HP AllianceONE How-to Renew Guide

Yearly we ask our HP AllianceONE Members to update their membership information and agree to the HP AllianceONE Terms and Conditions. This is a simple process that takes approximately 10-15 minutes to complete. The purpose of this guide is to describe the steps and assist you through this process. Note, the preferred browser is Internet Explorer.

Once you receive our email notification of renewal, see a copy below, you should click on the membership renewal process link.

Dear AllianceONE Member,

Your participation in the AllianceONE program (formerly called DSPP) is greatly appreciated. Your annual membership renewal date is soon approaching. We recognize you as a valuable member of the AllianceONE program and hope you will renew your membership to continue taking advantage of the many benefits and services available to you.

Please take a few minutes to complete the membership renewal process. You will be prompted to sign into the AllianceONE site using your username and password. You can then review and update your company information, contact information, and any entries you have made in the product and services catalog. The final renewal step is to agree to our current program terms which have been updated as we have evolved to the new AllianceONE program.

If you need more information regarding the AllianceONE program or associated benefits, please Contact Us. Thank you for your continued participation.

Sincerely,
HP AllianceONE Program
When you click on the membership renewal process link, you will be prompted to log on to the HP AllianceONE Portal:

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**HP AllianceOne Sign-in**  
HP AllianceOne Partner Program

In order to access valuable content, you must sign-in to AllianceOne.

Learn about [HP AllianceOne Privacy Policy](#)

**Sign-in to AllianceOne**

User ID*  
Password*

- Remember my user ID

» New users - please register

Secure

[« Return to previous](#)  
[Submit »](#)

If you do not have your user id, you can contact the HP AllianceONE team by clicking on the Contact Us link in your renewal letter and they will be able to assist you. Alternatively you can retrieve your user id by clicking on the link located under the ‘Related Links’ heading as shown in the screen above.

If you have to retrieve your password you should enter your user id and then click on the retrieve password link located under the related links as shown in the screen above.
Once you have entered your user id and password you will now be on the Membership Renewal screen. This screen contains a membership checklist. You must review and update, as appropriate, your Company Information, Contact Information, and Products/Services Catalog Information, to complete the renewal process.

**Membership Renewal**

HP AllianceOne Partner Program

Thank you for choosing to renew your membership with AllianceOne. Our portal has recently been upgraded and we ask that you go through your membership information carefully, make sure that you fill out all required fields in the Company Information area, please update your Contact Information, and it is now a requirement of AllianceOne that you have an entry in our HP AllianceOne Product and Service Catalog. The catalog entry form has four screens. Again, there are required fields in each of the screens, so please take the time to go through each screen even if you already have an existing product or service, clicking on the Continue Your Entry button on the bottom of the first three screens, and the Submit button on the last page of the entry. Simply click on the links below and update the information. Once each required section is complete you will be prompted to agree to the Terms and Conditions, clicking this box will renew your membership in AllianceOne. If you would like to complete this information at a later date you can access this page from the "edit your profile" section of AllianceOne until your membership is renewed or cancelled.

**Membership renewal checklist**

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[Cancel] [Save] [Renew]
On the Company Information screen you can make any necessary changes.

**Please note:** Even if you do not have changes to your company information, you must hit the submit button at the bottom of the company information screen in order to complete this step of the renewal process.
When you press ‘submit’ on the company information screen you will notice that the Membership Renewal screen now shows the company information as complete (see following screenshot).

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[Links: Cancel, Save, Renew]
On the Contact Information screen you can delete or update your company’s contacts and even add new ones.

Please note: You must select at least one contact to review to complete this step of the process. Remember to hit submit, even if you do not make a change to that contact’s information. This triggers completion of the contact review step of the renewal process. Then you can hit previous to return to the membership checklist. See the examples below.

**Contact information**
HP AllianceOne Partner Program

**'Existing contacts'**

**Click on the contact name to edit the corresponding contact information**

- floppsy rabbit
- flow Bloggs product submitter2 SavedApp
- Primary_Sales floppsy.rabbit@hyatt.com
- Primary_Technical flow.bloggs@hyatt.com
- Other product_submitter@test2.com
- Other saved3@onthewall.com

**Add new contacts**

Please enter the contact information below. You may add as many contacts of as many contact types as possible. You may associate a contact with multiple contact types by holding down the control key as you select from the combo box.

* = required field

- Courtesy title (Mr., Herr, Sr., etc): 
- contact's first name*
- contact's last name*
You must select one of the contacts listed, which will populate the contact screen.

Click on the contact name to edit the corresponding contact information

<table>
<thead>
<tr>
<th>rabbit</th>
<th>Flow Primary_Technical</th>
<th><a href="mailto:flow.bloggs@hyatt.com">flow.bloggs@hyatt.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloggs</td>
<td>product Other</td>
<td><a href="mailto:product_submitter@test2.com">product_submitter@test2.com</a></td>
</tr>
<tr>
<td>submittter2</td>
<td>SavedApp Other</td>
<td><a href="mailto:saved3@onthewall.com">saved3@onthewall.com</a></td>
</tr>
<tr>
<td>Test3</td>
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Add new contacts

Please enter the contact information below. You may add as many contacts of as many contact types as possible. You may associate a contact with multiple contact types by holding down the control key as you select from the combo box.

