



# HP PARTNER PORTAL

HP Partner Application Process





## 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

USA Resellers contact - [HPUSQualifiedDistributionNetwork@hp.com](mailto:HPUSQualifiedDistributionNetwork@hp.com)

Canadian Resellers contact - [hpcqualifieddistributionnetwork@hp.com](mailto:hpcqualifieddistributionnetwork@hp.com)

Resellers will receive a survey, please fill this out and the program mailbox will get back to you on your status. Please note, having a partner agreement does not automatically qualify you as a print/supplies partner.

The U.S. and Canadian distribution and resale of select HP Supplies product lines (PLs) and HP Print product lines (PL's) are governed by the HP Qualified Distribution Network ("Network", formerly known as "Qualified Partner Programs").

Under the Network, resellers are required to meet specific eligibility criteria in order to purchase the HP supplies, print hardware, BPS and CPS from HP authorized distributors or from HP (where specifically authorized) for purpose of resale to end user customers.

To gain access to the eligibility criteria for the HP Qualified Distribution Network please become an authorized reseller by getting an HP Partner Agreement first.

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# HOW TO APPLY

## 01. *Access the HP Partner Portal*

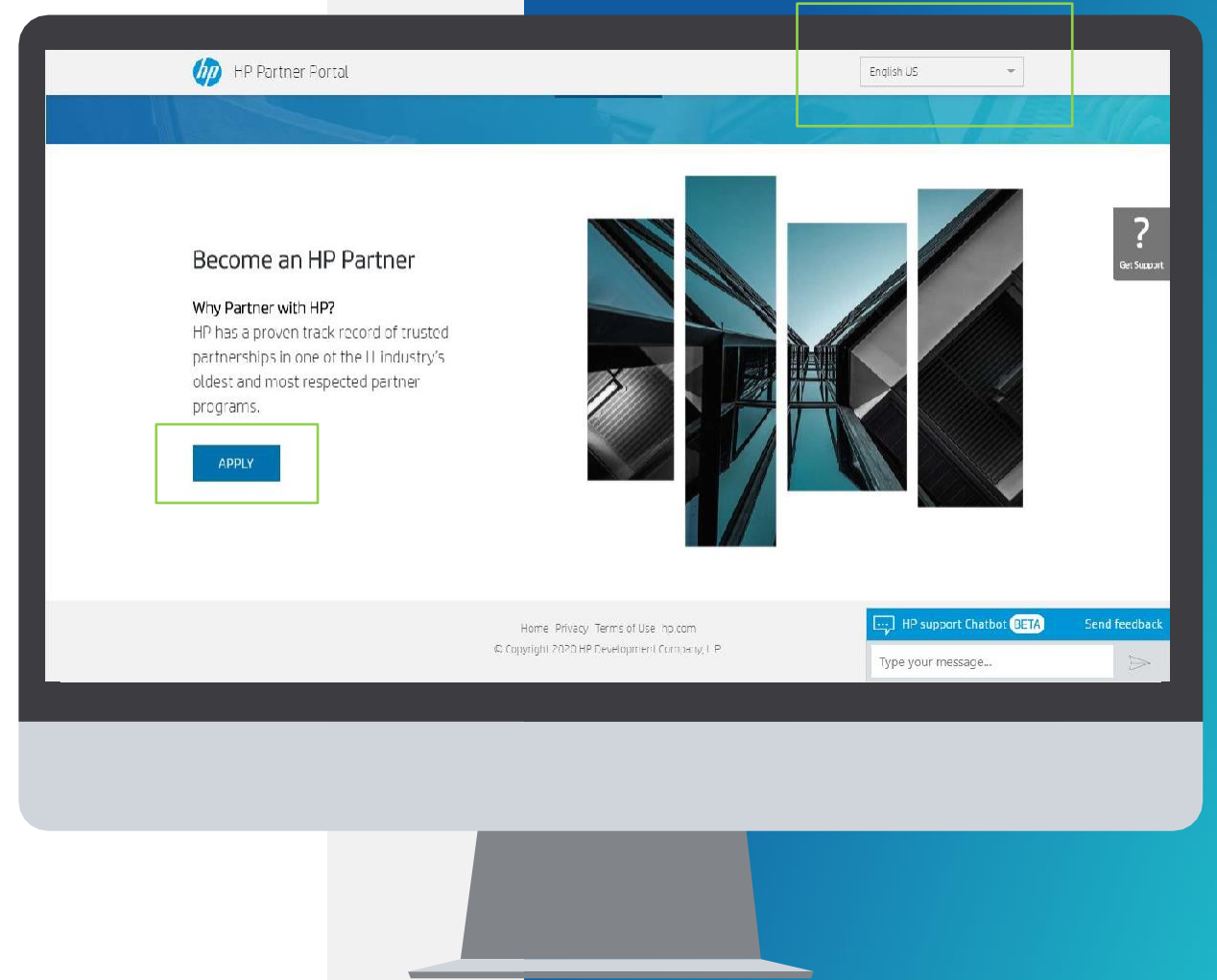
Access the HP Partner Portal at [partner.hp.com](https://partner.hp.com)

