HP PARTNER PORTAL

HP Partner Application Process

HOW TO APPLY

01. Access the HP Partner Portal

Access the HP Partner Portal at
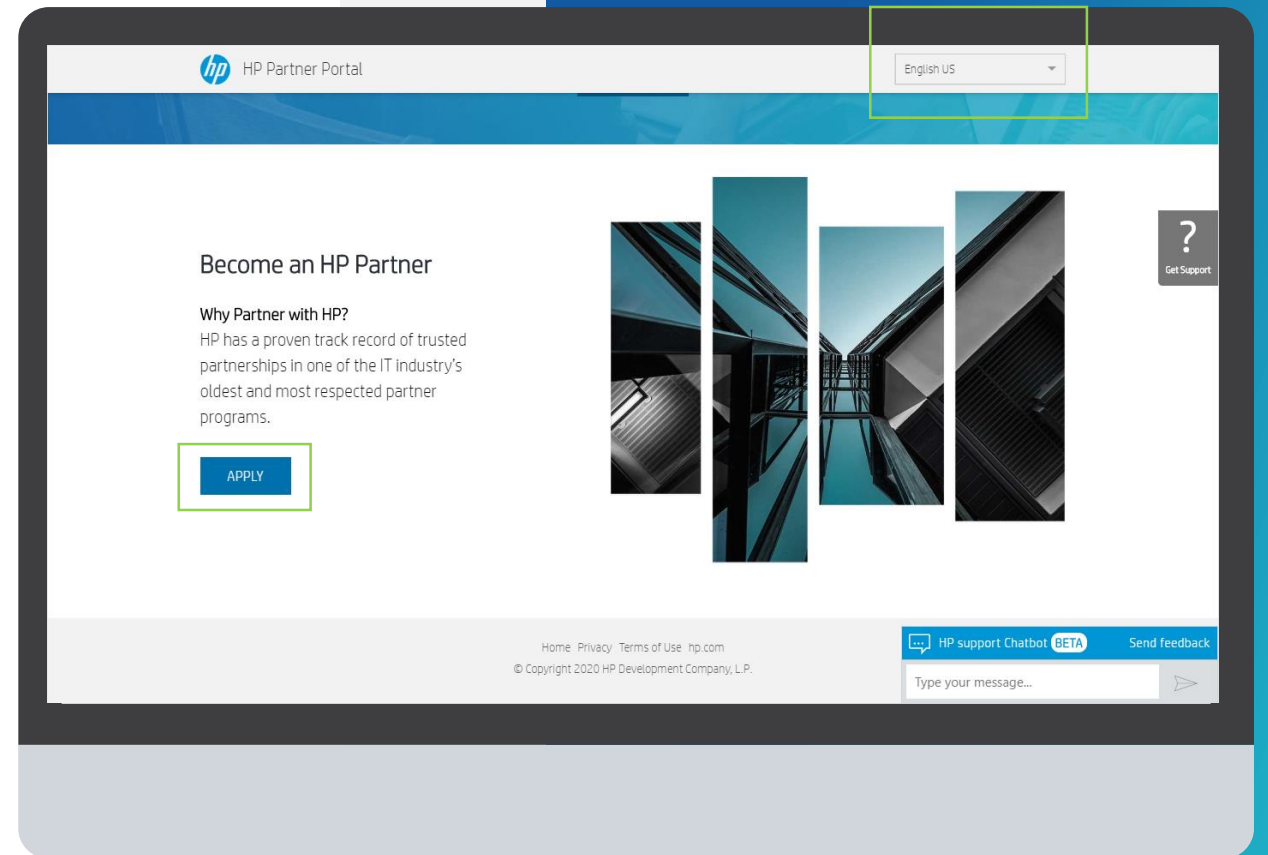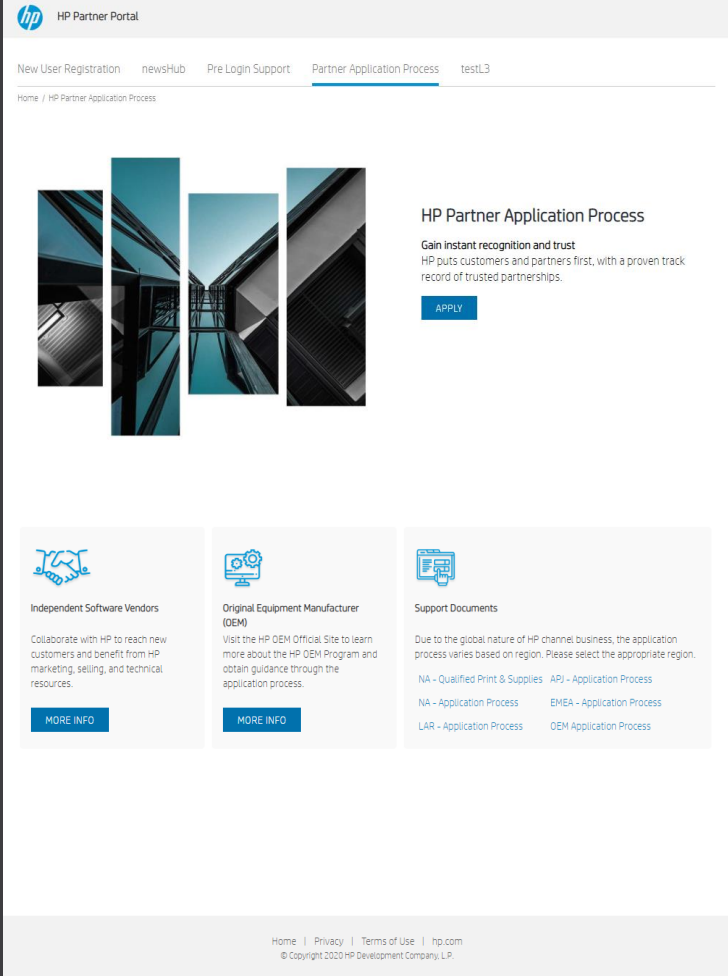partner.hp.com

