

How to Acquire and Use Marketing Subsidy Center (MSC) Funds for HP Partner Training Passes

With the HP Partner Training Pass, you can pay for the training required for authorization and certification on HP products and technologies. Flexible, convenient and simple to use—HP Partner Training Pass credits can be used for any HP Partner Certification Training course on the current schedule. Courses are available in a two formats to meet your needs: traditional classroom format at HP Education Centers and live, virtual format over the Internet using HP RAIL (visit www.hp.com/education/rail for more information).

You can use up to \$2,500 of your subsidy each quarter on HP Partner Training Pass purchases.

How to acquire and use your HP Partner Training Pass

Follow these easy steps:

- Step 1: To acquire MSC funded HP Partner Training Passes, complete the HP Partner Training Pass Order Form at
- >> *HP Partner Portal*
 - >> *Marketing Toolkit*
 - >> *Marketing Subsidy Center (Under Create Demand section)*
 - >> *HP Partner Training Pass*
 - >> *Eligible Activities* (left pane)
- Select the appropriate HP Partner Training Pass amount and complete the above online "training pass order form" to submit your request.
- Step 2: You will receive an email confirming your request and will be contacted by an HP 's Customer Registration Center (CRC) agent to confirm your order.
- Step 3: After confirming your order, you will receive a Welcome Letter email containing the HP Partner Training Pass account number assigned to your order. This account number is what you will provide to the CRC agent as method of payment for your classes.

NOTE: In order to prevent unauthorized enrollments, do not share your HP Partner Training Pass account information with non-authorized personnel. Distribution of account information is the responsibility of the designated company contact.

Step 4: View the complete HP Partner Training Schedule at www.hp.com/education/hp_partner_training_schedule_monthly.

Step 5: Register for classes through the Partner Portal – see steps below on how to register. When contacted by a CRC agent requesting method of payment, provide your HP Partner Training Pass account number. Any unused portion of the HP Partner Training Pass may be combined and used up to the stated expiration date to pay for eligible courses.

To register for open enrollment classes:

To enroll online:

- ⇒ Select your class by visiting the website: www.hp.com/education/hp_partner_training_schedule_monthly
- ⇒ From the schedule, click on the course you would like to attend.
- ⇒ Enter your Partner Portal *username and password*
- ⇒ Select the *location and date of the class* > click *Register*
- ⇒ A CRC agent will contact you requesting your HP Partner Training Pass account number (as payment method)

HP Partner Training Pass Terms and Conditions: Training passes can currently be redeemed for any Enterprise Servers, Storage, and Networking, or IPG Large Format Scitex fee-based curricula on the HP Partner Training Schedule. Your pass may also be used for select HP industry events. Passes are not redeemable for exams, non-HP industry events, self-study materials, or training services provided by other HP organizations. Funds from the HP Partner Training Pass cannot be used for training on HP Software products. The HP Partner Training Pass can only be used for HP Partner certification training and cannot be used for end-user/customer training or Pearson VUE certification exams. Passes are non-transferable (to other companies) and expire after 12 months. Any unused funds at expiration are forfeited and no extension beyond expiration is permitted. Complete [terms and conditions](#) are available on the HP Partner Portal.