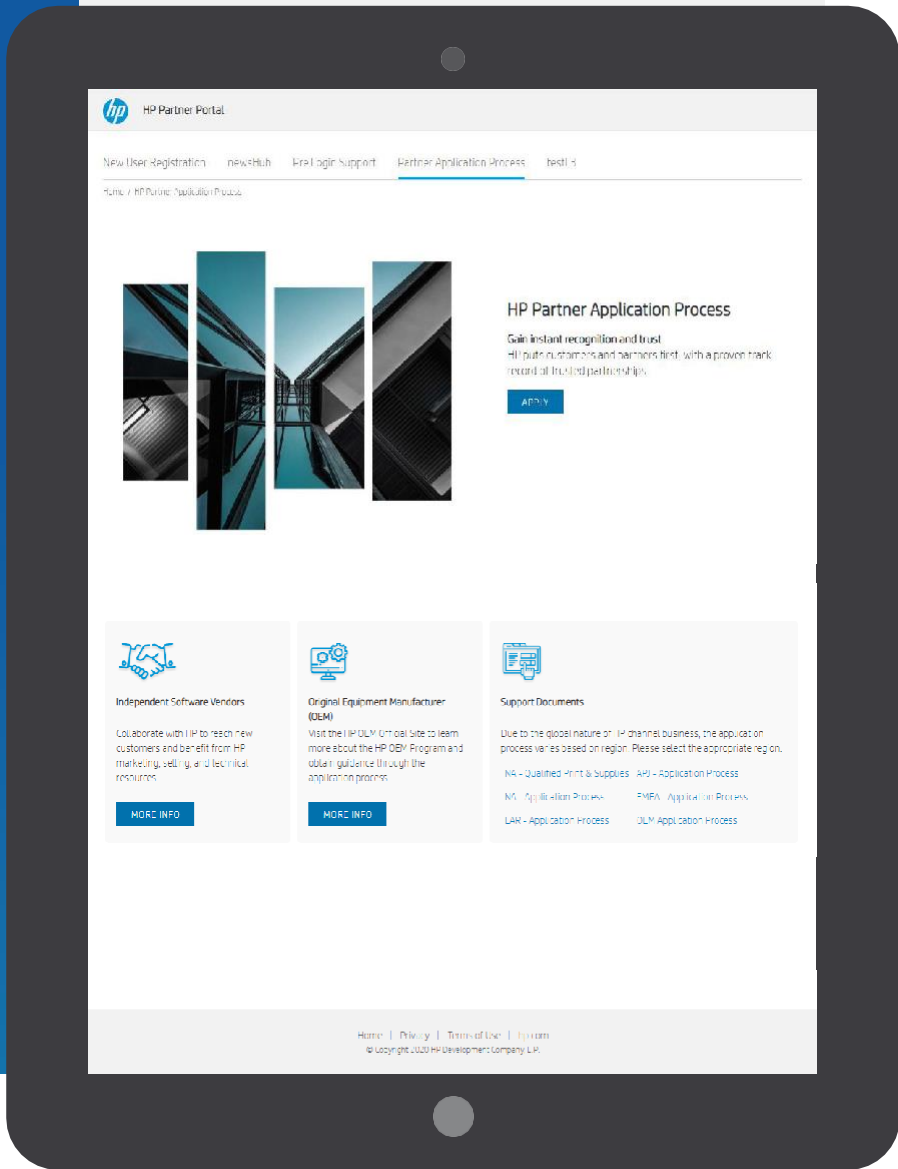
## 02. *Become an HP Partner*

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

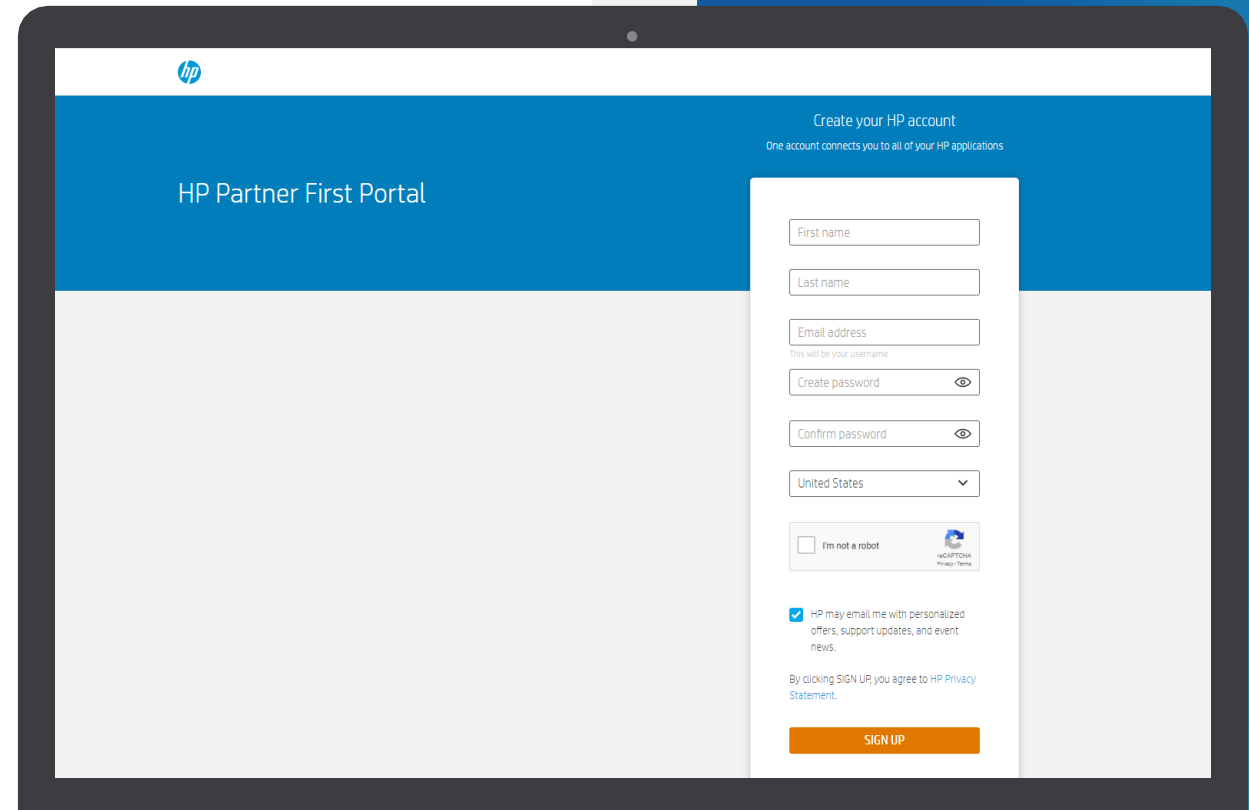
Download the support documents for your region for step by step instructions (if needed).

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, 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*

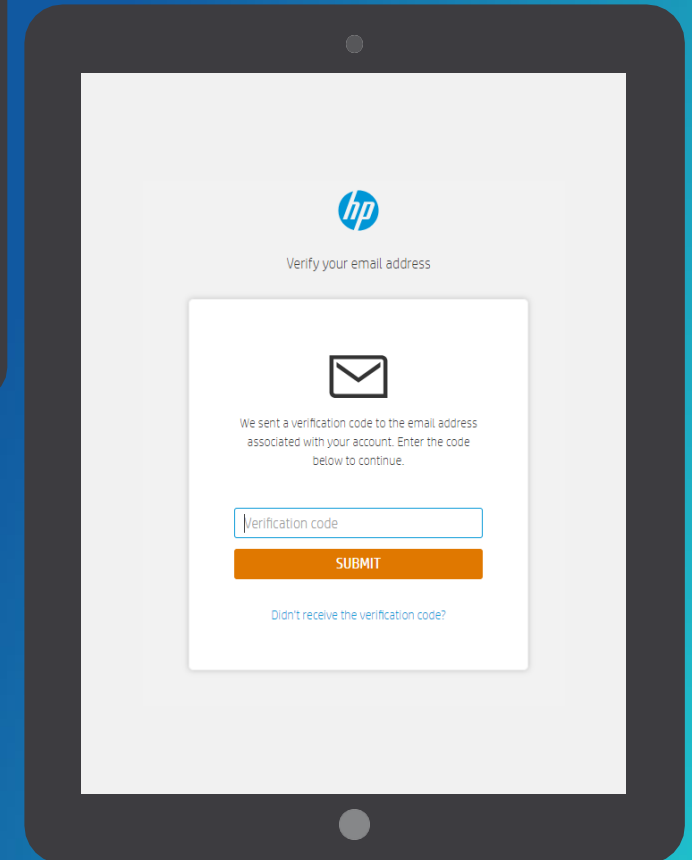
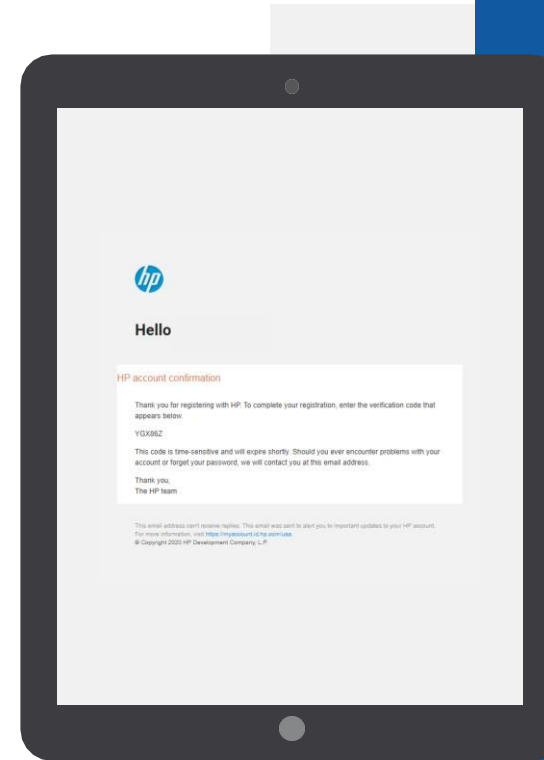
Enter the verification code sent to the email address you used to register.

## 02. *Submit*

Click the “SUBMIT” button.