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.
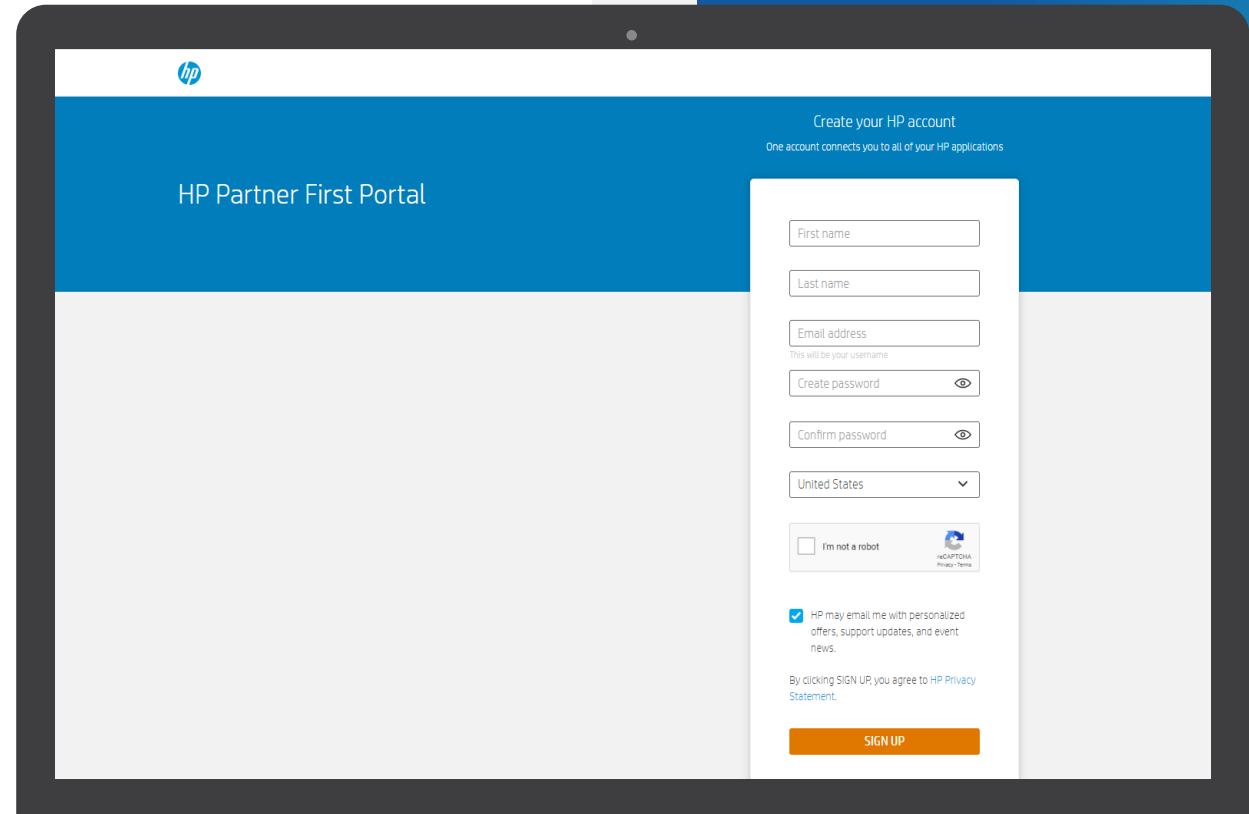
PARTNER APPLICATION PROCESS