* = required field

- Courtesy title (Mr., Herr, Sr., etc):
- Contact's first name*: floppsy
- Contact's last name*: rabbit
- Contact's preferred language: English
- Job Type: Select one
- Job Title*: carrot cruncher
- Contact type: Select one
  - Primary_Sales
  - Primary_Technical
  - Primary_Marketing
- E-mail*: floppsy.rabbit@hy
You can now make changes to this contact, delete it, (unless this contact is the only Key or Technical Contact, or is tied to a product/service, see page below) update it, etc. Remember you must review at least one contact. Once done hit submit (see screenshots below).

Please Note: Each membership must have one Key Contact and Technical contact, if you attempt to delete these contacts, you will receive the messaging below. You can add a new Key or Technical Contact prior to attempting to delete them and then you can delete the Key or Technical Contact that you no longer need. If you attempt to delete a contact that is associated with one or more products/services, in your company’s products/services catalog information, you will receive a message stating this contact cannot be deleted.
Add new contacts

You cannot delete the only Key or technical contact of a company

Please enter the contact information below. You may add as many contacts of as many contact types as possible. You may associate a contact with multiple contact types by holding down the control key as you select from the combo box.

* = required field

This is the message you will receive if you attempt to delete the only Key or Technical Contacts in the membership. Please enter a new Key or Technical Contact, then you will be able to remove the other contact.

Update your products/services catalog information with the new contact details and let your regional program center know of the change. They will delete this contact for you. Please review one of your other contacts or add a new one to fulfill the contact review step.
Once done hit the previous button, which will bring you back to the membership renewal screen and it will show your Contact Information as completed (see screenshot below).
Membership Renewal

HP AllianceOne Partner Program

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» Cancel  » Save  » Renew
Next, click on the products/services catalog information link. Here you can add a new product/service or edit an existing product/service. You must either add a new entry or review an existing one to complete this step.

### View/Update partner entries
**HP AllianceOne Partner Program**

**Add a new partner entry**

[>> submit a product/service]

Add your company's product/service to the AllianceONE catalog to gain visibility with HP customers, HP sales and other AllianceONE Members.

**Update current entries**

If you are the headquarter company you may view or update all entries associated to your company. If you are a subsidiary you may view all entries but can only update product/service information tied to your location.

<table>
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<th>View/edit details</th>
<th>submitters</th>
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<tbody>
<tr>
<td>asdasda</td>
<td>Edit</td>
<td>product submitter2</td>
<td>Save</td>
</tr>
<tr>
<td>Farm services</td>
<td>Edit</td>
<td>Flow Bloggs</td>
<td>Pending</td>
</tr>
<tr>
<td>new hyatt product</td>
<td>Edit</td>
<td>Flow Bloggs</td>
<td>Pending</td>
</tr>
<tr>
<td>Farm management</td>
<td>Edit</td>
<td>Flow Bloggs</td>
<td>Do not publish</td>
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<tr>
<td>angle bracket</td>
<td>Edit</td>
<td>Flow Bloggs</td>
<td>Pending</td>
</tr>
<tr>
<td>Country only</td>
<td>Edit</td>
<td>Flow Bloggs</td>
<td>Displayed</td>
</tr>
<tr>
<td>Regional product</td>
<td>Edit</td>
<td>Flow Bloggs</td>
<td>Do not publish</td>
</tr>
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You may highlight item for deletion. To select multiple items please select and hold down control key and hit delete button below. To unselect use shift key and click.

Either select ‘submit a product/service’ link at the top of the screen or click on ‘edit’ next to one of your existing products/services.
If you choose to review an existing product/service you will need to review the complete entry which displays on four small screens. Click on ‘continue your entry’ at the bottom of the first three screens and click to agree to the submission guidelines on the last page. Then click the submit button and finally the continue button to return to the membership renewal page. Now your products/services catalog information review will be complete. See below screenshots.

If you wish to list specific country availability in the selected region. Please do so here.

Submission guidelines

You must agree with the submission guidelines to submit your entry

* I agree with the submission

» Delete » Submit
Update current entries

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Click on Continue button if changes in products are not required during renewal.

[Delete] [Continue]
Now when you return to the membership renewal screen you will notice that there is a statement about agreeing to membership terms and an associated check box and also a renew button.

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I accept the current AllianceOne membership terms and conditions and have updated my company information to reflect my changes.

[Cancel] [Save] [Renew]

At this time if you wish to apply for or update your Special Interest Program information you may do so, this is an optional step.

Select the AllianceONE membership terms and condition check box and click on the renew button to complete the AllianceONE renewal process.
You will receive notification, see below, that you have successfully renewed your membership. Congratulations and we look forward to working with you in the coming year.

**Membership renewal confirmation**

**HP AllianceOne Partner Program**

You have successfully renewed your membership. Your membership will be active until your next date of April 19, 2014. Thank you for your participation.

Continue »