## 03. *Partner Portal Registration*

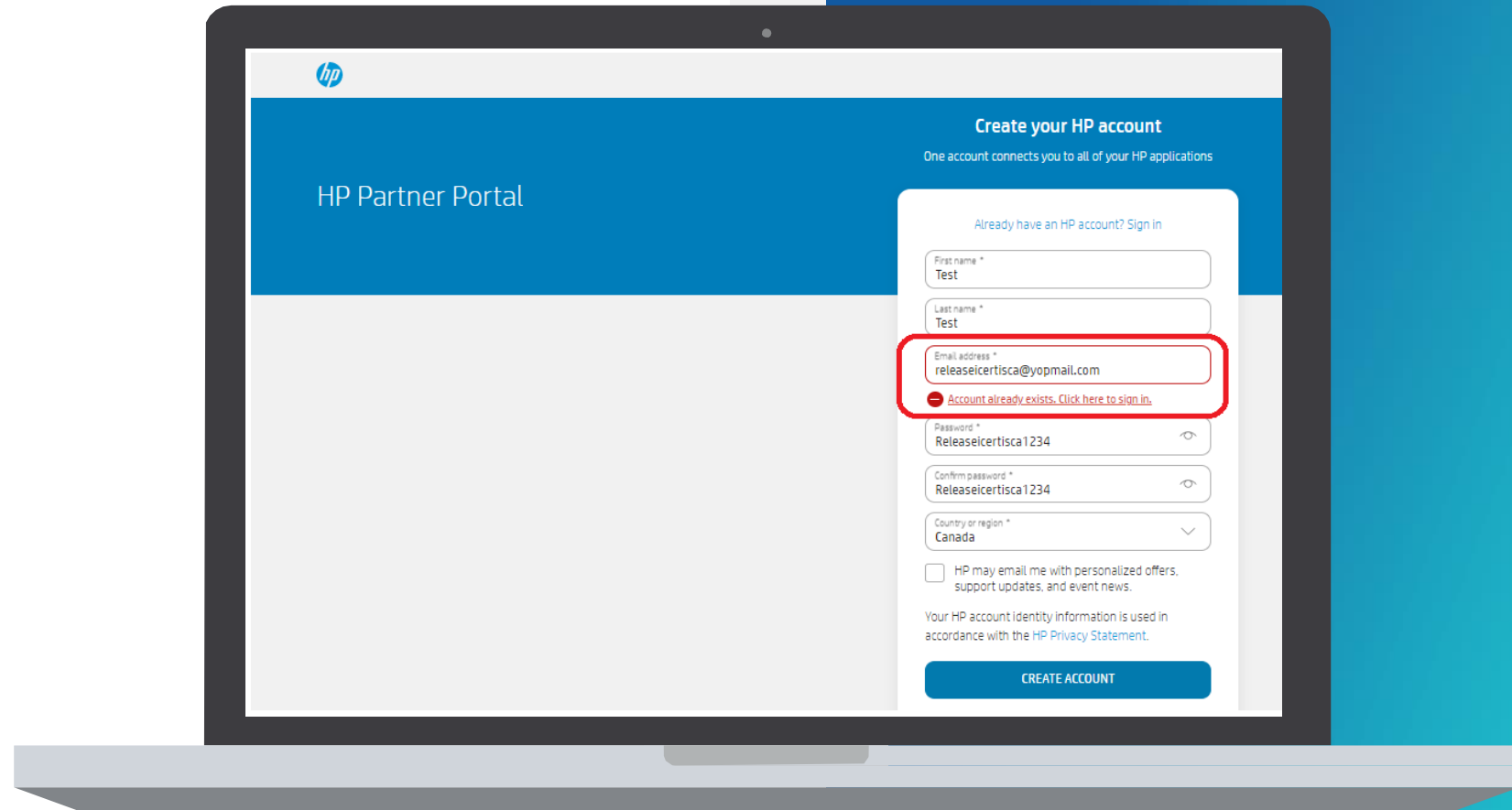
You will then be forwarded to the Partner Portal registration.



# 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

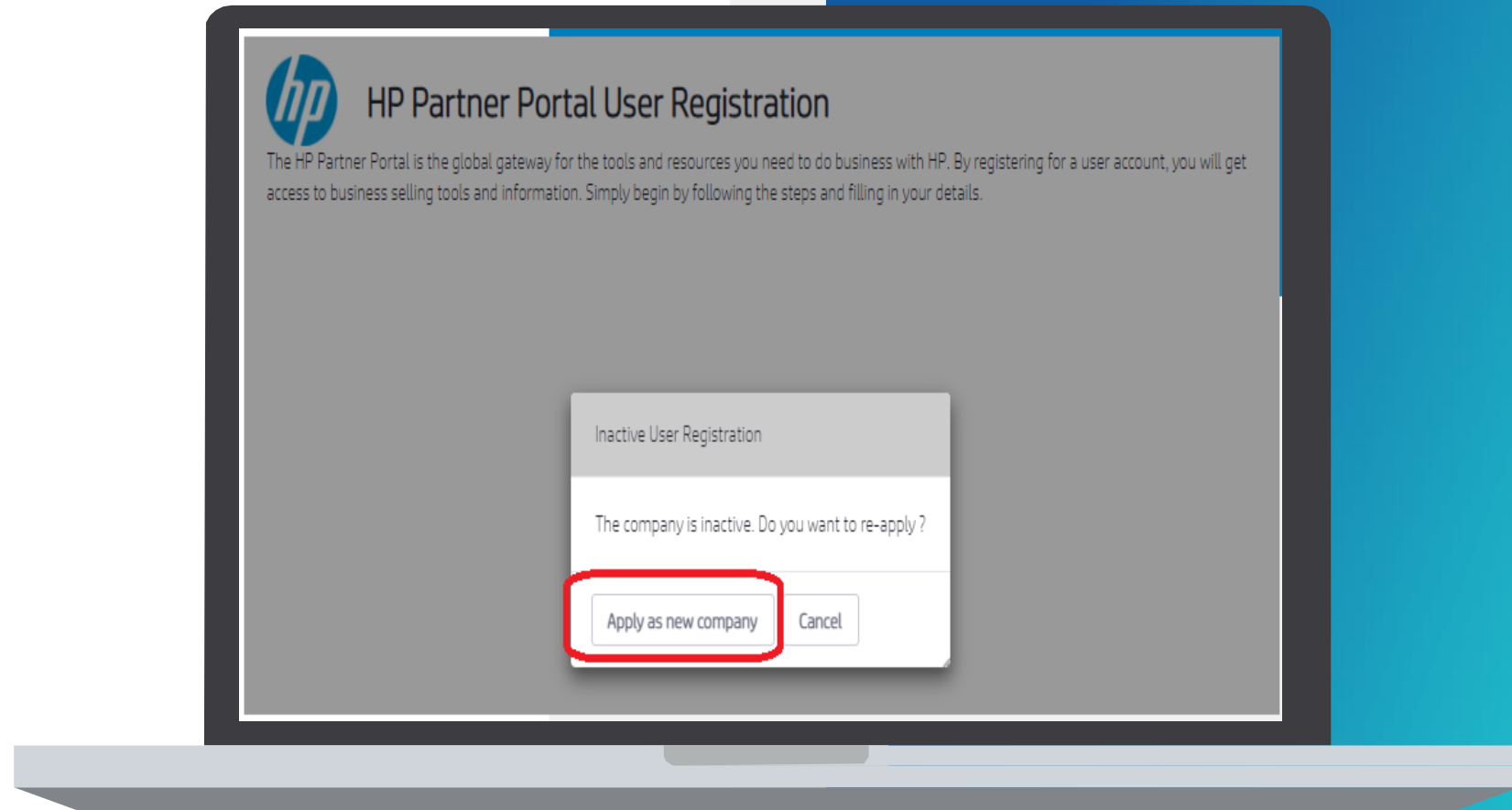




# CREATE YOUR HP ACCOUNT

On the Create your HP account page:

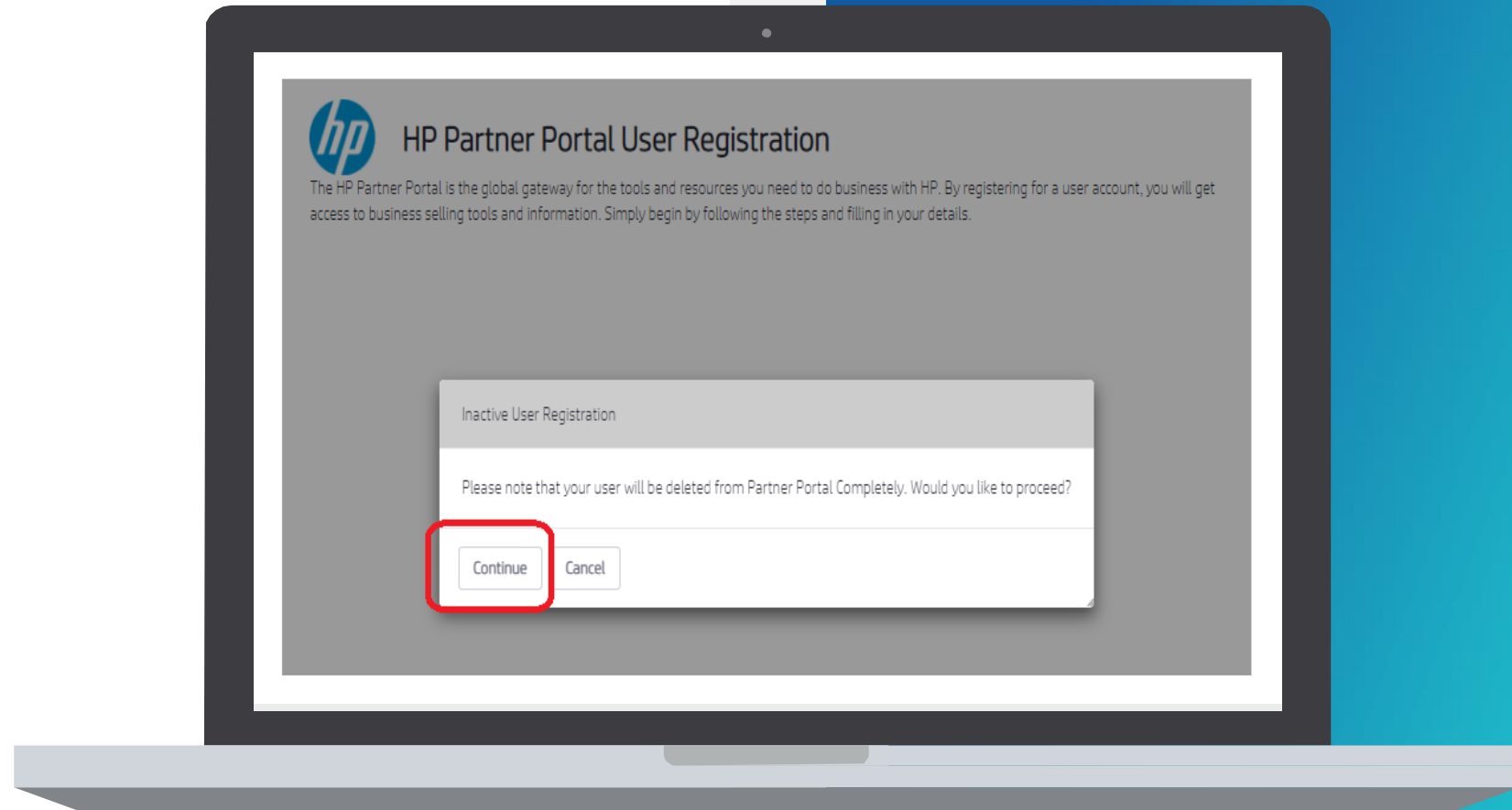
01. Click on the apply as a new Company option to reapply



# 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 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. 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\* (pre-filled with 'testing.1.sunil@hpte@spangourm'), First Name\* (pre-filled with 'Tester'), Last Name\* (pre-filled with 'HP'), Salutation\* (a dropdown menu set to 'Select'), Job Function\* (a dropdown menu with options: CEO, Audit/Risk/Compliance, Education/Training, Finance), and Seniority\* (a dropdown menu set to 'Select'). The 'User/Contact Details' section contains fields for Country\* (a dropdown menu set to 'United States'), State/Province (a dropdown menu set to 'Select Province'), and City (an empty text input field).

# 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

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.
02. Type the verification code and click Search.

The screenshot shows the 'HP Partner First Portal' interface. At the top, there is a navigation breadcrumb: '1 User information > 2 Company information > 3 Office information > 4 Partner administration >'. Below this is the '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\*' (with an asterisk indicating it is mandatory), 'Country\*' (with a dropdown menu showing 'United States'), 'City', 'Zip/Postal Code' (with the value '23345556'), and 'Security Check\*' (with a CAPTCHA image showing the number '447'). Below the CAPTCHA is a 'Type verification code:' label and an input field. A blue 'Search' button is positioned to the right of the verification code field. At the bottom right of the form area, there are two buttons: 'Cancel' and 'Previous'.

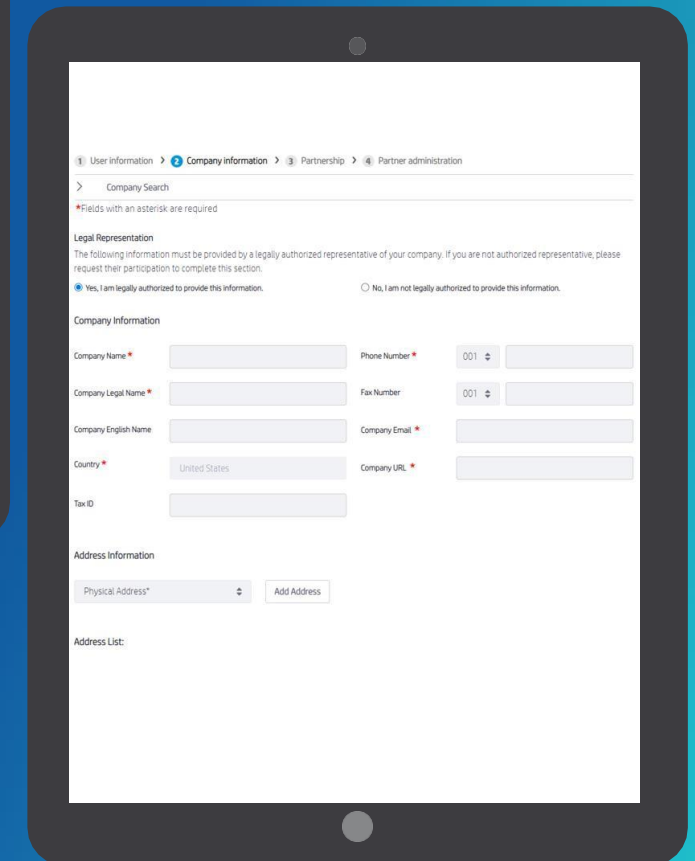
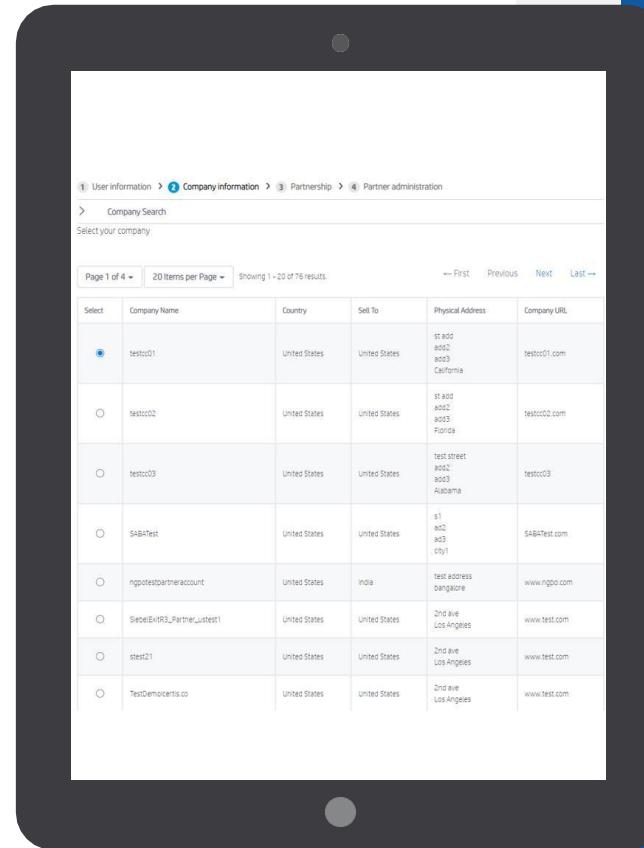
# COMPANY INFORMATION

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.

