

Hewlett Packard
Enterprise

HPE Partner Ready Portal New User Registration

User Guide

January 2023 / V1.1



HPE Partner Ready Portal

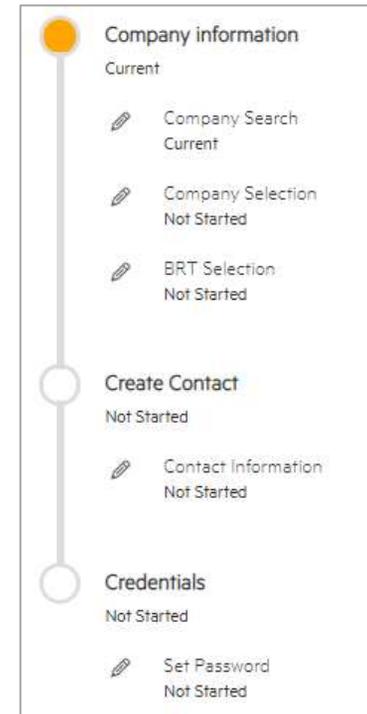
New user registration

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.

My company is a registered HPE Partner

As you go through the process you can follow your progress by using the tracker on the left-hand side of the screen



Get Started

To access the Partner Ready Portal, you must register as a user associated with your company. Start the process using one of the options below.

OPTION 1 – Register using email invitation

- Request an invitation from your company Partner Portal Administrator (PPA) or from your HPE contact.
- When you receive the email invitation, click the green Register button to get started.

Register as an HPE partner user!

You have been requested to register as a partner user with Hewlett Packard Enterprise under account XXX. Please complete the process by confirming your email address on the link below and setting your password.

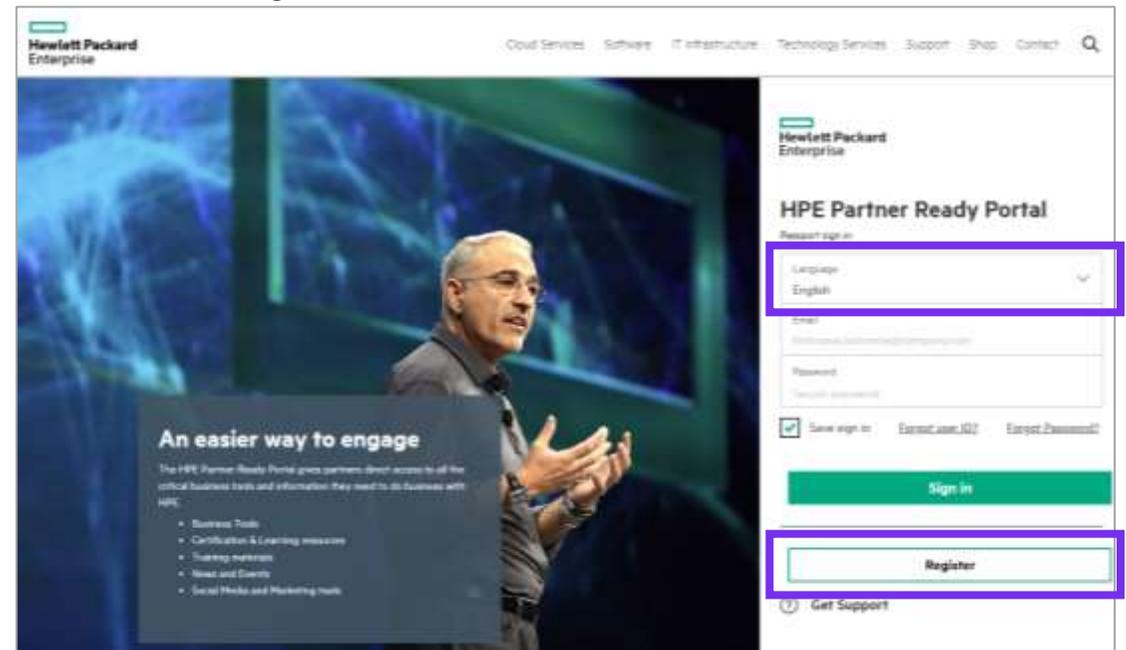
Register

Thank you,
Hewlett Packard Enterprise

OPTION 2 – Register directly on Portal

You may also begin your registration without an invitation. Access the login screen at partner.hpe.com.

