

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 - <u>HPUSQualifiedDistributionNetwork@hp.com</u> Canadian Resellers contact - <u>hpcaqualifieddistributionnetwork@hp.com</u>

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.

HOW TO APPLY

Access the HP Partner Portal Access the HP Partner Portal at <u>partner.hp.com</u>

02.

01.

Become an HP Partner

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



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"

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

Enter the verification code

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

02.

01.

Submit

Click the "SUBMIT" button.



Partner Portal Registration

You will then be forwarded to the Partner Portal registration.



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



On the Create your HP account page:



Click on the apply as a new Company option to reapply



The HP Partner 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.

Inactive User Registration
The company is inactive. Do you want to re-apply ?
Apply as new company Cancel

On the Create your HP account page:





USER DETAILS

The user needs to provide User details and contact information.

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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.

<pre>ccccs to business selling tools and information Simply begin by following the steps and filling in your details. Jeser information > @ Company Information > @ Partnershp > @ Partner administration Fields marked with an asterisk are required serDetais rate[*]</pre>	and the bound of the	tal is the global gateway for the to	ools and r	esources you need to do business with HP. By registering for a user account, you will get
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User Details Ernal* frist Namme* user Namme* user Namme* user Namme* user Namme* select Salutation* Select select/Province state/Province state/Province	Fields marked with ar	asterisk are required		
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	City			
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Can HP conta	ct you with additional (offers, support updates, a	nd news?			
Please indicat	e your preferences belo	ow:				
Email	Yes No					
Mail	Yes O No					
Call	Yes No					
SMS	Yes No					
FAX	Yes O No					
Security Check		₩ <u>₹</u> 0				
	Type veri	ification code:				
				1	Cancel Nex	t
				I	Cancel Nex	t
				I	Cancel Nex	t
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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

Since your company is registered, provide the three first characters of the company name in the Company Name field.

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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	3 Office information > 4 Partner ad	dministration >	
Company Search				
Please filter your search	h by entering at least the Loc	itor ID, Tax ID, or Company Name		
Locator ID		0		
Tax ID		0		
Company Name*		0		
Country*	United States	0		
City				
Zip/Postal Code	23345556	0		
Security Check*	4417	🤹 9		
	Type verification rode:			
	ije eniteriore	Search		
			Cancel Prev	ious

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"
- **O3.** You can proceed to register your company and enter the company details.

Ent	er corporate email address.
Plea	ase note that you can only apply with a corporate email, generic emails are not allowed.
G	o Back

elect your	company					
Page 1 of	f 4 👻 20 Items per Page 👻 Sho	wing 1 – 20 of 76 results.		← First Prev	lous Next Last→	
Select	Company Name	Country	Sell To	Physical Address	Company URL	
۲	testcc01	United States	United States	st add add2 add3 California	testcc01.com	
0	testcc02	United States	United States	st add add2 add3 Florida	testcc02.com	
0	testcc03	United States	United States	test street add2 add3 Alabama	testcc03	User information Company Se
0	SABATEST	United States	United States	s1 ed2 ed3 cty1	SABATest.com	*Fields with an aste
	ngpotestpartneraccount	United States	India	test address bangalore	www.ngpo.com	The following inform request their particip
0	SiebeiEkitR3_Partner_ustest1	United States	United States	2nd ave Los Angeles	www.test.com	Company Informati
0	stest21	United States	United States	2nd ave Los Angeles	www.test.com	Company Name *
0	TestDemolcertis.co	United States	United States	2nd ave Los Angeles	www.test.com	Company Legal Name *
						Company English Name
						Country *
						Tax ID
						Address Informatio
						Physical Address*
						Address List:



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.

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.

East Mame					
FILSE NOTICE					
Last Name *					
Job Function *	Logistic/Warehousing Pre-Sales Finance Legal				
Email Address *					
Work Phone Number *	001 \$				
Work Fax Number	001 \$				
Mobile Phone Number	001 \$				
				The state	
		Ca	ncel Previous	Next	

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iales force. Reseller partners can also sell added-value solutions involving configuration, integration, ment. be completed by an officer with the authority to sign contracts for your company. Please review the its entirety to apply for the HP US/CA Partner agreement.
be completed by an officer with the authority to sign contracts for your company. Please review the its entirety to apply for the HP US/CA Partner agreement.
province/state where they reside. sry (US or CA). s. Please note: A residential address, P.O. Box, or virtual office is not allowed. Applications submitted email domain. The address registered must match the address provided in the online application, splications with generic emails will not be approved. s and Conditions of the Partner Agreement. ry compliance programs if and when asked by HP.
nitted. Is team may request more information. If the application is approved, an email will be sent to create an HP Partner First Portal password. accept the Terms and Conditions of the Partner Agreement. This will trigger the Partner Agreement

PARTNERSHIP



Please choose the Partnership Type: Reseller.



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

	•	
Business Information	Diversity Program	
Please enter the Business Information	Does your company hold a state recombined diversity of so which one?	
Form of Organization 🜟	ores your company nou a searce recognized united sity steatust il so, Wilkit Unitet 🛪	
\$	÷	
Sales Coverage 😾	Whats your preferred Distributor? Please provide the name 🔺	
\$		
Primary Business Model 🜟	How long have you been working with this Distributor? 🤺	
÷	\$	
Selling Methods	Who are your primary customers? Value should add up to 100%	
Value should add up to 100%	Individuals 🔆 😡	
Online Sales: ★ 🔘		
Inside Sales Force: 🜟	Companies 🜟 💿	
Store Front: 🐈 🔘	Total Selling Motion 🐈 🔮	
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Direct Sales Force: 🜟 🔮	First Name Last Name Email Address Job Title Ownership %	
Auctioning: \star 🛛		
	Add more Rusiness Owners	
Total Selling Methods(Total should equal to 100%) 📌 🔮	Cancel Previous Nov	



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.

APPROVAL / REJECTION PROCESS

Access approved: you will receive an email like this.

File Home Send / R	ceive Folder View Help 🔉 Tell me what you want to d	Inber-	- Outlook			00 - 01
New New Zoon	Totat Totat	teeting ⊡ Inbox → To Manager 4- ♡ Team Email ✓ Done ↑ Reply & Delete ❤ Create New ♥ 1 Quick Steps 5	Move Tags	Follow Up + Groups Follow Up + Follow Up + Follow F	pok Read I+ Aloud Speech Add-ins	Open Templates Open Campaigns are Copen Reporting Vesware
Dear HP	lgreement,					
Thank yo	u for requesting access to the HP P	Partner First Portal.				
X		to a Circle Daniel				
You have	been granted access to the HP Par	rther First Portal.				
As the fi	st registered user within your com	pany, you will be appointed	as the HP Partner Portal	Administrator (PPA).	As a PPA, you wi	ill be able to:
	alidate portal access requests for a	new users				
•	andate portal access requests for a activate and deactivate users	lew users				
	nitiate password resets for users in	your organization				
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•	lanage all portal users in your orga					
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01. Access our Partner First Portal at: <u>partner.hp.com</u>

02. Click on "Sign in".



01. Type your email address and click "Next"

02. Type your password, and click "Sign In"





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: <u>hp.amspartnersupport@hp.com</u>





THANK YOU!