### Europe, Middle East and Africa
- United Kingdom
- Germany
- Other countries

### Americas
- Canada
- United States
- Peru
- Chile
- Brazil
- Other countries

### Asia Pacific
- Taiwan
- Indonesia
- China
- Vietnam
- Australia
- Hong Kong
- India
- Korea
- Singapore
- New Zealand
- Thailand
- Malaysia
- Other countries
Partner Guidelines to sign a physical (paper) Agreement
Signing a physical Agreement

The legal representative of the company physically signs a paper copy of the Agreement with a pen (adding a company stamp/seal if required) and returns it as directed.

The legal representative will receive the appropriate Agreement via email, along with detailed instructions on how to sign and return the Agreement.

*Legal Representative is the person authorized to sign on behalf of the company, this may be the General Manager or other person having power of attorney.*
Step 1

Print two full copies of the document and sign them above the legal representative’s name.

IMPORTANT: include signature date as appropriate
Step 2

Add the Company Stamp to the signature area on the page if a stamp/seal is required in your country.
Step 3

- Before posting, please scan and create an electronic copy of the signed document.
- Send both of the signed physical copies to the HPE postal address included in the notification email.
- Next, please reply to the notification email and provide us with the tracking number and name of the courier used (e.g. DHL, FedEx, etc.), to allow us to track it and provide you with a better service.
- Please be aware that if the Agreement is received "without signature", or where relevant it is "missing a company stamp", it will not be activated in the HPE system. In this case, you must start the process again.
Partner Guidelines to sign Agreement via Adobe Sign
How to sign a contract via Adobe Sign

The Agreement is signed through an electronic form. Adobe Sign enable you to include a digitized image of a handwritten signature.

The Legal Representative* will receive 2 emails:

1. Detailed instructions via an Adobe Sign email explaining how to use the tool to add a signature.
2. A notification from HPE Partner Support that includes your access code

* Legal Representative is the person authorized to sign on behalf of the company, this may be the General Manager or other person having power of attorney.
Step 1

Open the email notification received from Adobe Sign echosign@echosign.com

Select “Click here to review and sign”.

You will be asked to enter an access code. Enter the access code that is sent via a separate email notification from Partner Support Updates: partnersupport@groups.ext.hpe.com.

If you haven’t received the email with the access code, please check your spam folder.

John Patterson has sent you **PA#110_Agreement** to Sign

John Patterson says:
“Please review and sign **PA#110_Agreement**”.

Click here to review and sign PA#110_Agreement.

After you sign PA#110_Agreement, the agreement will be sent to John Patterson and john.patterson@hpe.com. Then, all parties will receive a final PDF copy by email.

Do you need to forward this to a party authorized to sign it? **Click here.**

This document is available for signing until April 3, 2017 and will expire thereafter.
Step 2

You will be then taken to sign the Agreement.

Click on “Review Document” to read the Agreement.

Click on the yellow Start tag to start the signatory process.
Step 3

Click “Next” after reading the Agreement text.

Complete your Name and Job Title.
Step 4

“Click here to sign” the Agreement.
Step 5

Type or draw your signature and click “Apply”.

Once this is done a pop up asking to confirm the signature will appear.
Step 6

You may now download or print a copy of the Agreement.

The Agreement will also be sent via email.
Partner Guidelines to sign Agreement via Partner Ready Portal
How to sign the Agreement via Partner Ready Portal

The Legal Representative* of your Company can read and accept the Agreement via Partner Ready Portal interface.

The text of the agreement can be read, downloaded, and signed by checking the box “Yes, I agree”.

If the person that completes the Partnership Request is a Legal Representative, than the Agreement page will appear right after submitting the Partnership Request.

If the person that completes the Partnership Request is not the Legal Representative, then the Legal Representative will receive an email notification on how to access the Partner Ready Portal to accept the Agreement.

* Legal Representative is the person authorized to sign on behalf of the company, this may be the General Manager or other person having power of attorney.
Step 1

Add the details of the Legal Representative to the Partnership Application.
Step 2

If the person that completes the Partnership Request is not the company’s Legal Representative then the appointed Legal Representative will receive a notification asking them to access Partner Ready Portal in order to accept the Agreement.

Dear #TO_NAME#,  

You have been granted guest access to the Partner Ready Portal for finalizing the legal formalities.  

Please click here to set your password. The link takes you to the ‘forgot password’ from where you can enter your new password.  

Once you have set your password, please bookmark the login page: https://partner.hpe.com. Please follow the steps below to finalize the process:  

1) Log in to the Partner Ready Portal. 
2) Review proposed agreement. 
3) A legal compliance form will be sent to you to complete.  

If you need further help, please contact the support team. 

Best regards, 
Your HPE Partner Ready Portal Team.
Step 3

After submitting the Partnership Application, the Agreement page is available for Legal Representatives. The Agreement can be read, printed or downloaded. The Agreement is accepted by checking the box “Yes, I agree”
Thank you!
You have now completed the Agreement signing process.