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, Email Address, 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
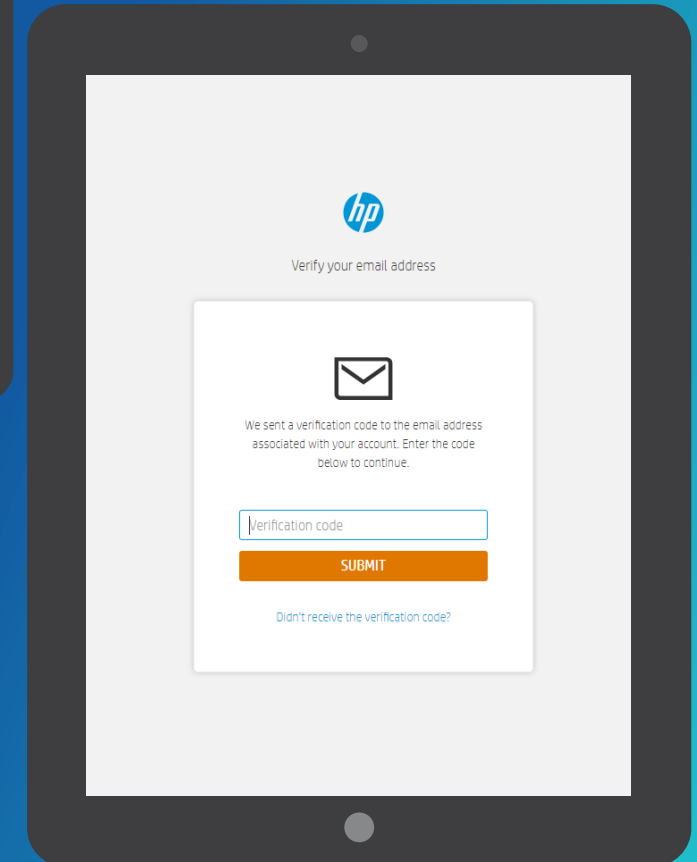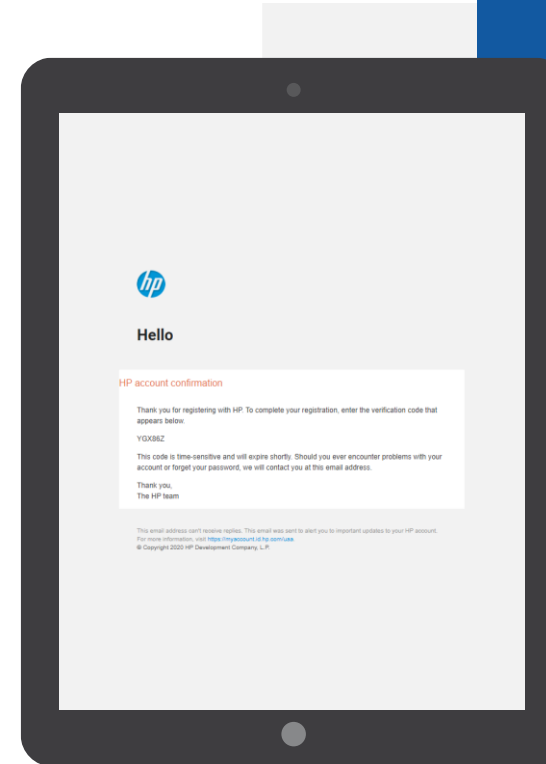
02.

