Registering as an HPE Reseller

Quick Reference Guide for new Partners

March 2019
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 the Select language drop-down box in the top-right 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:

a. Enter your work email address
b. Enter Location ID when registering for an existing company (optional - you can request from your PPA)
c. Enter the security code (to confirm that you aren’t a robot). If you can’t read the code, click the Get a new code link.
d. Click VERIFY
2. Create Your Account – search with filters

Clicking the **Search link** filters the search criteria so users can find a company in the HPE partner database (if your company already exists in the database).

To begin your search, enter one of the following:

- **a** Company name or
- **b** Tax ID or
- **c** Location ID (request from your PPA)
- **d** Select your Country
- **e** Click **Search**
3. Create Your Account – begin the new company registration process

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

A If your company displays, your company is already registered as a partner.

B If your company is not listed, click CREATE NEW to register.

Having problems? The following resources can help with registration:

a Click the link for FAQs

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

After clicking **CREATE NEW**, a new page opens with specific fields required to create your company account.

- Complete **Company information** section: name, country, tax ID, email domain
- Provide information on your **Company legal address**
- Complete information on your **Company physical address**, if different from its legal address
- Select your **Mailing** address between Legal or Physical Address
- Click **NEXT**
4a. 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
5. Create Your Account – Partner Portal Administrator

Each partner company must select a Partner Ready Portal Administrator (PPA). The PPA has an important role in managing 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.

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

**b** Click **SUBMIT**
6. Create Your Account – set your password

After 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 Portal Password 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. Complete your partnership application
Overview: Completing the Partnership application

1. View available HPE Partnership types
2. Choose Your partnership with HPE
3. Complete Partnership application
4. Upload 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 see different partnership models that are available for you to start your business relationship with HPE.

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

Clicking the “Learn more” button directs you 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, review the Support documents available in the side-bar on the right side of the page.

b) If the partnership model fits your requirements, click ENROLL NOW to begin the partnership enrollment process.
3. Complete Partnership Application – complete application form

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

a) Enter your Primary Business Contact, your Legal Representative and the General Manager details. If they are the same, please select the checkbox.

b) Click NEXT to save. You can move to the next page after completing all mandatory information.

While completing the partnership application, you can click PREVIOUS to return to any section. Your answers will be saved (even if you close the session) so you can return later.
3. Complete Partnership Application – tell us about your business

From the drop-down menu, please select your:
- Vertical sales focus, 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
Complete Partnership Application

When you click **SUBMIT**, you will receive a confirmation message when 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. Review the Terms and Conditions, click I accept, and click SUBMIT.

– If you are not the Legal Representative, the appropriate person will receive information to complete the application process. Click here to view 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 finalize the process.
Next Steps

1. Approval process
2. Full access to Partner Ready Portal
1. Next Steps – approval process

While awaiting approval, you can learn 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

- Learning more about responsibilities if you are the Partner Portal Administrator (PPA) for your organization
2. Next Steps – full access to the Partner Ready Portal

When your partnership is approved, you will receive a notification that confirms your full access to the HPE Partner ecosystem via the Partner Ready Portal.

Dear Jon Smith,

Thank you for requesting access to the Hewlett Packard Enterprise (HPE) Partner Ready Portal. The legal formalities were completed and you have been granted full access to Partner Ready Portal.

Please log in and view all applicable content and business tools.

Click here to learn how to use Partner Ready Portal.

You have been granted the role of Partner Portal Administrator (PPA).

As a PPA for your organization, you will be able to:
- Validate portal access requests for new users
- Activate and deactivate users
- Initiate password resets for the users
- Manage and update user details
- Give access to your company users to specific tools

To learn more about managing users for your organization, refer to the PPA Role Description guide.

Best regards,
Your HPE Partner Ready Portal Team

Please do not reply to this email. This is an unmonitored mailbox.
The Partner Ready Portal home page displays when you log in.

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