- Select your preferred language.
- Click the Register button.



Request confirmation code

You must have a valid email address to complete the registration process.

To validate your email address:

1. Enter your work email address
2. Click Send confirmation

HPE Partner Ready Portal

Home / Registration

HPE Partner Ready Portal

Thank you for partnering with Hewlett Packard Enterprise (HPE). The Partner Ready Portal provides everything you need to partner with HPE. To register for access, please complete the process below.

If you need help, select the question mark icon on the upper-right side of the page.

Please provide your email in the box below. We will send a confirmation message to this address that you will need for the next step.

Language
English

Please enter your work mail*
your.name@company.com

Please enter a valid email address.

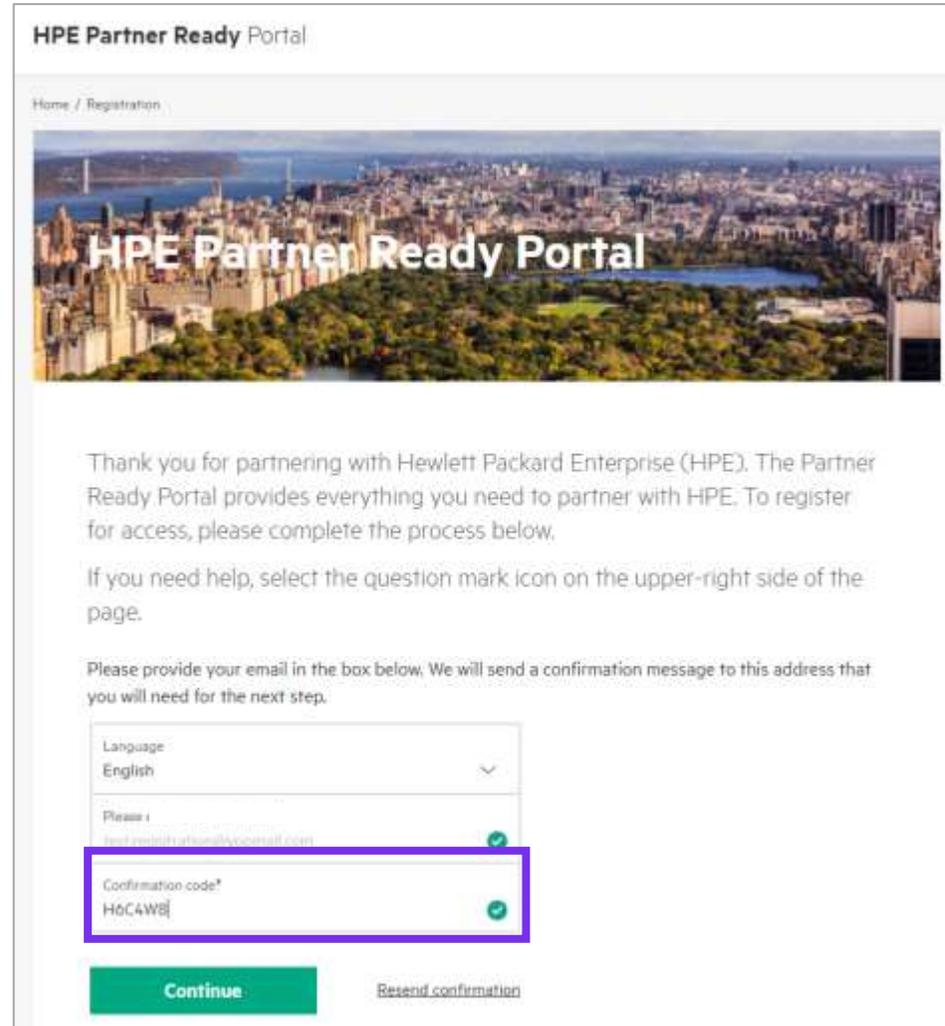
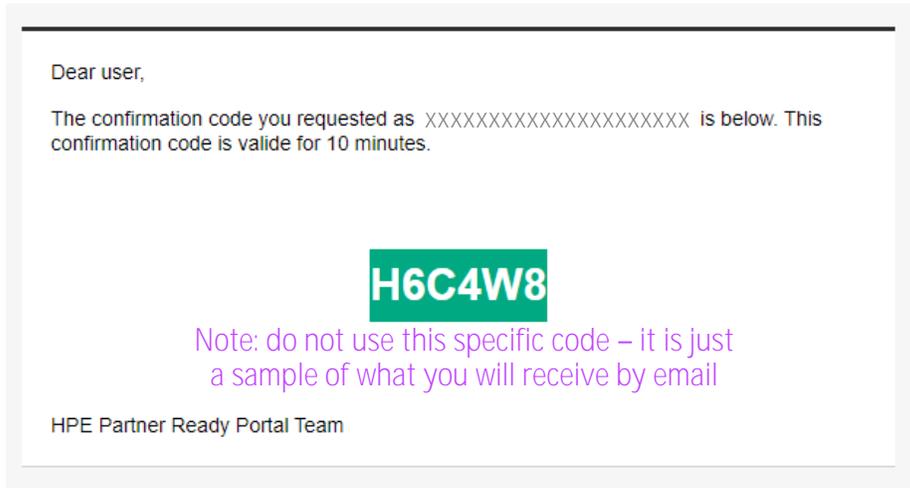
Send confirmation