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.
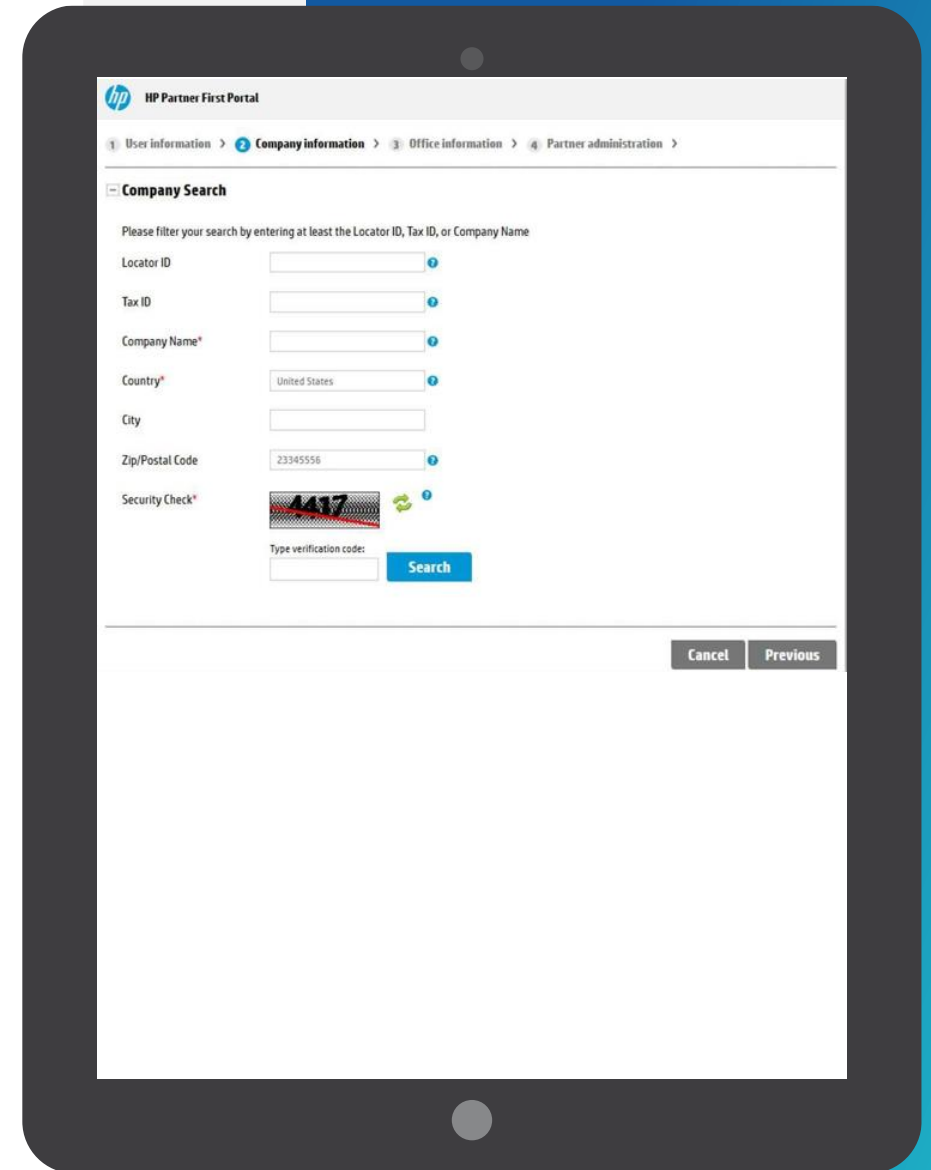
01. Select the appropriate radio buttons to choose your communication preferences.

