



# 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](https://partner.hp.com)

02.

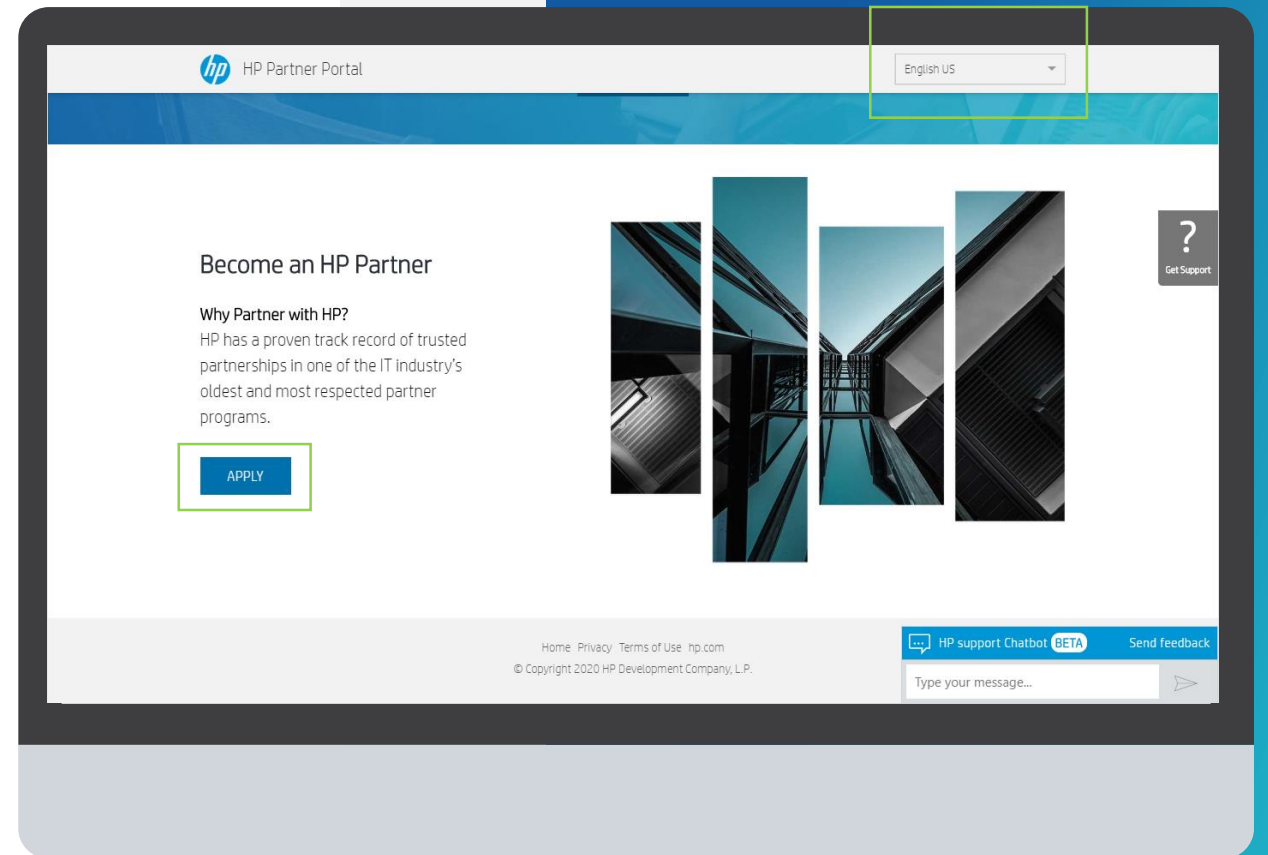
## Become an HP Partner

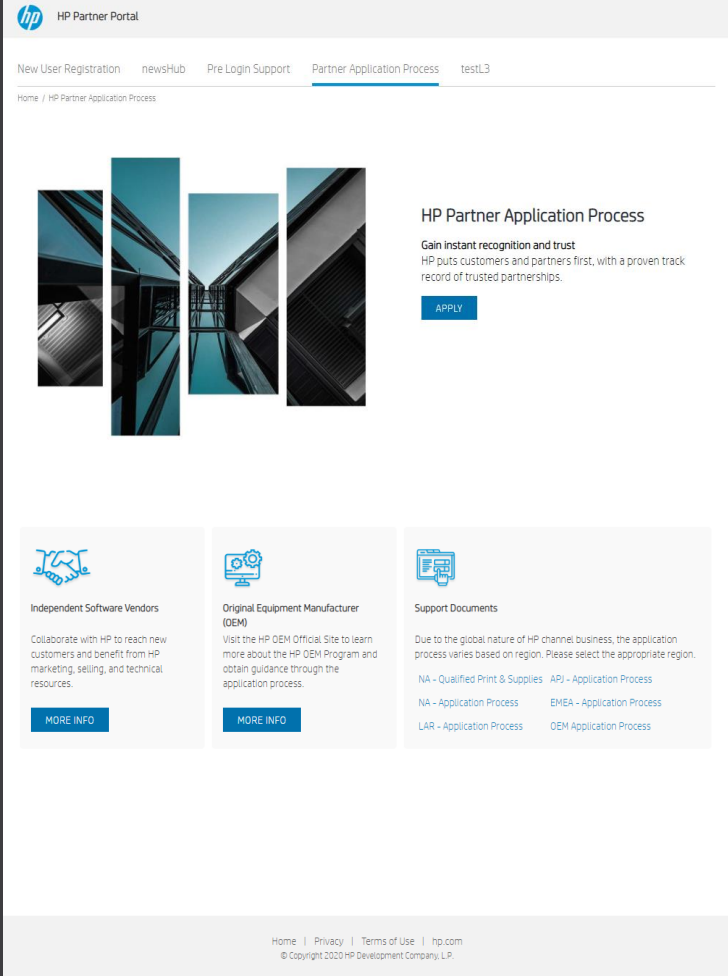