Enter corporate email address.

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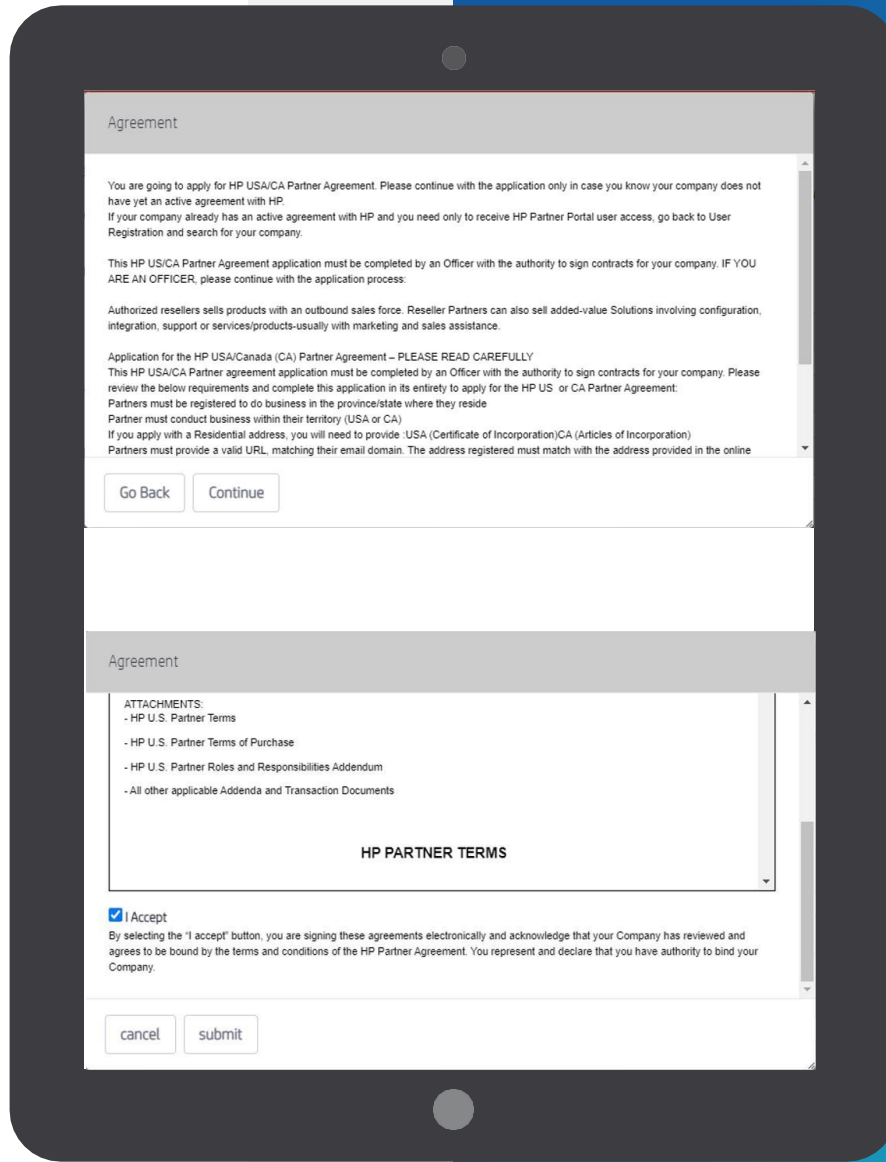
Please note that you can only apply with a corporate email, generic emails are not allowed.



**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

You will be redirected to the HP Partner Agreement Terms and Conditions, please read the document carefully, check the box to accept it and click on Submit.



# COMPANY INFORMATION

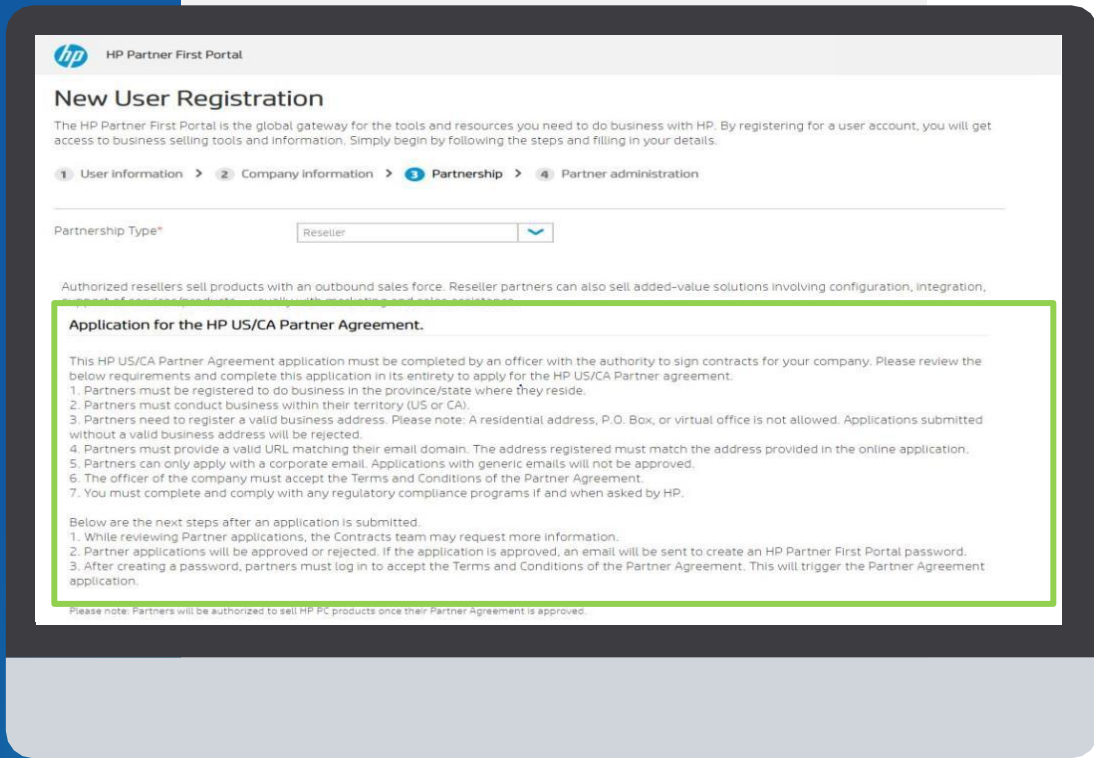
You can provide: physical or mailing address, and please always provide your legal address.

The image shows a laptop screen with a web form titled "L&R Champion". The form contains the following fields:

- First Name \***: A text input field.
- Last Name \***: A text input field.
- Job Function \***: A dropdown menu with options: "Logistic/Warehousing", "Pre-Sales", "Finance", and "Legal".
- Email Address \***: A text input field.
- Work Phone Number \***: A dropdown menu with "001" and a text input field.
- Work Fax Number**: A dropdown menu with "001" and a text input field.
- Mobile Phone Number**: A dropdown menu with "001" and a text input field.