Confirm your email address

You will receive an email with a confirmation code.

1. Enter the code received by email into the Confirmation code box:



If you do not use the code within 10 minutes, use the Resend confirmation link to generate a new one

2. Click Continue.



Search for your company

Required only if your company is not found automatically

- When you entered your email address to request the confirmation code, the system will have automatically searched for your company.
- If your company was found, you will not see this screen or need to complete this part of the process.

If your company was not found automatically:

Refine your search using one of the options in the Search by drop down list:

Search by one of the following methods:

- Business email and Party ID
- Business email, Company Name, Tax ID and Country
- Business email, Company Location

Contact your administrator or supervisor for any information needed for your company.

Search by: Party ID (Preferred)

Select one:

- Party ID (Preferred)
- Tax ID
- Location
- Party ID*

Search by Party ID (Preferred)

Search by: Party ID (Preferred)

Company email: John.doe@test.com

Party ID*

Continue

Search by Tax ID

Search by: Tax ID

Company email: John.doe@test.com

Tax ID*

Country*
Select one

Continue

Search by Location

Search by: Location

Company email: John.doe@test.com

Company legal name

Street address

City

State/Province

Postal Code

Country*

Submit

Tip: You can get your Party ID from your company PPA or a colleague who is already using the Portal. They will need to log in to the Portal, and:

- Click the Profile settings icon on the Home page.



- The Party ID is visible in the Account section.

Account

John Doe
Party ID: 100567890
Test Partner
T2 Solution Provider
United States

Company and Business Relationship Selection

Select your Company and Continue

- If you see the correct Partner Name but cannot find the correct address, use the Support icon (?) to open a support ticket to create a new location*

Search results for John doe@test.com 100567890

[Edit search criteria](#)

items per page 10

| Company Name | Party Id | Address |
|--|-----------|--|
| <input checked="" type="radio"/> Test Company Incorporated | 100567890 | 123 MAIN ST, CAPITOL CITY, 12345 CA, USA |

[Continue](#) Showing 1-1 from 1 data items < 1 >

Not seeing your company? Try changing your search or registering a new company

[Edit search criteria](#)

[Register new company](#)

* Note:

- If you have opened a support ticket, please stop the registration process until you receive an answer from the Support Team.
- You can resume the registration process by clicking the “Register” button on your email invitation or on the Portal login page.