Scroll down on the page. Under “Become an HP Partner”, click **Apply**.

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

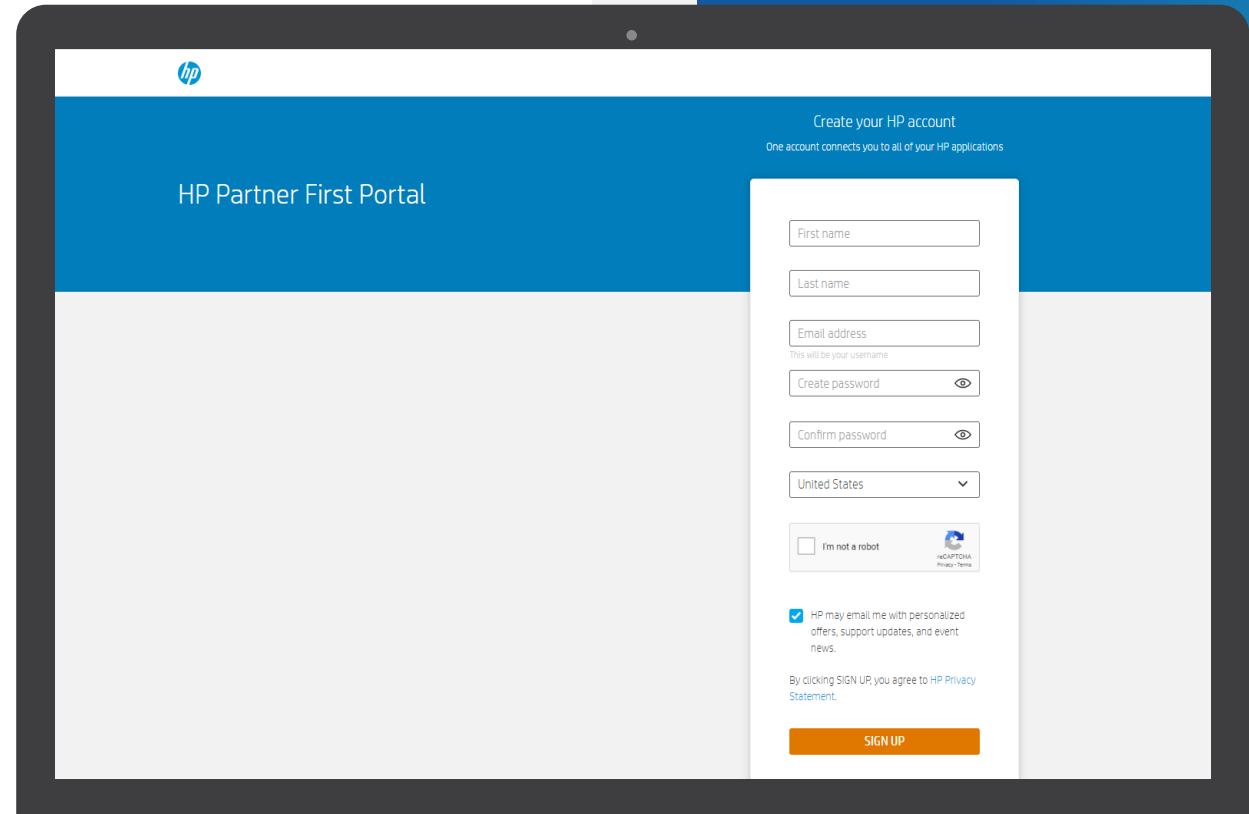
Download the support documents for your region for step by step instructions (if needed).