At the bottom right of the form, there are three buttons: "Cancel", "Previous", and "Next".





# PARTNERSHIP

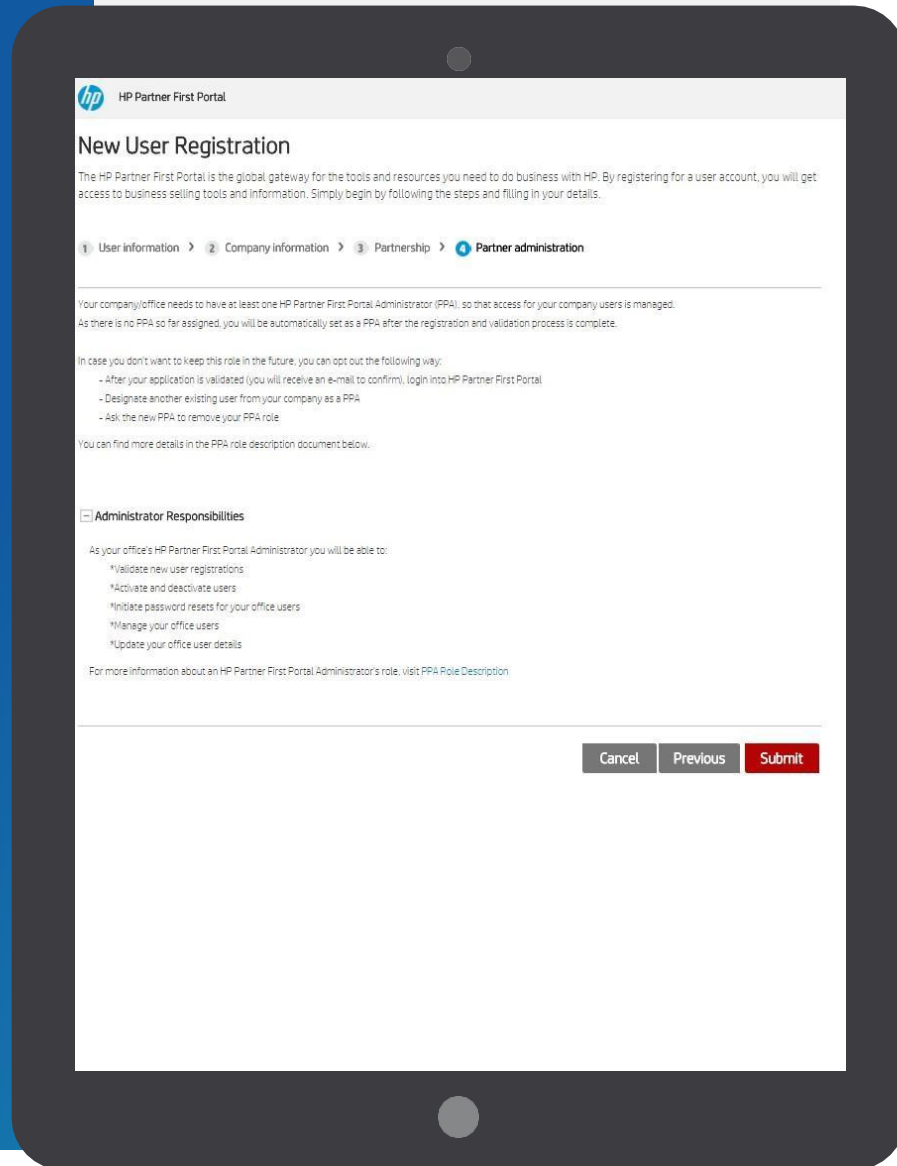
01. Please choose the Partnership Type: Reseller.
02. Read the requirements.

# ADDITIONAL DETAILS

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

The screenshot shows a web form with two main sections: 'Business Information' and 'Diversity Program'. The 'Business Information' section includes fields for 'Form of Organization', 'Sales Coverage', 'Primary Business Model', and 'Selling Methods'. The 'Selling Methods' section has a total of 100% and includes sub-sections for 'Online Sales', 'Inside Sales Force', 'Store Front', 'Mass Marketing', 'Direct Sales Force', and 'Auctioning'. The 'Diversity Program' section includes a question about state-recognized diversity status, a field for the preferred distributor, and a question about how long the user has worked with the distributor. Below these is a table for 'Business Owners' with columns for First Name, Last Name, Email Address, Job Title, and Ownership %. The form also includes 'Cancel', 'Previous', and 'Next' buttons.

First Name	Last Name	Email Address	Job Title	Ownership %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# 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](http://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,