Select your Partnership Type** and Continue

- If you cannot find the correct Partnership Type, Click the Back button and then the Register new company link

Search results for John doe@test.com 100567890

[Edit search criteria](#)

Partner (1)

items per page 10

| Partnership Type | Contract Date | Sell into Market |
|---|---------------|------------------|
| <input checked="" type="radio"/> T2 Solution Provider | - | USA |

[Back](#) [Continue](#) Showing 1-1 from 1 data items 1

Not seeing your company? Try changing your search or registering a new company

[Edit search criteria](#)

- ** You can get the correct Partnership Type from your company PPA. It is visible under Profile settings → Account.

[Account](#) →

John Doe
 Party ID: 100567890
 Test Partner
 T2 Solution Provider
 United States

Add your contact details

After selecting your company, Add your details:

1. User details (full name, job function etc.)
2. Contact details (country, city, postcode, work number, time zone, preferred language, etc.)
3. Choose your Communication Options and accept the Terms and Conditions
4. Click Continue

Your application has been submitted.

Thank you for submitting your application.
The application will be reviewed by an internal user or your company's PPA.

User Details

| |
|---------------------------------|
| Work email john.doe@test.com |
| Salutation* Select one |
| First name* |
| Middle name |
| Last name* |

Contact Details

| |
|--|
| Country* Select one |
| Preferred language* Select one |
| Prefix* Select one |
| Mobile number* |
| Timezone* Select one |
| Preferred date format* Select one |
| Job title* Select one |
| Job function* Administration Audit/Risk/Compliance Business/Operations Education/Training Finance <small>Hold control key to select multiple items</small> |
| Primary job function* Select one |

Communication Options

| | |
|--|---|
| Communication options | |
| How do you prefer to be contacted by Hewlett Packard Enterprise? | |
| Email | <input checked="" type="checkbox"/> |
| Phone | <input type="checkbox"/> |
| Hewlett Packard Enterprise Terms of use | |
| Thank you for your interest in becoming an HPE partner. Before you can proceed, you must read and accept the Terms of use. | |
| <input checked="" type="checkbox"/> | I agree to the HPE Terms of use * |
| Back | Continue |



Application approval

Depending on the email address used to register, your application will be approved either automatically or manually.

Scenario 1

Your email address is based on your company domain

For example: your.name@yourcompany.com

→ Automatic approval*

- Your application will be automatically approved.
- You will immediately receive a notification to set up your Portal access credentials.

* If the company domain cannot be found in our system (for example, if the domain was not registered during the company registration process or if the data has not refreshed), the request will be routed to manual approval (scenario 2).