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



The screenshot shows the HP Partner First Portal account creation page. The page has a blue header with the HP logo and the text "HP Partner First Portal". Below the header, there is a form titled "Create your HP account" with the subtitle "One account connects you to all of your HP applications". The form contains the following fields: "First name", "Last name", "Email address", "Create password" (with a note "This will be your username" and an eye icon), "Confirm password" (with an eye icon), and a dropdown menu for "United States". Below the form, there is a checkbox for "I'm not a robot" and a checkbox for "HP may email me with personalized offers, support updates, and event news." (which is checked). At the bottom of the form, there is a "SIGN UP" button and a link to the "HP Privacy Statement".

\*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.

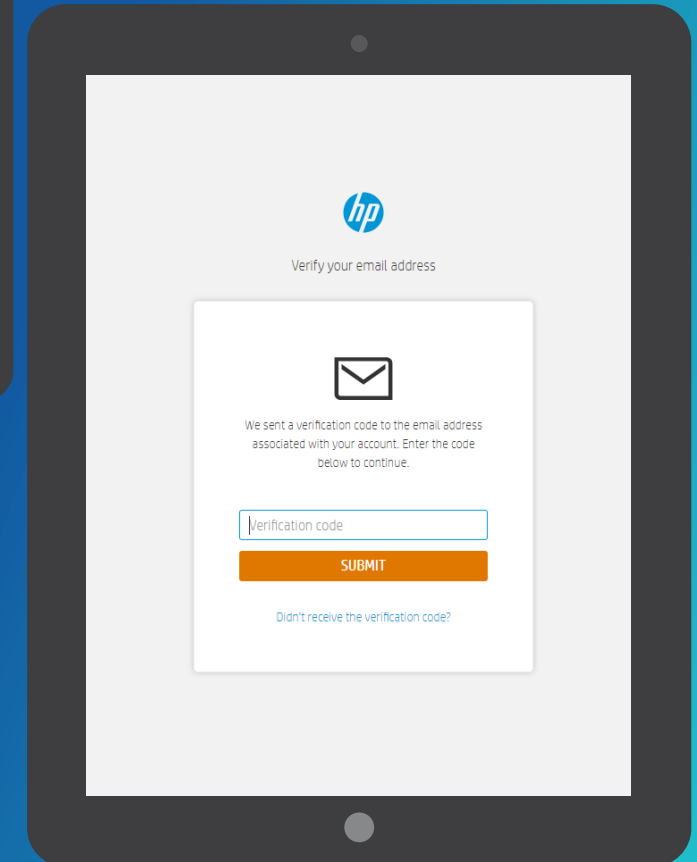
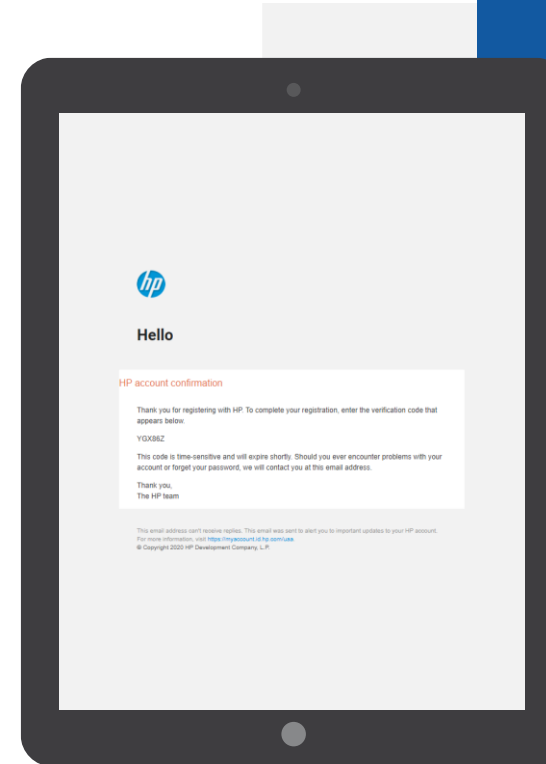
## Submit

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 of 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 the following fields: Email\* (text input with value 'testing.1.sunil@haptel@spangourm'), First Name\* (text input with value 'Tester'), Last Name\* (text input with value 'HP'), Salutation\* (dropdown menu with value 'Select'), Job Function\* (dropdown menu with options: CEO, Audit/Risk/Compliance, Education/Training, Finance), and Seniority\* (dropdown menu with value 'Select'). The 'User/Contact Details' section contains the following fields: Country\* (dropdown menu with value 'United States'), State/Province (dropdown menu with value 'Select Province'), and City (text input).

