

Registering for the Easy License Program



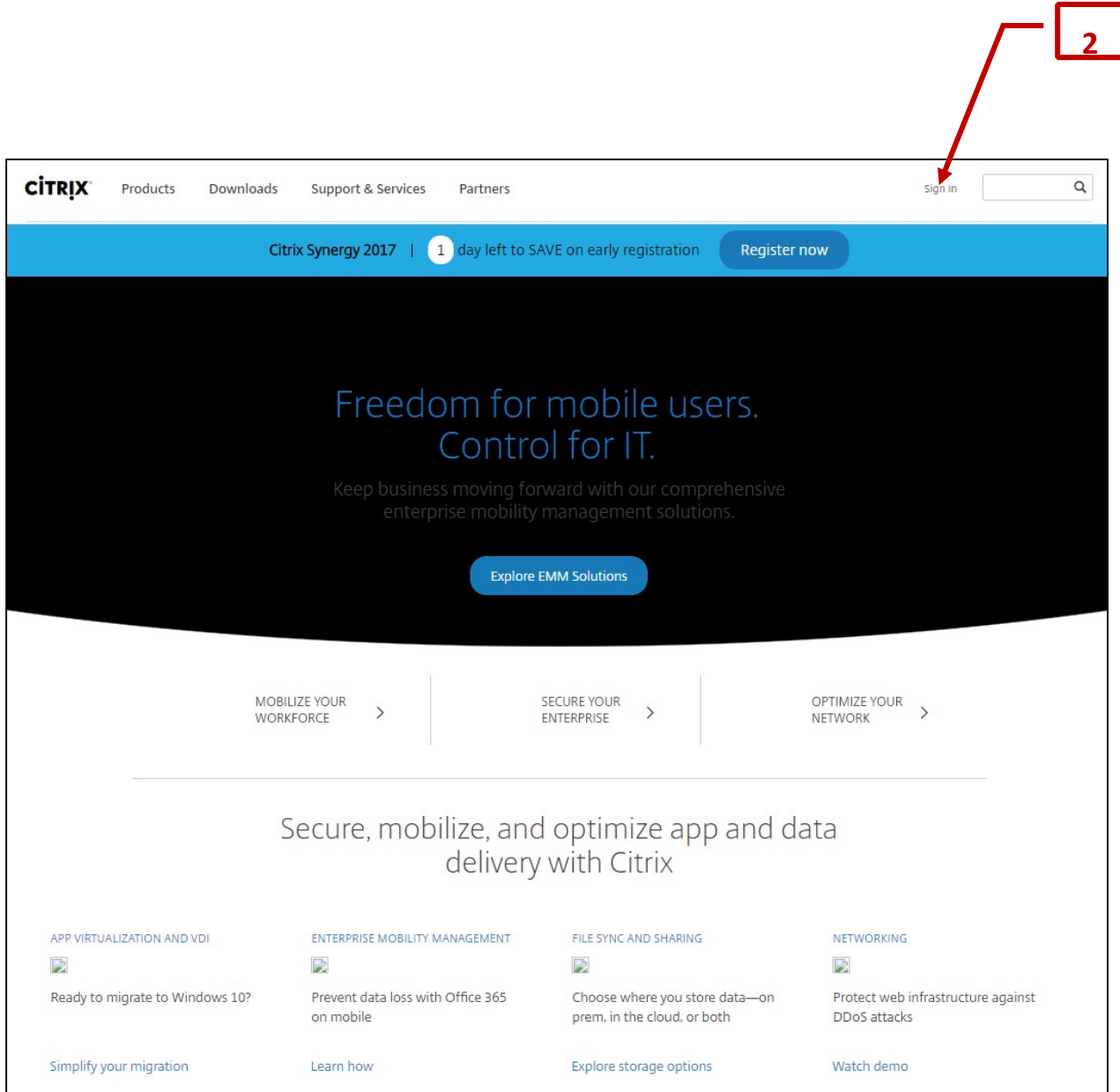
What's in this guide?

This guide provides step-by-step instructions for an organization to register itself for the Easy License Program on citrix.com. The steps below are for individuals who have existing Citrix accounts. See the guide titled Creating a Citrix Account for instructions on how to create your Citrix account. An authorized Citrix partner can register your organization for the Easy License Program for you. For additional assistance with either establishing a Citrix account or registering for the Easy License Program, please contact an authorized Citrix partner. Locate a partner at www.Citrix.com/Partners/Locator.





Why register for the Easy License Program?

The Citrix Easy License Program requires no up-front commitment and provides an easy-to-use method of acquiring Citrix products using individual transactions on an as-needed basis. Registering for the Easy License Program does not obligate you or your company to any purchase.

1. Go to www.citrix.com.
2. Click **Sign In**.



The screenshot shows the Citrix website homepage. At the top left is the Citrix logo. The navigation menu includes "Products", "Downloads", "Support & Services", and "Partners". In the top right corner, there is a "Sign In" link and a search box. A red arrow points from a red box containing the number "2" to the "Sign In" link. Below the navigation is a blue banner for "Citrix Synergy 2017" with a "1 day left to SAVE on early registration" and a "Register now" button. The main content area features the headline "Freedom for mobile users. Control for IT." and a sub-headline "Keep business moving forward with our comprehensive enterprise mobility management solutions." Below this is an "Explore EMM Solutions" button. Further down, there are three sections: "MOBILIZE YOUR WORKFORCE", "SECURE YOUR ENTERPRISE", and "OPTIMIZE YOUR NETWORK". A horizontal line separates these from the main heading "Secure, mobilize, and optimize app and data delivery with Citrix". Below this heading are four columns of content:

