

1. Please use Google Chrome browser for a better experience
2. **Important!** If something goes wrong, close **all** Chrome browser windows
3. Open Chrome browser again and switch it to Incognito Mode:
For Windows: Press **Ctrl + Shift + n**
For Mac: Press **⌘ + Shift + n**
4. Open your mailbox and find an email from us:
“Open HP Authorized Partner List - Email address verification”

1. Please, do a right mouse button click on the **link** or **START** text

Dear Sir/Madam

Thank you for your interest in becoming an HP Authorized Partner. Oct 11 2022.

We invite you to start your company's registration.

To do so, please follow this **link** or click on the button below.

(**START**)

HP respects your privacy. You have received this email as part of the registration process for HP's Authorized Partner List. For more information regarding HP's privacy policies and practices, please visit our **Privacy Statement**.



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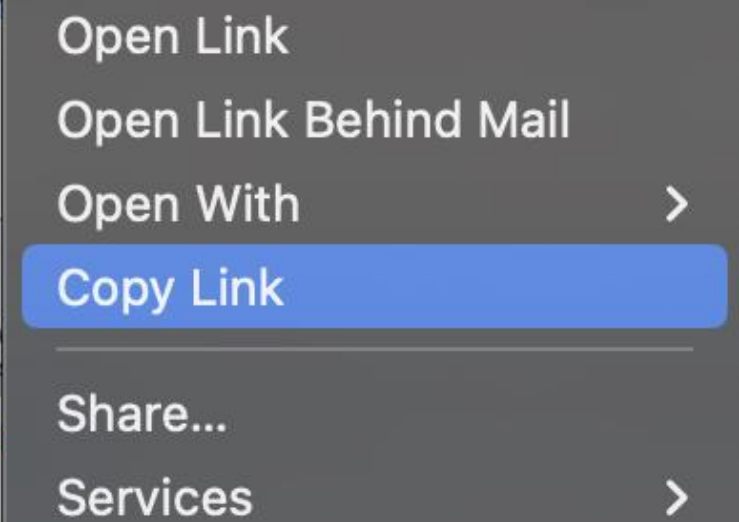
To do so, please follow this **link** or click on the button below.

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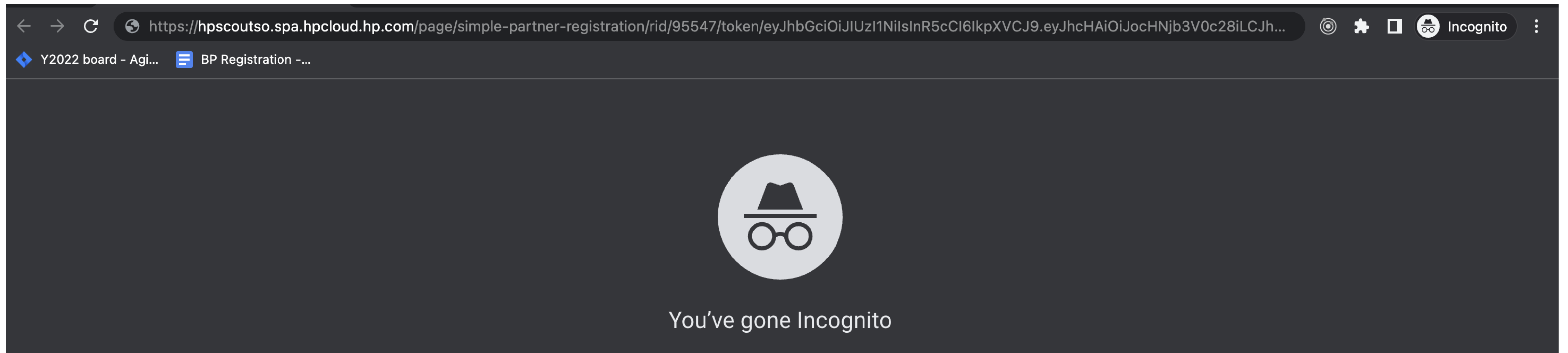
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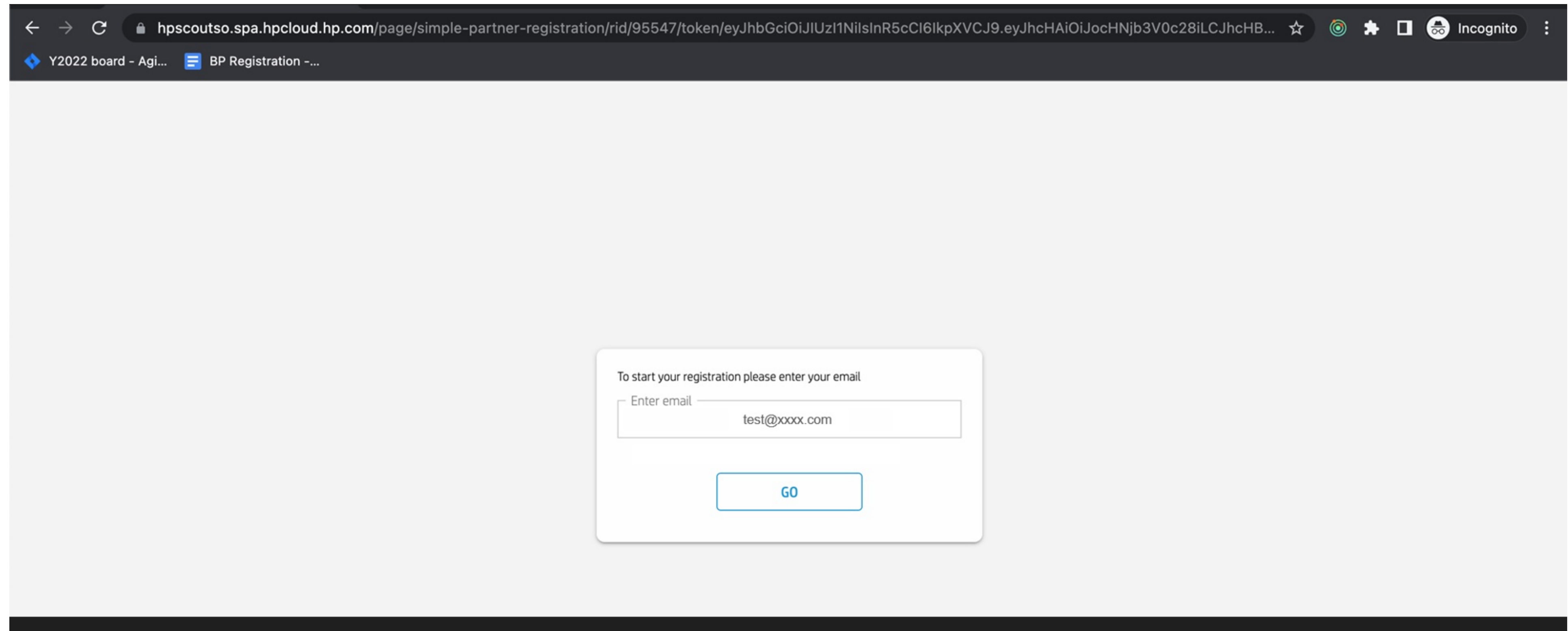
2. In a context menu, selects **Copy Link**