# 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

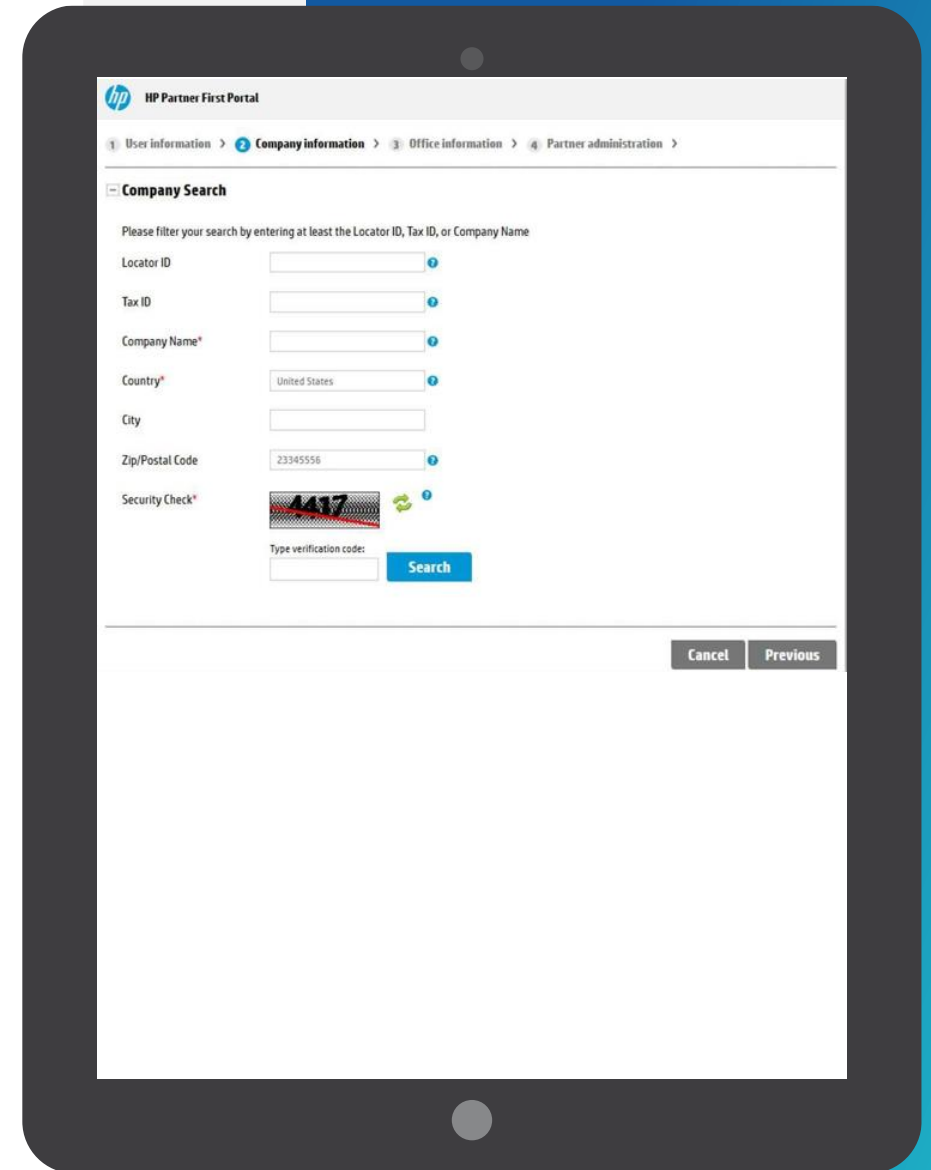
01. Select the appropriate radio buttons to choose your communication preferences.
02. Enter the authentication code.
03. Click Next.