Scenario 2

Your email address is different than your company domain

For example: your.name@gmail.com

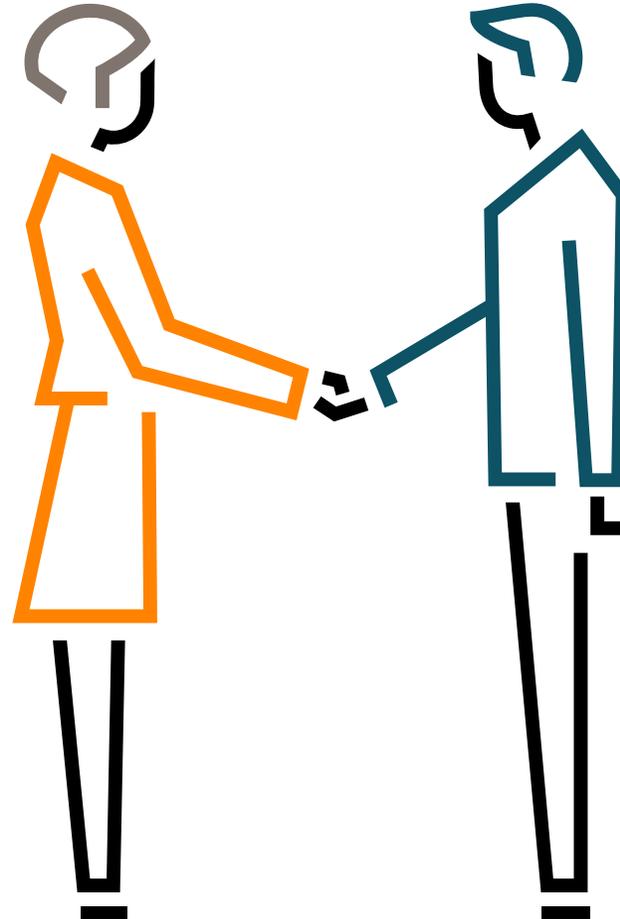
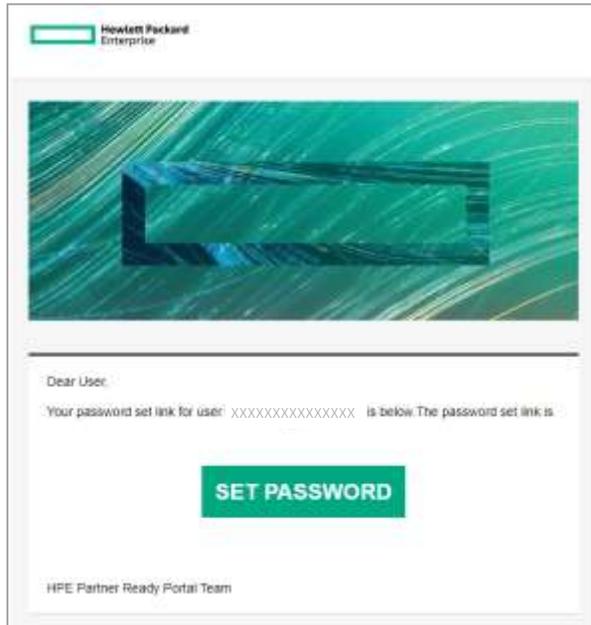
→ Manual approval by PPA

- **Your organization's Partner Portal Administrator (PPA)** must approve your application.
- The PPA will receive an automated notification that your request is pending.
- Following PPA approval, you will receive a notification to set up your Portal access credentials.

Set your password

After your application is approved, a message confirming your application submission displays.

- You will receive an email to set your password.



Congratulations!