It could be a little different in your mail client and operating system

1. Return to Chrome browser Incognito window
2. Put the copied link to an address bar and open a page



1. Put the same email that was used for getting the verification email into the form



The screenshot shows a web browser window with the address bar displaying the URL: `hpscoutso.spa.hpcloud.hp.com/page/simple-partner-registration/rid/95547/token/eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJhcHAiOiJocHNjb3V0c28iLCJhcHB...`. The browser is in Incognito mode. The page content is a simple registration form with a light gray background. The form is a white box with rounded corners, containing the text "To start your registration please enter your email". Below this text is a text input field with the placeholder "Enter email" and the value "test@xxxx.com". Below the input field is a blue button labeled "GO".


To start your registration please enter your email


Enter email


GO


2. Click on 'GO' button

You should be able to see this form

1 
Email Validation

2 
Company Data

3 
Contact data

4 
HP Authorized Partner List Terms

Company N/A

Partner ID -

Email test@xxx.com

Enrollment ID 43110

Onboarding Overall Progress
30%

Please use the form below to search for your Company

Company

City

Country* Cyprus

VAT ID DKxxxxxxxx

☐ I don't have a VAT ID. I will register with a TAX ID Number

Search

Partnerid	Company Name	VAT ID	Country	City	Address 1	Address 2	Address 3	Company Website	Postal Code
Nothing to show									

10

< 1 >

None of the above

- Search for your company using the VAT ID Field. If your company is not found, please click on the **None of the above** button at the bottom of this page to continue with the registration process
- If you do not have a VAT ID, please click the checkbox **“I don't have a VAT ID. I will register with a TAX ID Number”**. You can search for your company by name and city. If your company is not found, please click on the **None of the above** button at the bottom of this page to continue with the registration process

You should be able to see the following

- If the company was not found, please fill in your company data and click “**Continue**” .
- According to your selection at the previous step, the form will display a VAT ID or TAX ID field to input your data and the “***I don’t have a VAT ID. I will register with a TAX ID Number***” checkbox will be checked or unchecked
- If you however have a VAT ID and you wish you to search again for your company with your VAT ID, please click “**reselect company**”. This will lead you to the previous step.

1

✓

Email Validation

2

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Company Data

3

🕒

Contact data

4

🕒

HP Authorized Partner List Terms

Company

Partner ID

Email

Enrollment ID

N/A

-

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Please provide or update your contact details. Make sure that the format of the data provided is the correct one.

Onboarding Overall Progress

30%

Company Name *

Address 1 *

Address 3

City *

State

Email *

Communication Name *

VAT ID *

☐ I don't have a VAT ID. I will register with a TAX ID Number

Address 2

Postal Code *

Country *

Cyprus

Company website *

Do you sell via a ecommerce website?

☐ Yes ☐ No

Do you sell via online marketplaces? Which?

☐ Yes ☐ No

Are you part of a buying group?

☐ Yes ☐ No

Reselect company

Continue