# 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**.

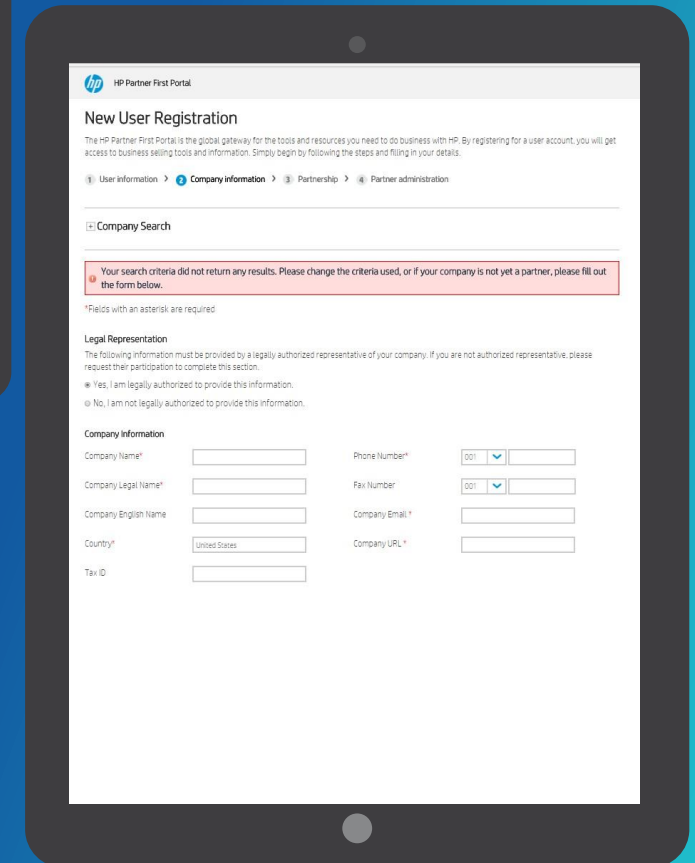
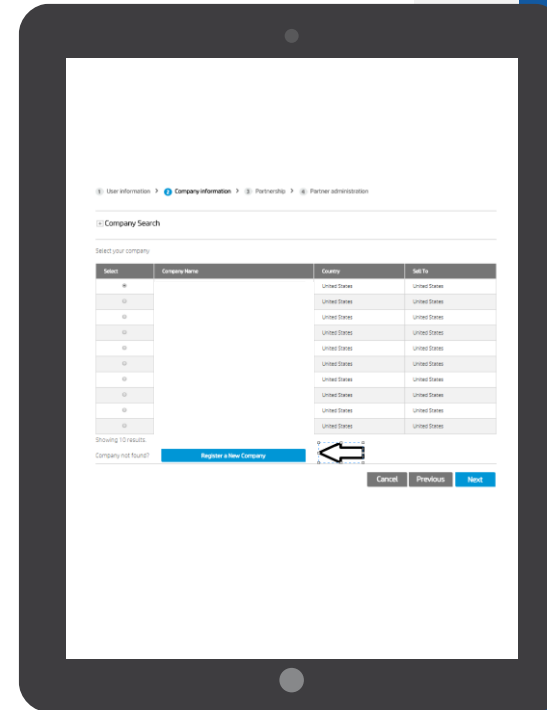


The screenshot shows the HP Partner First Portal interface. At the top, there is a navigation menu with four items: 'User information', 'Company information', 'Office information', and 'Partner administration'. Below this is a 'Company Search' section. A heading reads 'Please filter your search by entering at least the Locator ID, Tax ID, or Company Name'. The form contains several input fields: 'Locator ID', 'Tax ID', 'Company Name\*', 'Country\*' (with 'United States' selected), 'City', 'Zip/Postal Code' (with '23345556' entered), and 'Security Check\*' (with a CAPTCHA image showing the number '447'). Below the CAPTCHA is a 'Type verification code:' field and a blue 'Search' button. At the bottom right of the form area, 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, 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.

## Address Information

Physical Address*	^	Add Address
Physical Address*		
Mailing Address		
Legal Address		

The screenshot shows a laptop screen with the 'Address Information' form. At the top, there is a dropdown menu for 'Physical Address\*' with an 'Add Address' button. Below this, the form is divided into two columns: 'Legal Representative' and 'General Manager'. Each column 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 with '001' and an input field. 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 laptop screen, there are three buttons: 'Cancel', 'Previous', and 'Next'.