You are ready to start using the Partner Ready Portal

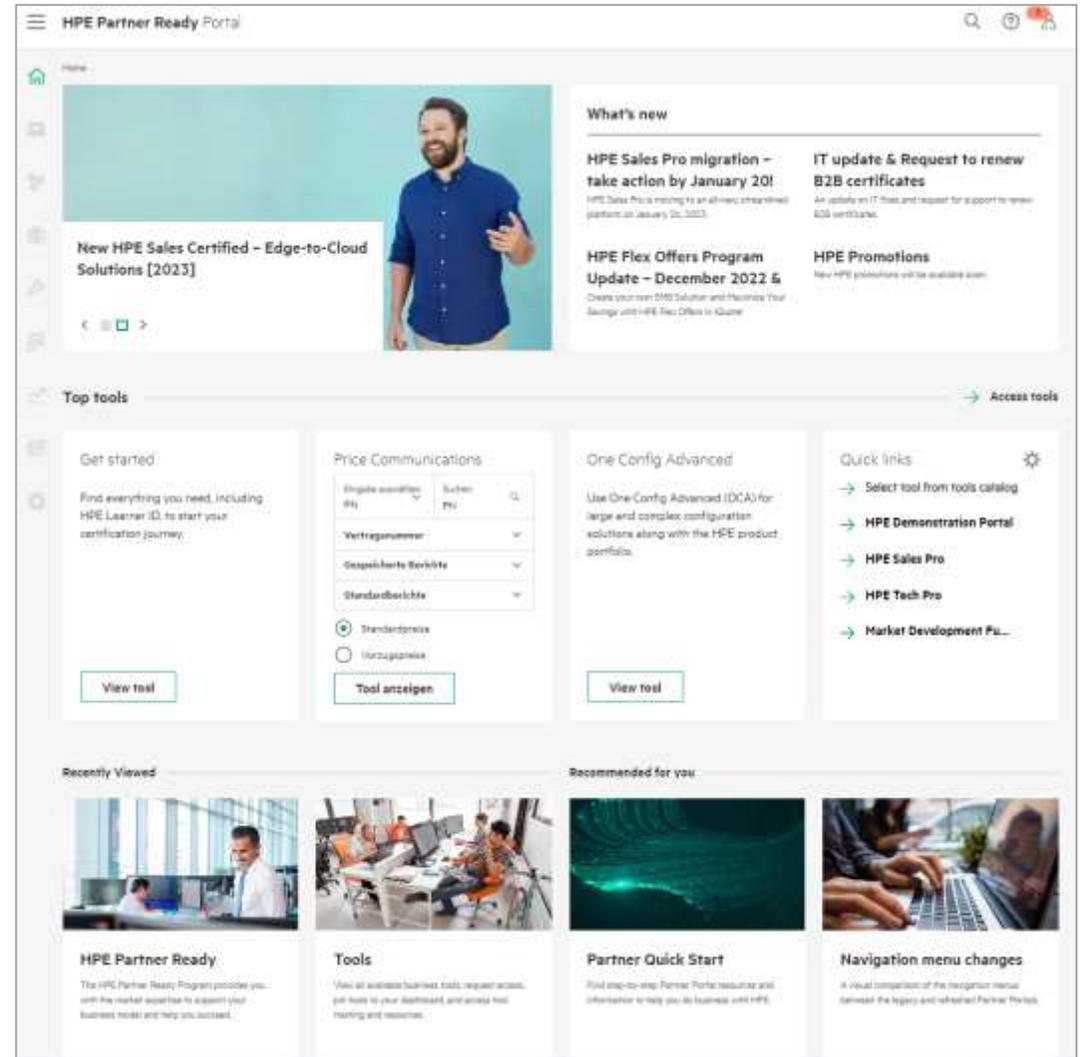
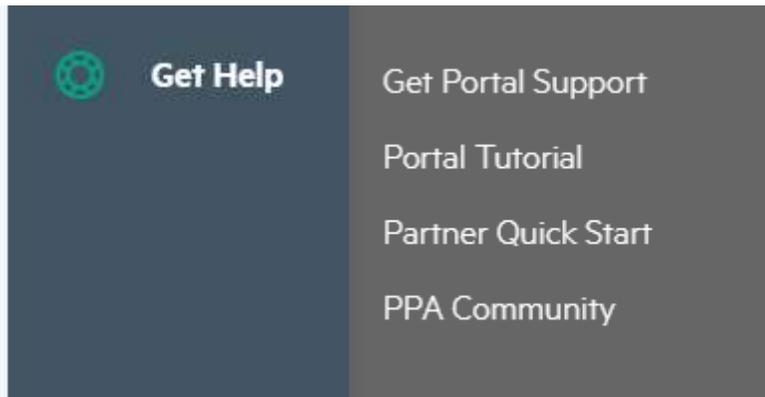


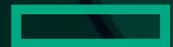
Access the HPE Partner Ready Portal

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
- Help is available by clicking the Support icon  on each screen

You can find information on how to use the Portal on the left-hand navigation menu, under Get Help.





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THANK YOU

