REGISTER FOR THE PARTNER READY PORTAL

Registration process for new users of registered HPE Partners
HPE PARTNER READY PORTAL
New user registration

This step-by-step guide helps new users register for access to the HPE Partner Ready Portal and the broader partner ecosystem.

This guide assumes that your company is already an HPE-registered partner.

If your company is not registered, refer to this guide.
To access the Partner Ready Portal, you must register as a user associated with your company that is already a registered HPE Partner.

Visit partner.hpe.com.

On the login screen:
1. Select your preferred language by clicking the language drop-down box in the top-right corner of the page.
2. Click Register here located below the SIGN IN button.
SEARCH FOR YOUR COMPANY

Most users can find their company in the HPE Partner database by entering their email address.

To register as a new user:

1. Enter your work email address.
2. Enter your Location ID (if known); this is optional.
3. Enter the security code (to verify you are not a robot). If you can’t read the code, click Get a new code.
4. Click VERIFY.
If your company is not found via your email address, refine your search using the criteria below.

To search for your Company, you must provide at least one of the three fields below:

1. Enter **Company name**.
2. Enter your **Tax ID** (if known); this is optional.
3. Enter your **Location ID** (if known); this is optional.
4. Then, select **Country** from the dropdown menu.
5. Click **Search**.
SEARCH FOR YOUR COMPANY

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

1. Find your company from the Select Company dropdown menu, if listed.
2. Click SELECT.
SEARCH FOR YOUR COMPANY

If your search returns several results, identify the correct option by selecting the company that matches both your location and partnership type.

1. Select the correct name from the COMPANY column. Refine the results further by:
   a) COUNTRY
   b) CITY
   c) PARTNERSHIP TYPE

2. When you have identified your company, click the corresponding SELECT button.

**Tip:** If you see the correct COMPANY and the correct PARTNERSHIP TYPE, but a different location, click GET SUPPORT to create a new location.

**Tip:** If you see the correct COMPANY, but not the correct PARTNERSHIP TYPE, click CREATE NEW to create a new company.
SEARCH FOR YOUR COMPANY

Need help? The following resources are available throughout the registration process:

1. Frequently asked questions
2. GET SUPPORT
After selecting your company, **Add your details**:

1. **User details** (full name, job function etc.)
2. **Contact details** (country, city, postcode, work number, etc.)
3. Choose your communication preferences.
4. Click **NEXT**.
COMPLETE YOUR DETAILS
When complete, three possible scenarios exist

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**Scenario 1**
Your company is identified based on your email domain. A confirmation page opens in a new window:

**Your application has been submitted**
You will receive an immediate notification to set up your Portal access credentials.

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**Scenario 2**
Your email domain is different than your Company. Your organization’s Partner Portal Administrator (PPA) must approve you. A confirmation page will open 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*
Your Organization does not have a Partner Portal Administrator (PPA)
If you are the first person to register for your Organization, 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 Organization.
1. Select Click here to learn more about the role and responsibilities of a PPA.
2. Click SUBMIT to proceed with your registration.

*This guide assumes that your company is already an HPE registered partner. If your company is not registered, please refer to this guide.
After you click **SUBMIT**, a message confirming your application submission displays.

You will receive an email to set your password for the Partner Ready Portal.
ACCESS THE PARTNER READY PORTAL

Visit partner.hpe.com and log in using your new credentials.

The home page is personalized for you, specific to your role, region, language, and partnership type.

Remember, help is always available by clicking the orange Get Support button.
THANK YOU