## 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

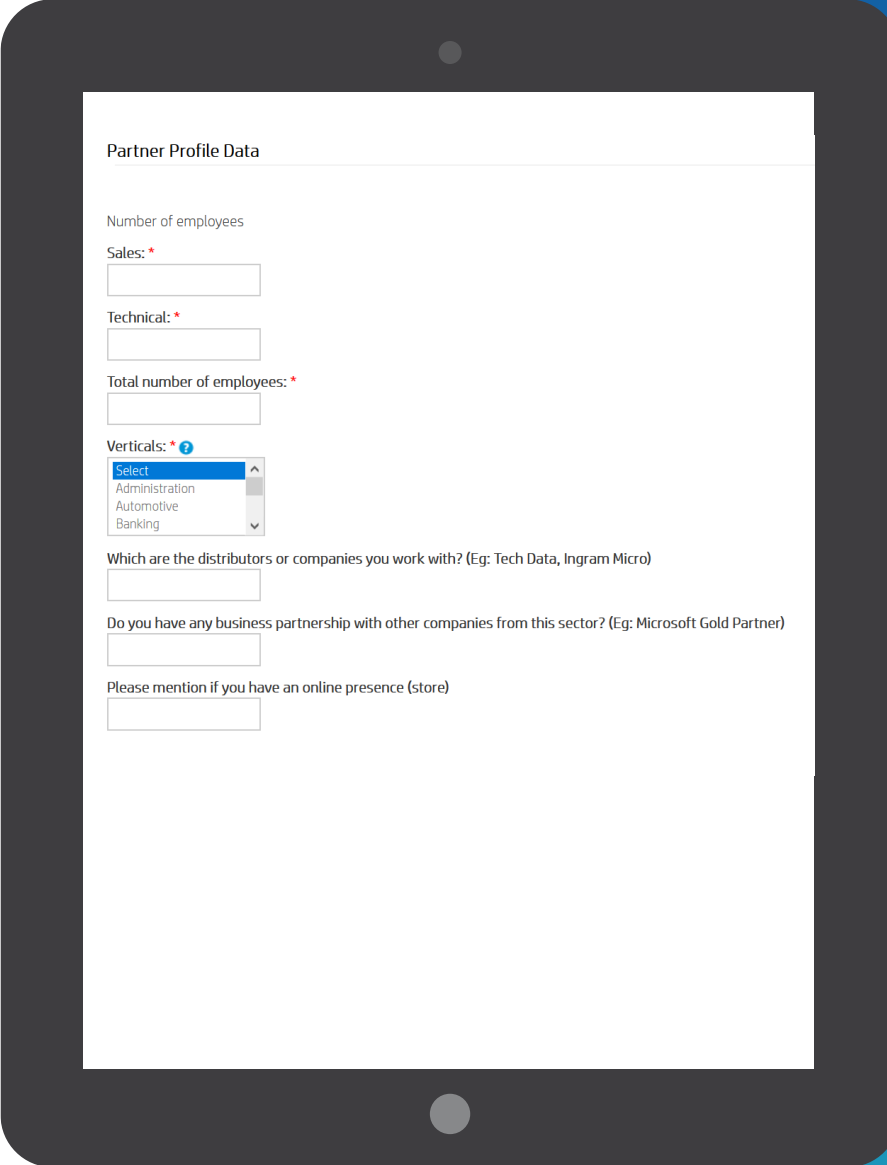
01. Please select the appropriate Partnership Type e.g. Reseller.

