Registering for the Partner Ready Portal

Quick Reference Guide for new Users for already existing HPE partners

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Quick reference for new users registering for the HPE Partner Ready Portal

About this guide

This guide is intended to provide simple, step-by-step information for new users registering for access to the Partner Ready Portal and the broader partner ecosystem. The guide assumes that your company is already registered as a partner with HPE. If your company is not registered, there is a separate reference guide to help you to work through the Partner Registration Process.
Registering as a new user

There are 4 main steps to register as a new user for Partner Ready Portal:

1. Search for your company
2. Select your “location”
3. Complete your details
4. Access the Portal
Search for your company

There are two ways you can search for your company in order to apply for access:

**Option 1: Via Email Domain Search**

- Go to the Portal Login Page: [https://partner.hpe.com](https://partner.hpe.com)
- Select your language
- Click **Register here**
- Enter your work email address, enter your Location ID (if available)
- Click **VERIFY** button

**Option 2: Via Extended Search using your Company Name, Location ID or Tax ID**

- Go to the Portal Login Page: [https://partner.hpe.com](https://partner.hpe.com)
- Select your language
- Click **Register here**
- Enter your work email address
- Click the **VERIFY** button
- Extend your search by completing either: Company Name, or Tax ID, or Location ID, to find your specific company
Searching for your company

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

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

On the login screen, please:

1. Select your preferred language by clicking on the language drop-down box in the top right-hand corner of the page
2. Click the Register here link underneath the SIGN IN button.
Search for your company

In most cases you can find your company in the HPE Partner Database by simply entering your email domain name.

To begin the registration process, you need to search for your company:

1. Enter your work email address
2. Complete your Location ID (if available)
3. Type in the security code. If you can’t read the code that is shown, you can click the “Get a new code” link for an alternative code.
4. Click on the VERIFY button
Search for your company

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, select it from the drop-down box as shown in slide number 9.
2. If your company name is not listed, you should proceed to SEARCH AGAIN.

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.
Search for your company

1. You can refine your search using the criteria below:
   a. Company Name (If you can’t find your company name at first, try providing only the first 3–4 characters to find a better match)
   or
   b. Tax ID or
   c. Location ID

2. Select the corresponding Country location

3. After completing at least one of the criteria (a, b or c), click on the SEARCH button
Select your location

Your SEARCH may return a number of results. Make sure you identify the correct company as follows:

**Scenario 1**: Select the company that matches both your location and partnership type.
1. Select the correct **Company Name**
2. Refine the results further by:
   a. Country
   b. City
   a. Business Type
3. Once you have identified your company, click the **SELECT** link underneath the **Action** column

**Scenario 2**. You found the exact company, with the exact partnership type but a different location. In this situation please click GET SUPPORT for help to create a new location.

**Scenario 3**. You find the exact company, but not the corresponding partnership type. In this situation, create a new company using the “CREATE NEW” button.
Complete your details

After selecting your company, you’ll be asked to complete your **details**:

1. **User details** (full name, job function etc.)
2. **Contact details** (country, city, postcode, work number etc.)
3. **Choose how you prefer to be contacted by HPE**
4. **Click NEXT** to proceed to the next step
Complete your details

There are three possible scenarios after clicking the NEXT button:

**Scenario 1:**
Your company is instantly identified based on your email domain

![Your application has been submitted](image)

This opens a confirmation page in a new window:
**Your application has been submitted**
You will receive an immediate notification to set-up your portal access credentials

**Scenario 2:**
You needed to extend the search using Company Name, or Tax ID, or Location ID. In this case you will need to be approved by your Organisation’s Partner Portal Administrator (PPA)

![Your application has been submitted](image)

This opens a confirmation page in a new window:
**Your application has been submitted**
Following PPA approval, you will receive a notification to set up your portal access
**Complete your details**

**Scenario 3:**

What happens if your Organisation does not have a PPA - Partner Portal Administrator

If you are the first person to register for your Organisation, you will automatically be assigned the role of PPA.

As a PPA you have an important role in managing business tools and user access. You may later grant the PPA role to other users in your Organisation.

1. Select **Click here** to learn more about the role and responsibilities of a PPA

2. Click the **SUBMIT** button to proceed with your registration
Access Partner Ready Portal

1. Once you click SUBMIT, a screen displays a confirmation message that your application has been submitted successfully.

2. You will receive an email notification to set your password for the Partner Ready Portal in order to begin your portal experience.
Go to https://partner.hpe.com/ to log in using your new details.

After login, you will find your home page is personalised for you, specific to your role, region, language and partnership type.

Note: The screen shown opposite is only an example of what it might look like.
At a glance: the key features of your Partner Ready 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. Customisable dashboards
   Customise 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 organisation’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 side of each page, including the log-in screen, to view a range of local support options and submit a support ticket.

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

9. Footer navigation
   Shortcuts to News, Business Units, Programmes 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 organisation’s Partner Portal Admin (see point 5) for more information about your eligibility.
Thank you