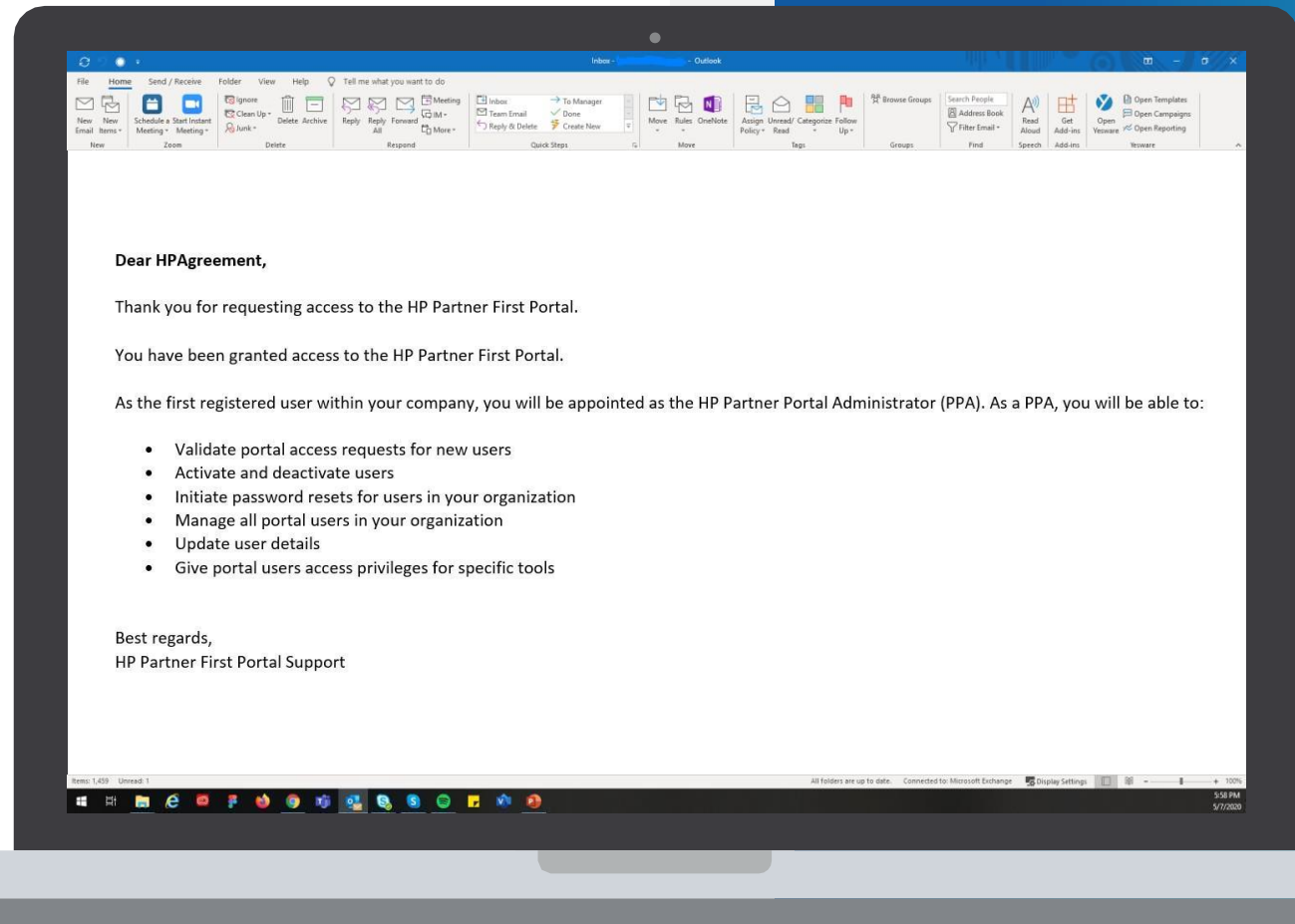
HP Partner First Portal Team

# SUBMISSION COMPLETED!

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

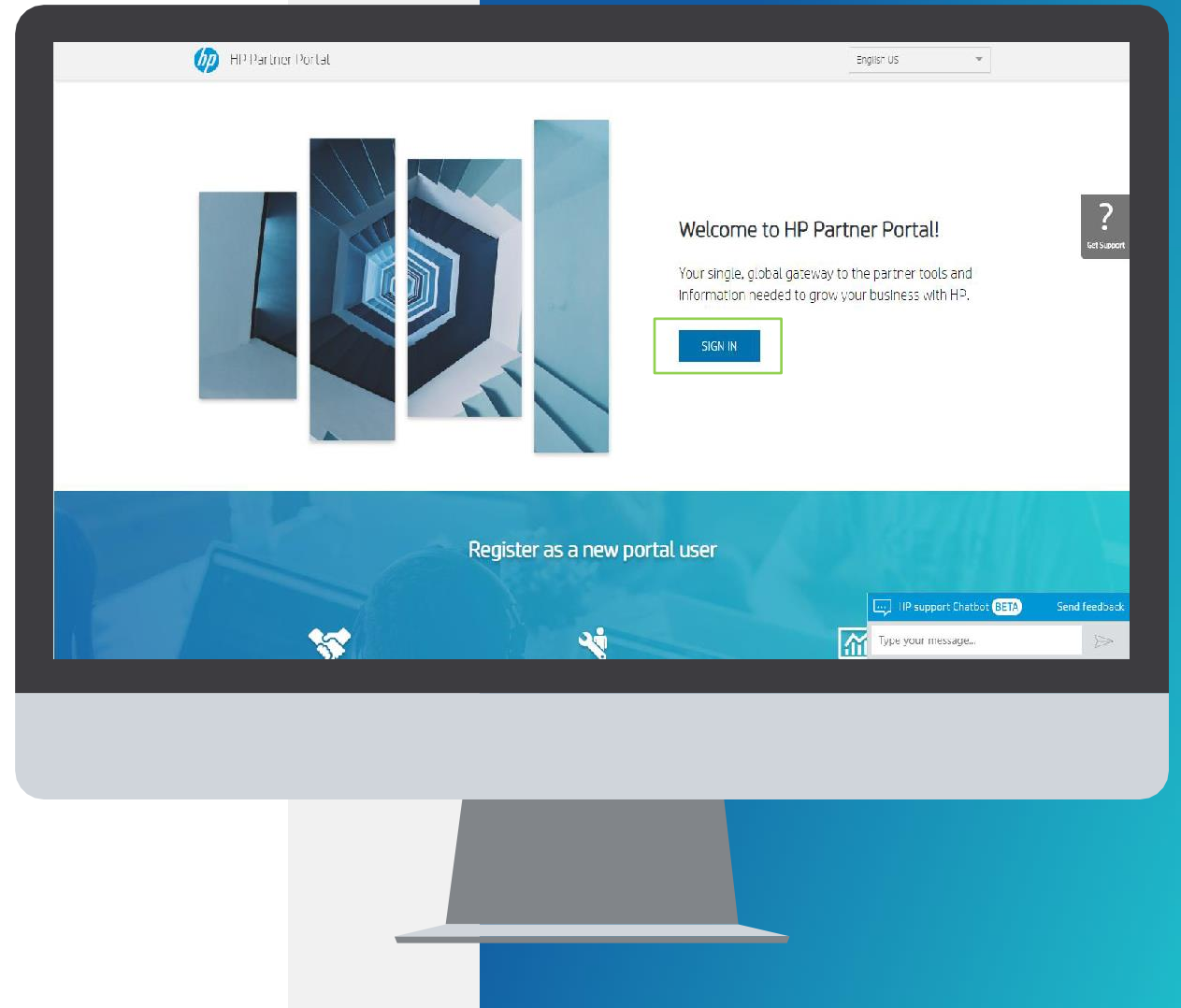
# APPROVAL / REJECTION PROCESS

Access approved: you will receive an email like this.



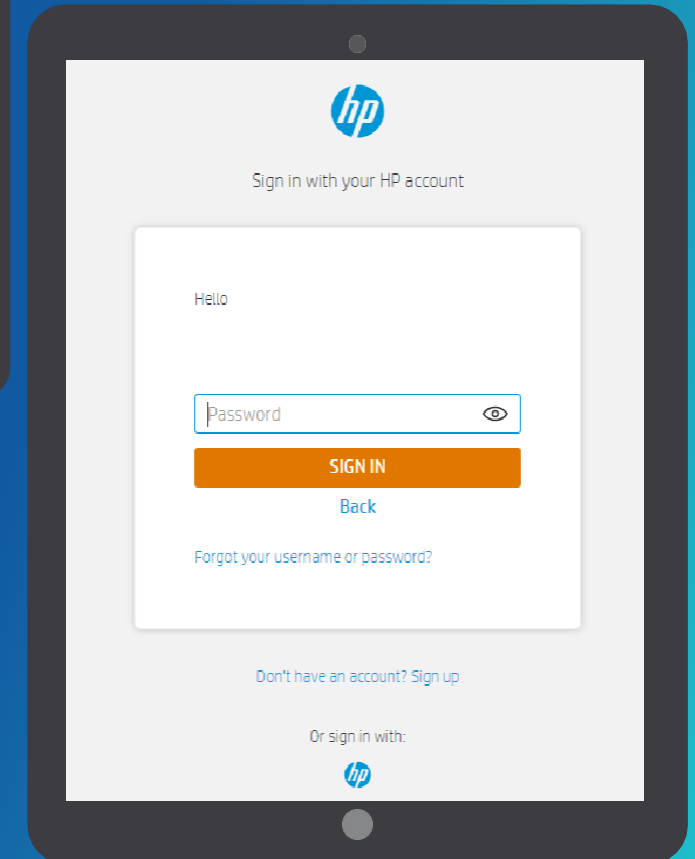
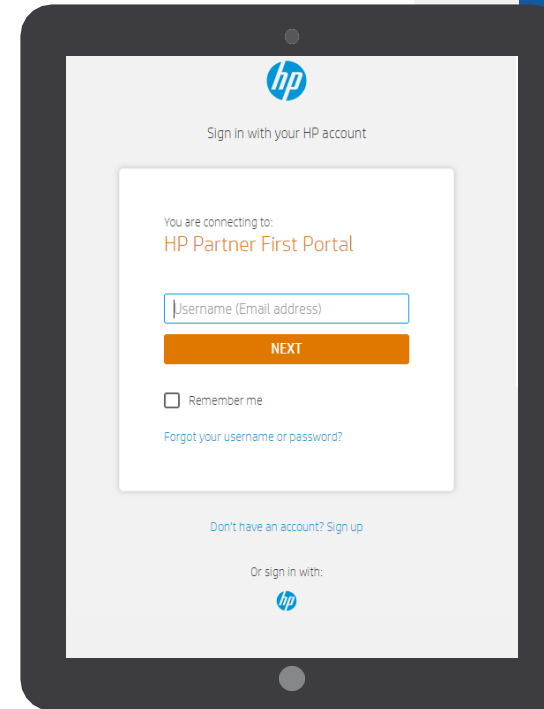
# TERMS AND CONDITIONS ACCEPTANCE