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 detail.
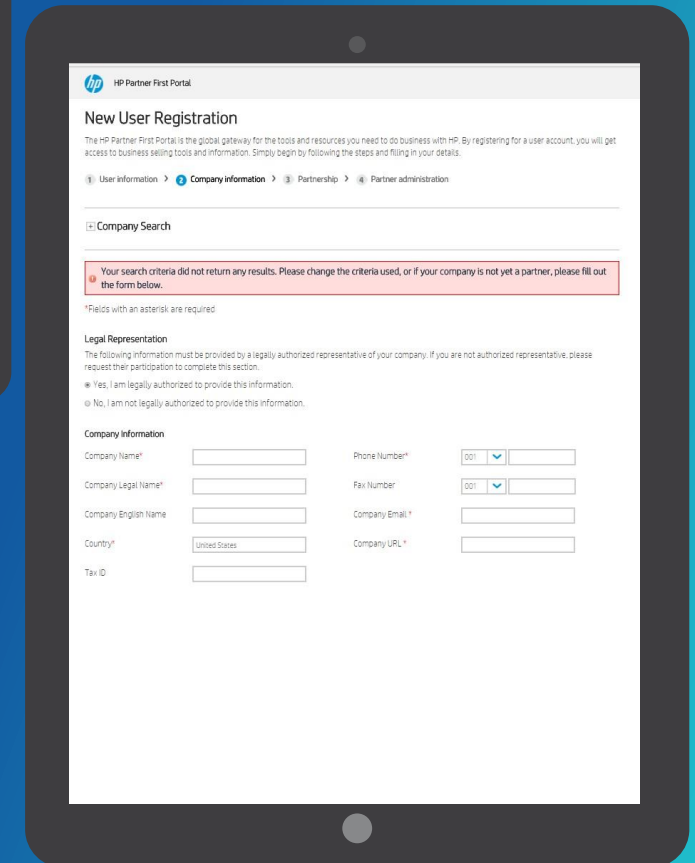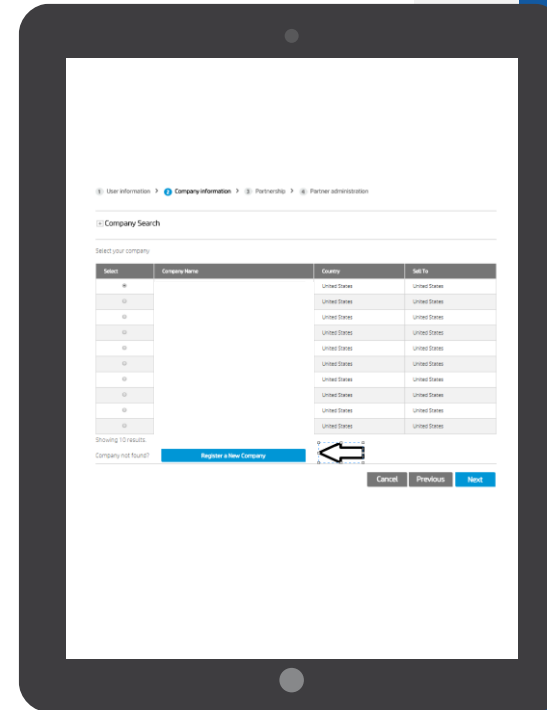
COMPANY INFORMATION

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.

The monitor screen shows:

HP Partner First Portal

Apply to be an HP Partner

HP has a proven track record of trusted partnerships in one of the IT industry's oldest and most respected partner programs. Create a user profile and submit your company information to apply to the HP Partner First Program.

