Registering as a HPE Reseller
Quick Reference Guide for new Partners
Registering as a new Reseller partner

There are four main steps to register on the Partner Ready Portal as a new Reseller partner.

1. Create your account
2. Complete Partnership Application
3. Accept Agreement
4. Get Started
Create your account

1. Enter your work email address
2. Search your company > Filter Results
3. Create new company
4. Add your user details
5. Become a Partner Portal Administrator
6. Set up your password
Overview: Create your account

1. Enter your work email address

2. Search your company > Filter Results

3. Create New Partnership

4. Add your user details

5. Become a Partner Portal Administrator

6. Set your password
Create Your Account

To access the Partner Ready Portal, you must first register as a portal user.

Go to partner.hpe.com using your preferred browser.

At the login screen, please:

1. Select your preferred language by clicking on the Select language drop-down box in the top right-hand corner of the page

2. Click the Register here link under the sign-in button.
1. Create Your Account – start with your email address

Clicking the Register here link will take you to a new page that helps users find their company in the HPE partner database (if your company already exists).

To begin the registration process, you need to:

a. Enter your work email address

b. If possible enter Location ID, when registering for an existing company (refer to your PPA)

c. Type in the security code to confirm that you aren’t a robot. If you can’t read the code that is shown, you can click the Get a new code link.

c. Click on the VERIFY button
2. Create Your Account – begin the new company registration process

The search results will display all the companies that have users registered with the same domain as your work email address.

1. If your company name is listed, then your company is already registered as a partner.

2. If your company name is not listed, you should proceed to Register with a new partnership.

Having problems? The following resources are available to help throughout the registration process:

a. Click the link for answers to Frequently Asked Questions on registration

b. Contact HPE Partner Support teams by clicking on the GET SUPPORT button
3. Create Your Account – add your company details

Clicking on the **Create New** button will open a new page with specific fields required to create your company account:

a. Complete **Company information** section: name, country, tax ID, email domain

b. Provide information on your **Company Legal Address**

c. Complete information on your **Company Physical Address**, if different from your legal address

d. Choose your **Mailing** address between Legal or Physical Address

e. Click **Next**
4. Create Your Account – add your user details

After selecting your company, you’ll be asked to complete your personal **user details** as the first user in the New Company

a. User details (your full name, job function etc.)

b. Your contact details (country, city, zip code, work number etc.)

c. Choose how you prefer to be contacted by HPE

d. Click **Next** to proceed to the next step
5. Create Your Account – set up as Partner Portal Administrator

Each partner company must identify a Partner Ready Portal Administrator (PPA). The PPA has an important role in managing your user access and business tools.

The first person to register as a user for your company will automatically become the company’s PPA.

You can change your PPA contact at a later point when more users are registered if you wish to do so.

- Select **Click here** to learn more about the roles and responsibilities of a Partner Portal Administrator

- Click the **Submit** button to submit your registration
6. Create Your Account – set your password

Once you click **SUBMIT**, a confirmation message displays that your user application has been successfully submitted to Hewlett Packard Enterprise.

You will receive a Notification Email to set-up your Password for the Partner Ready Portal so that you may log in to continue the partnership registration process.
Complete Partnership Application

1. View available Partnerships with HPE
2. Choose your Partnership with HPE
3. Fill in your partnership application
Overview: Completing the Partnership Application

1. View available HPE Partnership types

2. Choose Your Partnership with HPE

3. Fill in the Partnership Application

4. Upload Your Legal Documents
1. Complete Partnership Application – view the different HPE partnership models available to you

After you log in to the Partner Ready Portal you will be given details of the different partnership models that are available for you to start your business relationship with HPE.

To read more details on each Partnership, click on the corresponding “Learn more and apply” button.
2. Complete Partnership Application – choose your partnership type

By clicking the “Learn more” button you will be directed to a page that describes the selected partnership model:

• The type of business model and partnership
• The advantages of enrolling in HPE’s partner program
• Pre-requisites for enrolling

a For more information please take a look at the Support documents available in the side-bar on the right-hand side of the page.

b If this partnership model fits your requirements, click Enroll Now to start the partnership enrolment process.
3. Complete Partnership Application – fill in the application form

Complete all mandatory fields (marked with a red asterisk) within the company and business information sections

- Enter your Primary Business Contact, your Legal Representative and the General Manager details. If they are the same, please tick the tickbox.