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: \*

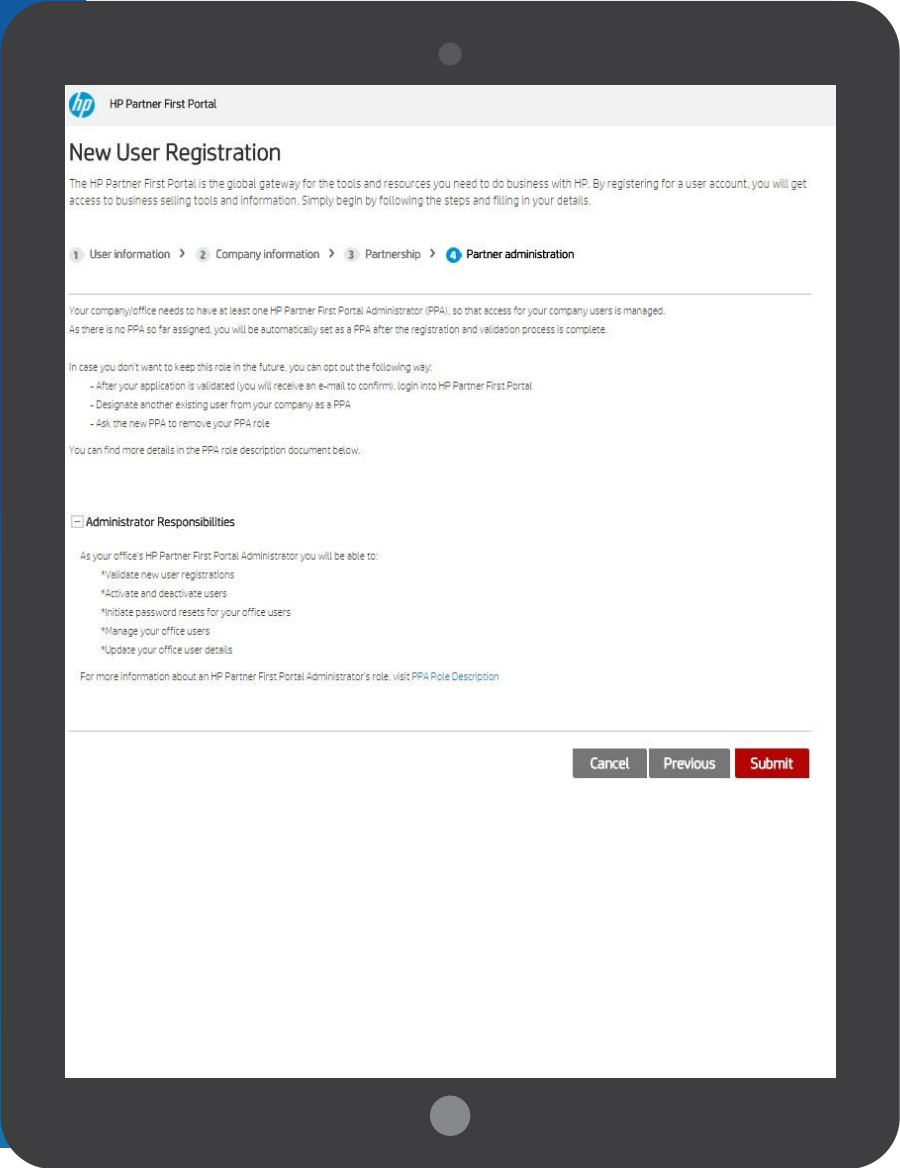
Verticals: \* 

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)



# 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 **567498168** 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](https://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,