1. User information > 2. Company information > 3. Partnership > 4. Partner administration

Partnership Type* [Reseller ▾]

Authorized resellers sell products with an outbound sales force. Reseller partners can also sell added-value solutions involving configuration, integration, support of services/products – usually with marketing and sales assistance.

APJ HP Partner Business Information

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: *

Select
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)

HP Partner First Portal

New User Registration

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.

1 User information > 2 Company information > 3 Partnership > 4 Partner administration

Your company/office needs to have at least one HP Partner First Portal Administrator (PPA), so that access for your company users is managed.
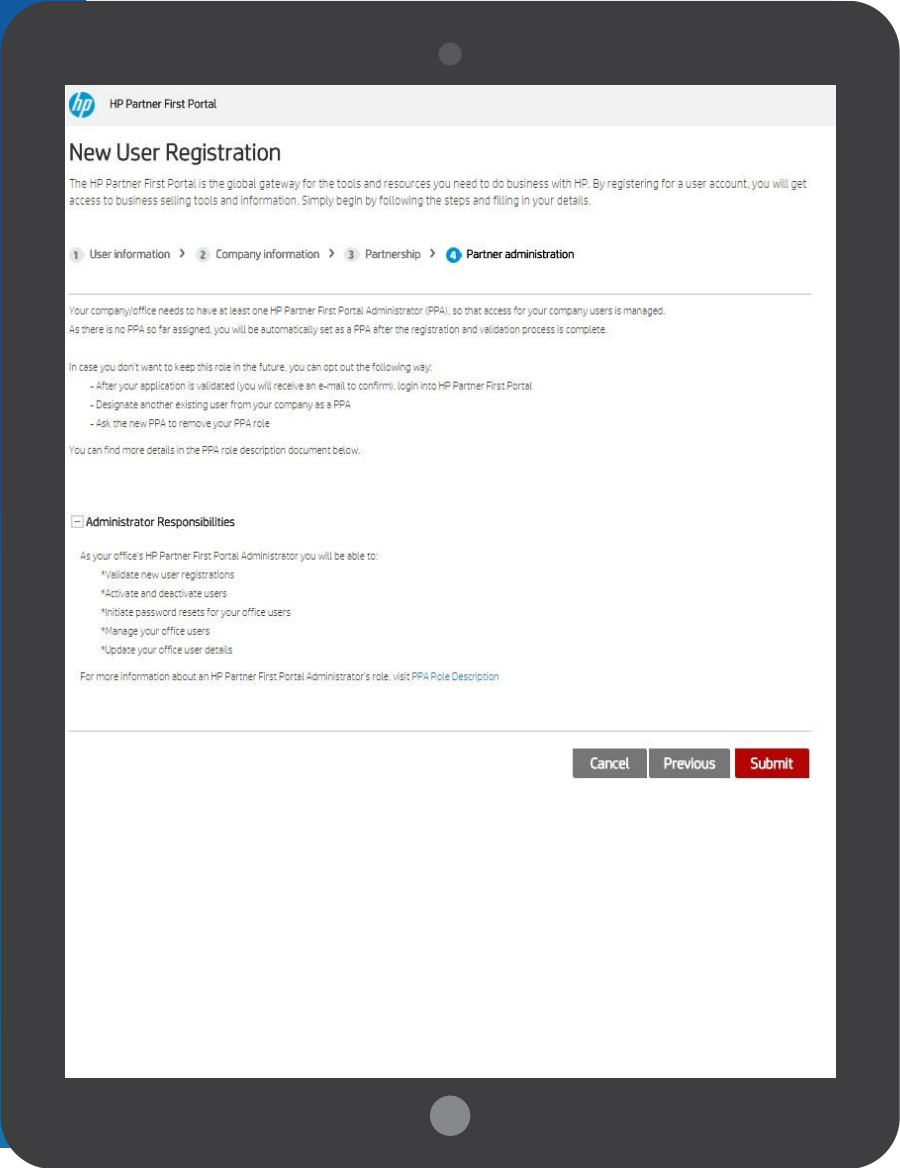As there is no PPA so far assigned, you will be automatically set as a PPA after the registration and validation process is complete.

