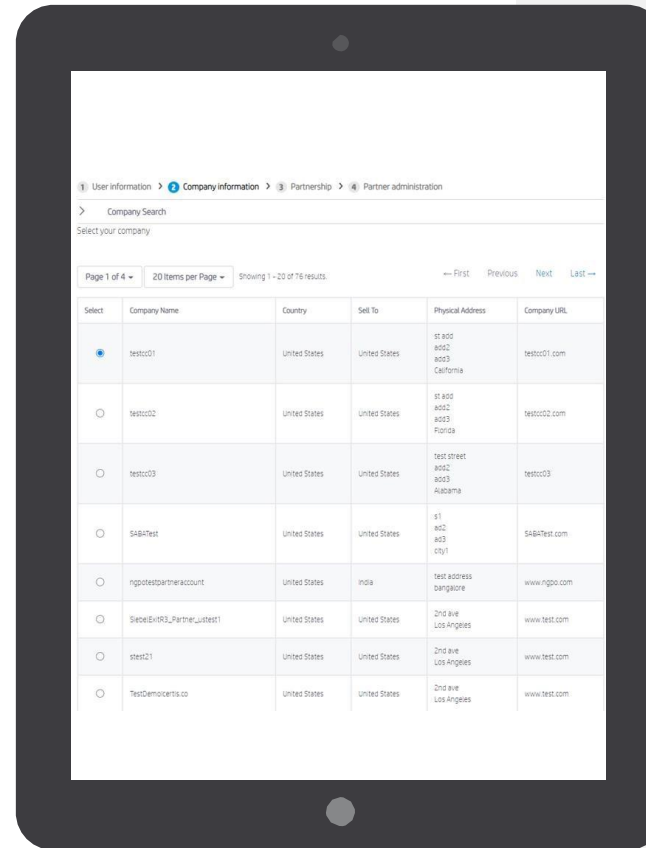
Please note that you can only apply with a corporate email, generic emails are not allowed.

Go Back

## 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.



# TERMS AND CONDITIONS ACCEPTANCE

Select the HP Partner Agreement Terms and Conditions button. Read the document carefully, check the box to accept it, and click Submit.

The screenshot shows a tablet displaying a web form for HP Partner Agreement Terms and Conditions acceptance. The form is divided into several sections:

- Company Information:** Fields for Company Name, Company Legal Name, Company English Name, Country or Region, Tax ID, Phone Number, Fax Number, Company Email, Company URL, and Region of Business.
- Terms & Condition:** A section with a "Review & Accept" button. A red warning box is overlaid on this section, containing the text: "Warning: Please accept terms and condition before proceeding further."
- Agreement:** A section containing legal text defining terms like "Software", "Subsidiary", "Support", and "Transaction Documents". Below the text is a checkbox labeled "I Accept" which is checked.
- Buttons:** "Cancel" and "Submit" buttons are located at the bottom of the form. The "Submit" button is highlighted with a red box.