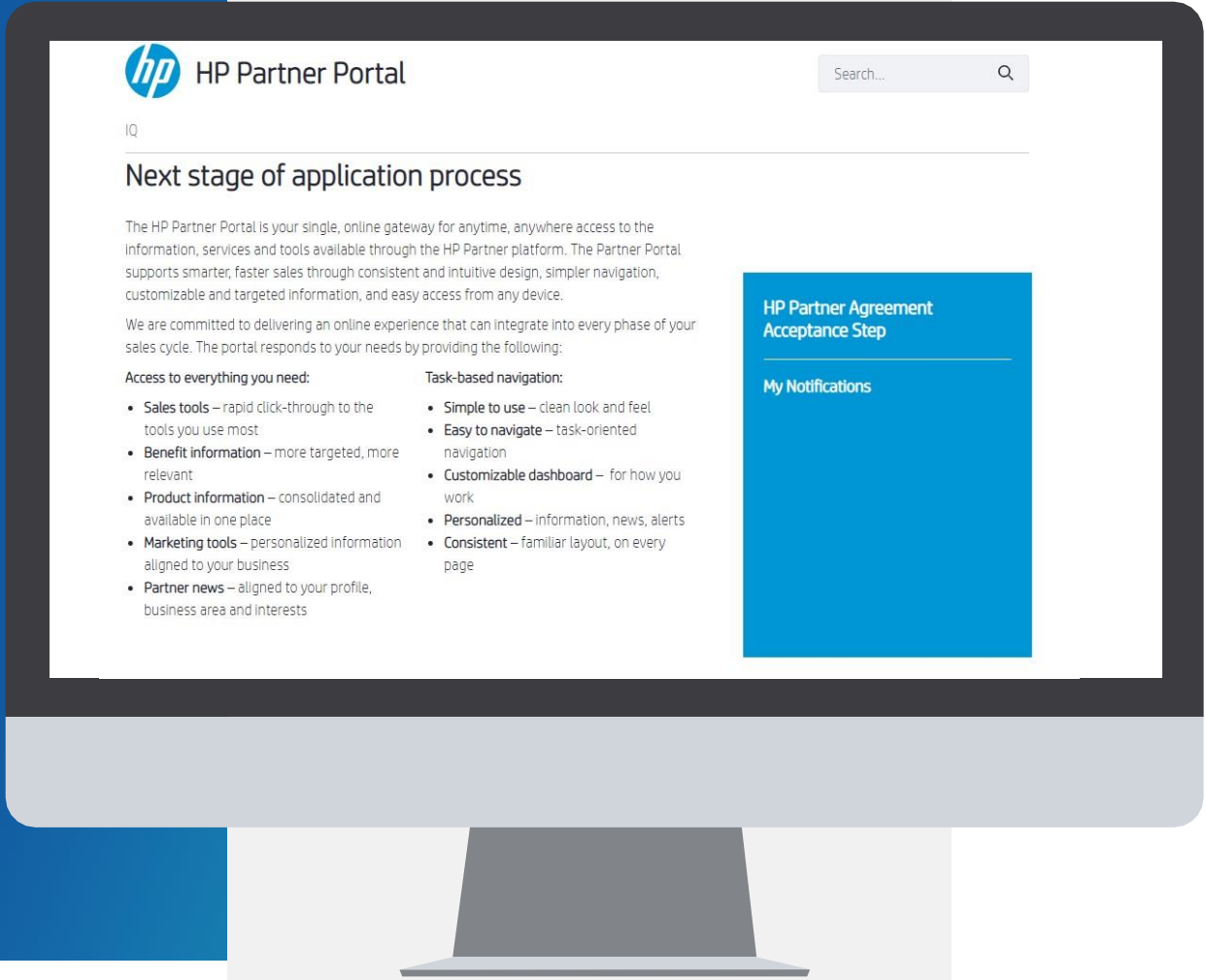
01. Access our Partner First Portal at: [partner.hp.com](https://partner.hp.com)
02. Click on “Sign in”.



# TERMS AND CONDITIONS ACCEPTANCE

01. Type your email address and click “Next”
02. Type your password, and click “Sign In”





# TERMS AND CONDITIONS ACCEPTANCE

01. Then, select Accept to agree with the Partner Portal Terms & Conditions.
02. After this you will see the “Next stage of application process” page.



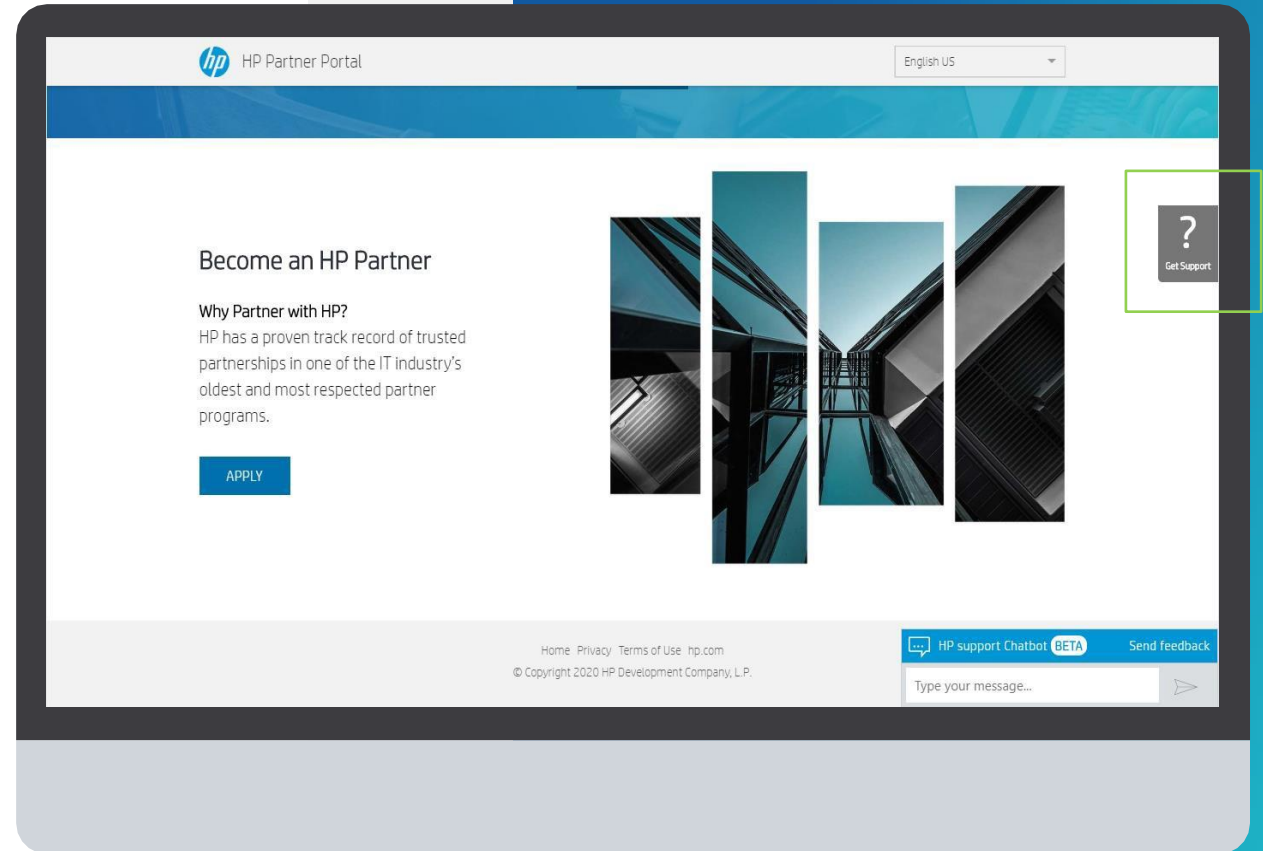
# GET SUPPORT

*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!