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 First 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 First 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

   For more information about an HP Partner First Portal Administrator's role, visit PPA Role Description

Cancel   Previous   Submit

PARTNER ADMINISTRATION

Partner Portal Administrator (PPA) responsibilities

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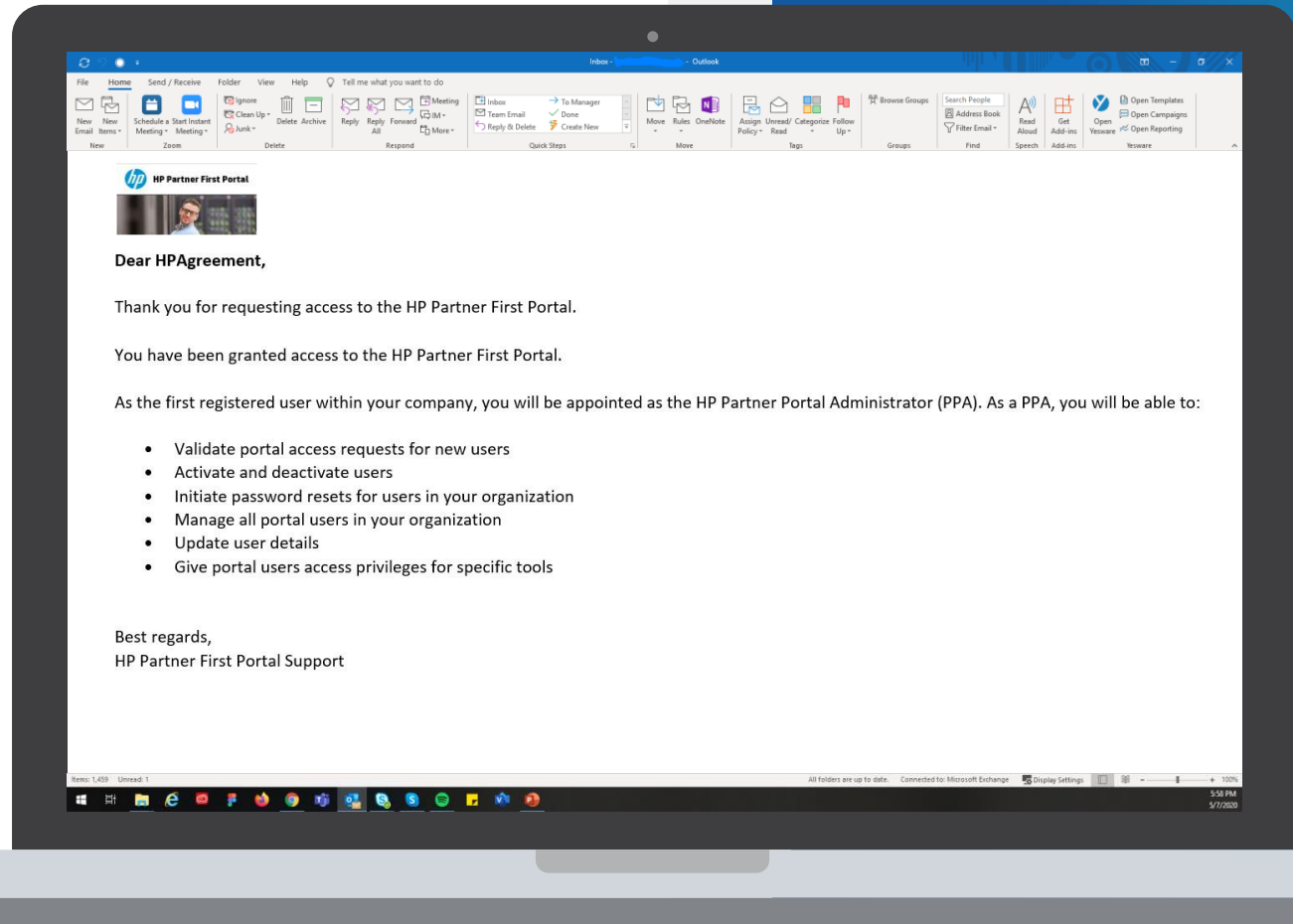
SUBMISSION COMPLETED!