- Clicking “Next” will save the information completed so far. You can move to the next page after completing all the mandatory information.

While completing the partnership application, you may choose to return to each section at any time by clicking previous. Your answers will be saved even after closing the session so you may return later.
3. Complete Partnership Application – tell us about your business

From the drop-down menu, please select your:
- Industry, Form of organization, Number of employees, Primary Business Model, Annual revenue, Sales Coverage

Tell us more about your business and marketing strategy by entering:
- Your customer mix, what % of your revenue is generated from large accounts, mid-market or small businesses
- Your annual revenue mix by technology category

Select which other vendors you are currently working with

Enter the names of your Distributors

Share your business opportunities
- Tell us how HPE may support the plans you have to develop your business in the coming year
4. Complete Partnership Application – upload your legal documents

Your partnership with HPE cannot proceed without uploading the necessary legal documents for HPE compliance processes.*

a) Check out the list of the necessary legal documents that need to be uploaded (note they may vary by country)

b) Click the Upload button to submit the documents.

   The documents need to be in .zip format and zip files must not exceed a maximum size of 10 MB.

c) Please read the in the “Privacy regarding data usage” statement and check the box to show your agreement

d) Click “Next” to proceed to the next step

* Not applicable for United States or Canada
Complete Partnership Application

Once you click **SUBMIT**, a confirmation message will be sent to you to let you know that your partnership application has been received.

HPE will review your application and notify you of the next steps.
Accept agreement

1. Review proposed Agreement
2. Complete legal compliance check
1. Review proposed Agreement

If you are the Legal Representative of your company, proceed with the legal process.

If you are not the Legal Representative, the appropriate person will receive information on how to complete the application process. Click here to see the next steps.
2. Accept Agreement – complete the legal compliance check

A confirmation message is displayed that the agreement review has been completed.

The HPE Contracts Team will contact you directly to walk through the legal compliance checks and finalise the process.
Next Steps

1. Wait for approval
2. Full access to Partner Ready Portal
1. Next Steps – wait for full approval

While waiting for approval you can start learning how to make the most of partnering with HPE, by:

- **Reading the Business** information specific to your Partnership so that you can prepare for doing business with HPE

- **Participating in Training** with a range of sessions aligned to your business type and user profile

- And if you are the Partner Portal Administrator (PPA) for your organization, you may learn more about your roles and responsibilities
2. Next Steps – full access to the Partner Ready Portal

Once your partnership is approved, you will receive a notification to confirm your full access to the HPE Partner ecosystem via the Partner Ready Portal.
Here’s an idea of what the Partner Ready Portal home page might look like when you first log in.

Please be aware that the home page looks different for each user as the information displayed is personalised and relevant to your individual profile.
At a glance…the key features of your Partner Portal

1. Shortcut to the home page
   Wherever you are on the Partner Ready Portal, just click on the HPE logo to return to your home page.

2. Mega-navigation menu
   The task-based navigation delivers easy access to the content you need grouped under 5 main headings. Breadcrumbs above the navigation help identify where you are in the portal.

3. Customizable dashboards
   Customize your dashboard for one-click access to the tools you use most. Click Show More to access all the business tools aligned to your partner type and partner status*. Add, remove and arrange tools on the dashboard for the way you work.

4. Tools, Resources and Guidelines
   Shortcuts to promoted Tools, Resources and Guidelines related to your profile and preferences.

5. Your account details and sign-out
   Click on the drop-down arrow to sign out or to access your profile preferences. In preferences you can amend contact details, settings, reset your password or find your organization’s local Partner Portal Admin (PPA).

6. Search bar
   For quick, portal-wide searches, use the search bar.

7. Contact HPE’s Partner Support
   Click the Get Support icon on the right-hand side of each page, including the login screen, to view a range of local support options and submit a support ticket.

8. Partner status and notification center
   See alerts and notifications based on your profile and preferences.

9. Footer navigation
   Shortcuts to News, Business Units, programs and Portal Resources. Click on Portal Tutorials for demo videos on how to use the Partner Ready Portal, visit Partner Tools to see a complete list of HPE business tools available to our partners.

* Please contact your organization’s Partner Portal Admin (see point 5) for more information about your eligibility.
Thank you