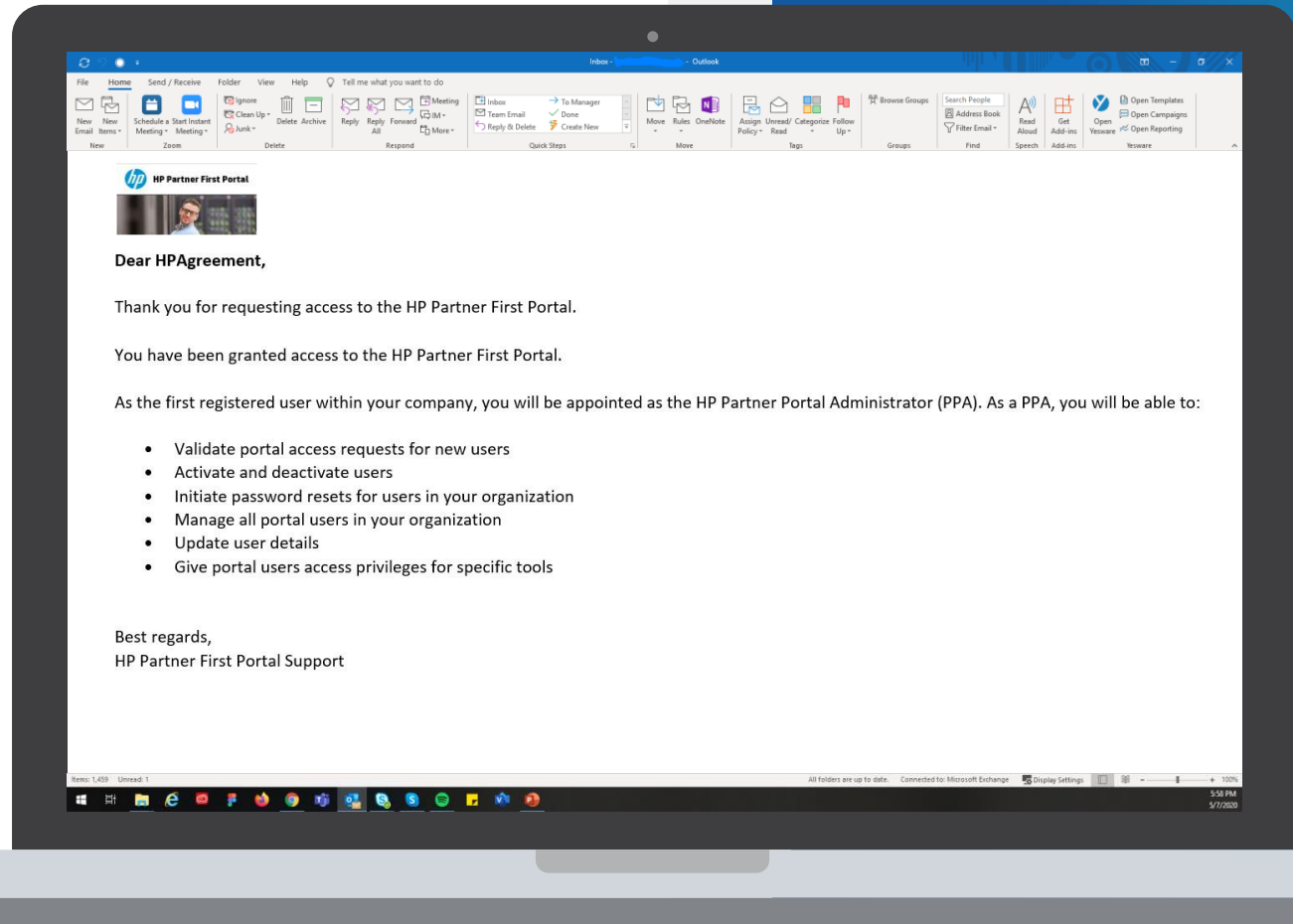
HP Partner First Portal Team

# 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.

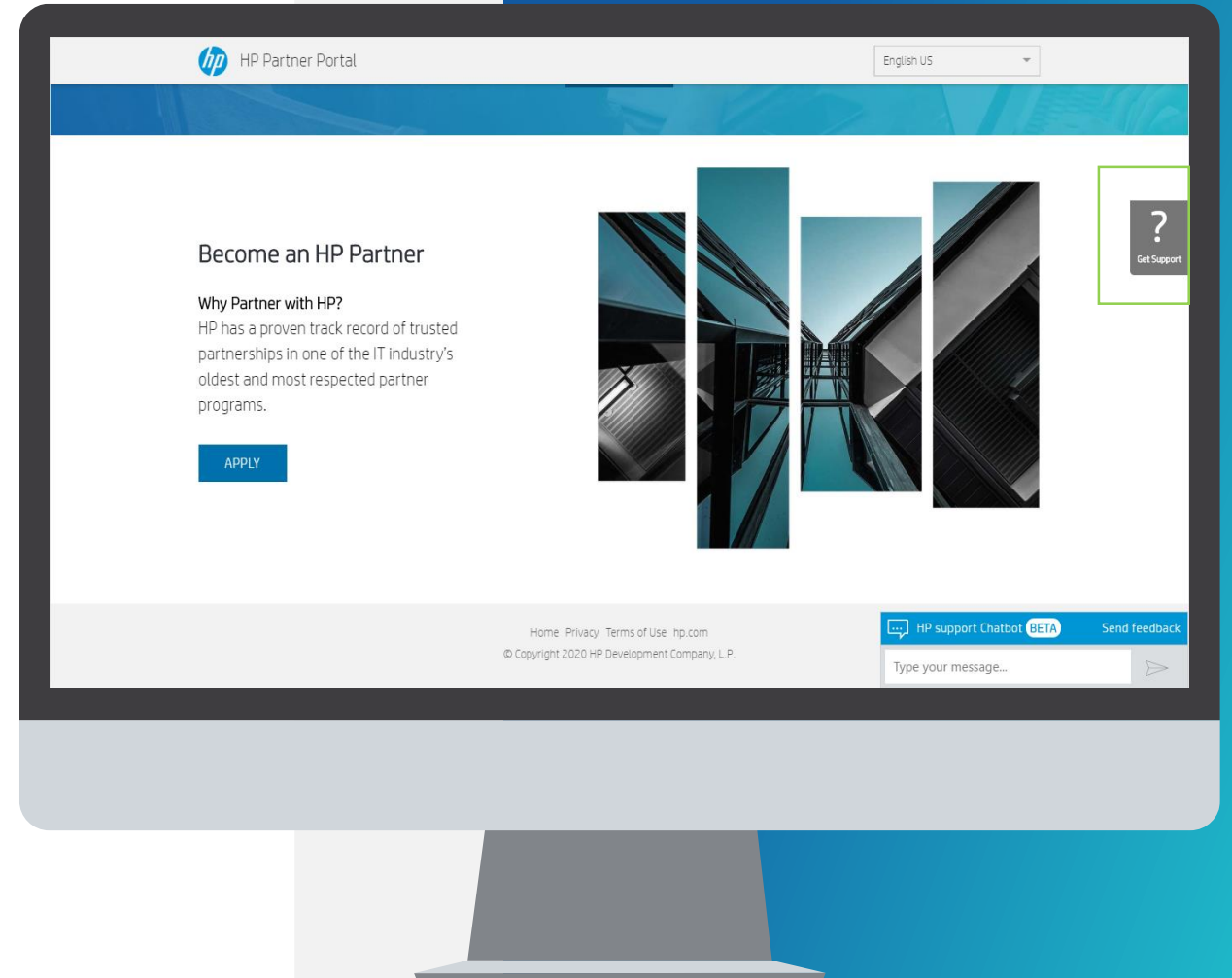


# GET SUPPORT

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!**