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

APPLICATION APPROVAL

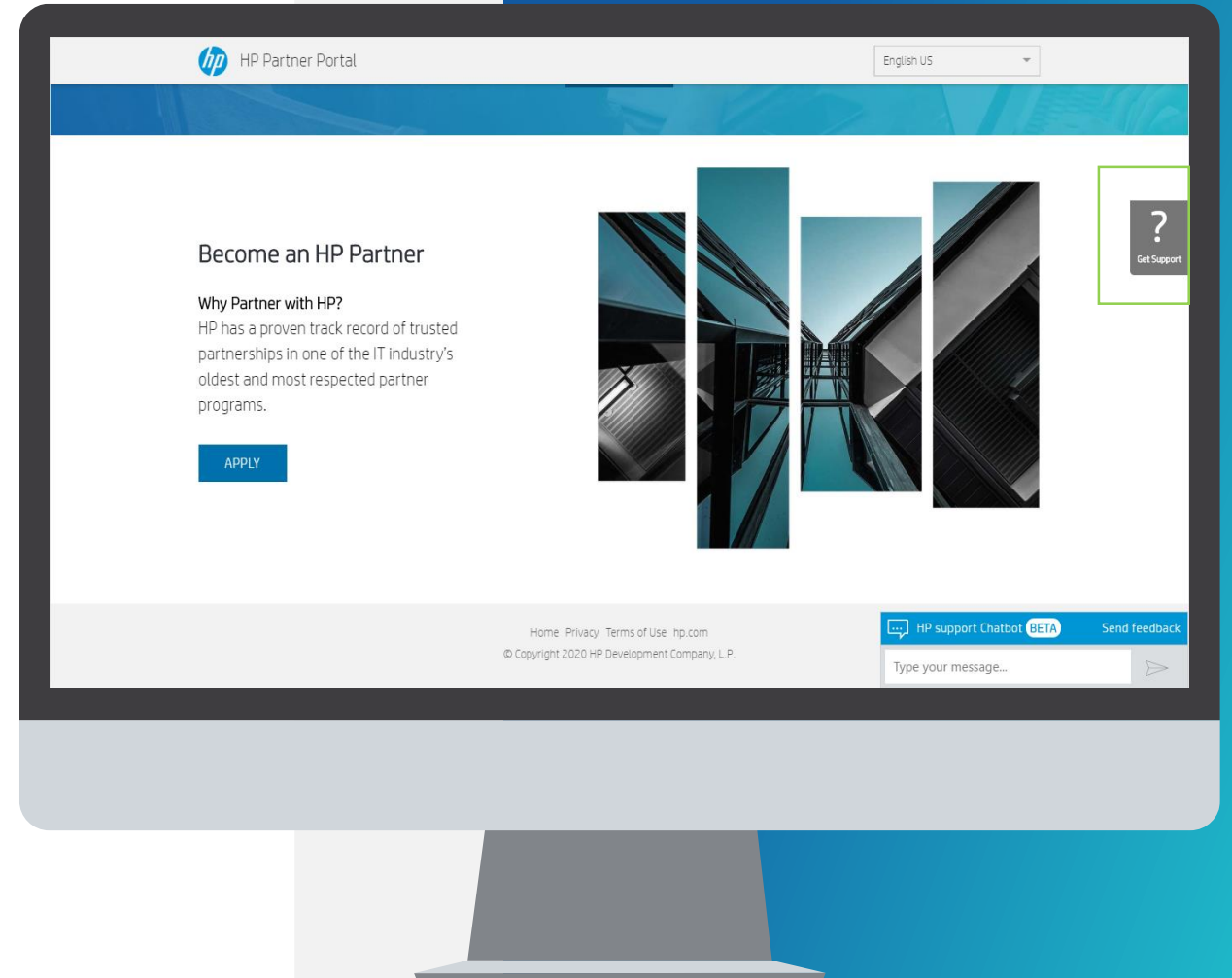If your application is approved you will receive an email like this.

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!