# COMPANY INFORMATION

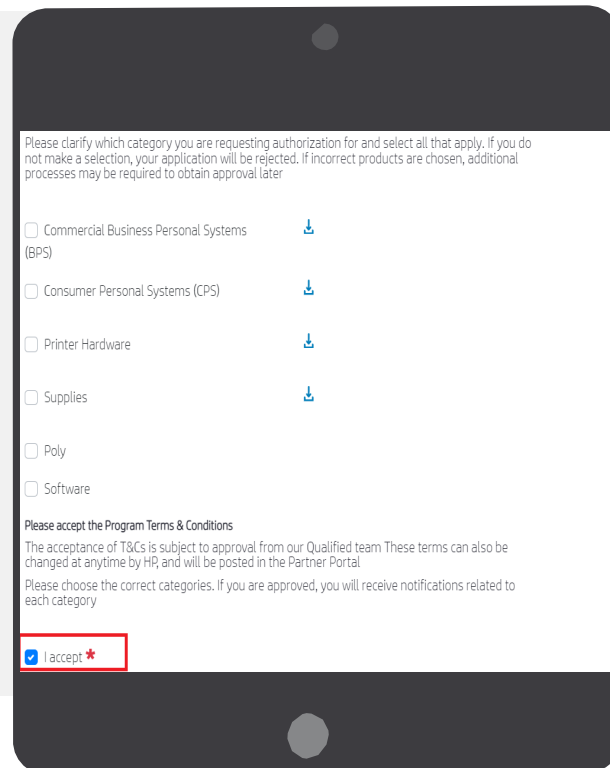
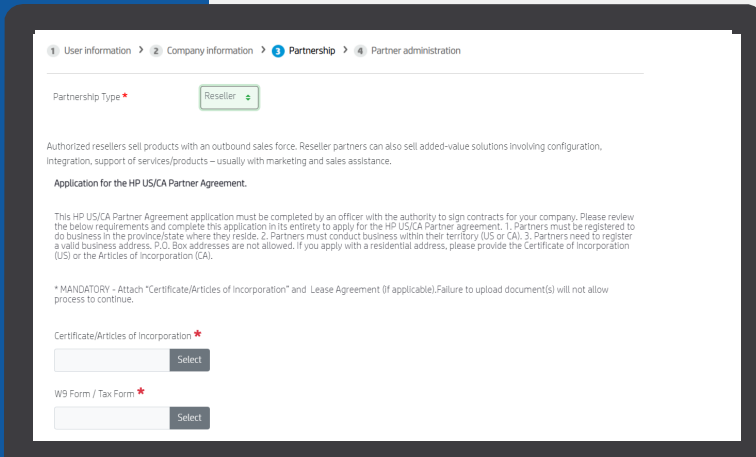
You can provide: physical or mailing address, and please always provide your legal address.

The screenshot shows a web form titled "Address Information" on a laptop screen. At the top, there is a dropdown menu labeled "Physical Address\*" and a button labeled "Add Address". Below this is a section titled "Address List:" which contains several fields for user information:

- L&R Champion**
- First Name \*** (text input)
- Last Name \*** (text input)
- Job Function \*** (dropdown menu with options: Logistic/Warehousing, Pre-Sales, Finance, Legal)
- Email Address \*** (text input)
- Work Phone Number \*** (country code dropdown "001" and text input)
- Work Fax Number** (country code dropdown "001" and text input)
- Mobile Phone Number** (country code dropdown "001" and text input)

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 and please attach your:

- Certificate of Incorporation
- W9 form / TAX Form

03. **Qualified Program Terms & Conditions:** Please clarify which category you are requesting authorization for and select all that apply. Then, accept the T&Cs to continue.

# ADDITIONAL DETAILS

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

You will also find additional questions to better understand your business model.

**Note:** The term “hardware broker” refers to companies that work as an intermediary between HP and other companies or customers.

The term “wholesale” refers to companies that sell large quantities of products at reduced retail prices.

The screenshot shows a web form with two main sections: 'Business Information' and 'Diversity Program'. The 'Business Information' section contains several dropdown menus for 'Ownership structure', 'Sales Coverage', 'Primary Business Model', and 'Are you a Distributor?'. The 'Diversity Program' section includes a dropdown for 'Does your company hold a state recognized diversity status?', a text input for 'Whats your preferred Distributor?', and a dropdown for 'How long have you been working with this Distributor?'. Below these are sections for 'Who are your primary customers?' with sub-sections for 'Individuals', 'Companies', and 'Total Selling Motion'. At the bottom, there is a 'Business Owners' table with columns for 'First Name', 'Last Name', 'Email Address', 'Job Title', and 'Ownership %'. The table has one empty row and a link to 'Add more Business Owners'. Navigation buttons 'Cancel', 'Previous', and 'Next' are at the bottom right.

First Name	Last Name	Email Address	Job Title	Ownership %

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
- \*Activate 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 Administrators 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 Agreement – Application Received



Do Not Reply

To ○

Cc ○ NA Contracts Support



12:58 PM

Hello

We **received** your application to become a Reseller Partner with HP. Your application **18131** will be reviewed soon. We will be in contact with you in the next 5 business days to provide more information.

Thank you for your support and participation. If you have any questions or concerns, you can contact us at [nacontractssupport@hp.com](mailto:nacontractssupport@hp.com).

Best regards,  
Contracts 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, email support, phone support.

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





Thank you for requesting the HP Partner Contract!

Please note that our team will review the information provided and will contact you within 48 hours, or sooner if additional validation is needed.