APP VIRTUALIZATION AND VDI	ENTERPRISE MOBILITY MANAGEMENT	FILE SYNC AND SHARING	NETWORKING
 Ready to migrate to Windows 10?	 Prevent data loss with Office 365 on mobile	 Choose where you store data—on prem, in the cloud, or both	 Protect web infrastructure against DDoS attacks
Simplify your migration	Learn how	Explore storage options	Watch demo

3. To sign into Citrix.com:
 - a. Enter your User name and Password.
 - b. Click **Sign In**.

The image shows a screenshot of the Citrix Sign In page. On the left is the Citrix logo. To its right is the 'Sign In' heading. Below the heading are two input fields: the first contains the email address 'jdoe@abcinc.com' and the second contains a masked password '.....'. A red box labeled '3a' has an arrow pointing to both input fields. Below the password field is a 'Reset password' link. Underneath is a checkbox labeled 'Keep me signed in'. A large blue button labeled 'Sign in' is positioned below the checkbox. A red box labeled '3b' has an arrow pointing to this button. At the bottom of the form area are two links: 'Create Citrix Account' and 'Can't access your account? Let us know!'.

4. Click **Licensing Program Registration**.

The screenshot shows the Citrix user dashboard. At the top, there is a navigation bar with the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A 'Sign Out' button and a search bar are on the right. Below this is a blue 'Dashboard' header. On the left is a sidebar menu with various options. A red box containing the number '4' is positioned above the 'Licensing Program Registration' link in the sidebar, with a red arrow pointing to it. The main content area shows a 'Profile Summary' for Robert Smith, a green status bar indicating 'Everything is up to date!', and three promotional cards for Lifecycle Management, Synergy 2017 registration, and Citrix Summit '17. At the bottom, there is a list of support case links and a 'Step by Step renewal guide' link.

Navigation Bar: Products, Downloads, Support & Services, Partners, Sign Out, Search

Dashboard Header: Dashboard

Left Sidebar: My Account, Update My Profile, Company Information and Contacts, Administer Company User Access, All Licensing Tools, Appliance Evaluation Agreement (AEA), Invoices, **Licensing Program Registration**, My Certification Manager, Previews/Betas - License Retrieval, Renew and Manage Maintenance Programs, Upgrade My Products, View Executed Agreements, View Non-Disclosure Agreement, Company Information and Contacts (New), Update My Profile (New)

Profile Summary: Robert Smith • ABC Ltd. User ID: xxxyyzzz (ID: 51343334) | edit profile

Status Bar: Everything is up to date! No actions required.

Card 1: Citrix Lifecycle Management
Simplify deployment and on-going management of Citrix workloads. Try now

Card 2: Synergy 2017 registration is open—save \$700 before December 31.
Register now

Card 3: Citrix Summit '17
Harness the power of cloud and win: find out how at Summit 2017. Preview Keynotes

Support Cases:

- Create/View Support Cases (test)
- Create/View Support Cases (preprod)
- Create/View Support Cases (staging)

Bottom Right: Step by Step renewal guide, View the Step by Step...

5. Click the **Easy** tab.
6. To view the Easy License Program terms, click **Program Terms**.
7. To register for the Easy License Program, click **Parent Company**.

The screenshot shows the Citrix Easy Licensing Registration page. On the left is a navigation menu with items like 'My Account', 'Quoting (DOTI)', 'Previews/Betas - License Retrieval', 'My Certification Manager', 'Licensing Program Registration', 'View Non-Disclosure Agreement', 'View Executed Agreements', 'Auto-Renewals', 'Appliance Evaluation Agreement (AEA)', 'Invoices', 'Update My Profile', 'Company Information and Contacts', and 'Administer Company User Access'. The main content area has a breadcrumb trail: 'Licensing Program Registration - Overview > Enterprise Licensing > Easy > Education'. The 'Easy' tab is highlighted. Below the breadcrumb is a 'Welcome to Easy Licensing Registration' header. The main text explains the program and provides instructions. A 'Start chat' button is in the bottom right. At the bottom of the page, there is a 'Parent Company' dropdown menu. Three red callout boxes with numbers 5, 6, and 7 point to the 'Easy' tab, the 'Program Terms' link in the text, and the 'Parent Company' dropdown menu, respectively.

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5

7

My Account
Quoting (DOTI)
Previews/Betas - License Retrieval
My Certification Manager
Licensing Program Registration
View Non-Disclosure Agreement
View Executed Agreements
Auto-Renewals
Appliance Evaluation Agreement (AEA)
Invoices
Update My Profile
Company Information and Contacts
Administer Company User Access

Licensing Program Registration - Overview Enterprise Licensing Easy Education

Welcome to Easy Licensing Registration

Citrix's Easy Licensing Program provides customers greater flexibility in licensing, purchasing, installing and maintaining Citrix products. Registration in the Program does not obligate you to make a purchase under the Program. Upon completion of registration, you will receive a Registration Number and Customer ID. Should you later wish to make a purchase, your submission of a purchase order with your Registration Number and Customer ID to an authorized Citrix reseller shall constitute your acceptance of the then current program terms for that purchase. If you wish to view current Program terms, please click here: [Program Terms](#). Since there is no cost or obligation for registration, you should feel free to register in advance of actual need to accelerate your ease of purchase and facilitate better coordination with your authorized reseller.

To view how Citrix defines a licensing affiliate, please click here: [Affiliate](#)

In order for you to complete your registration for the Easy Licensing program, you will be asked to provide us with company information including your contract administrator and technical point of contact.

To proceed with your Easy Licensing registration, please make the appropriate selection:

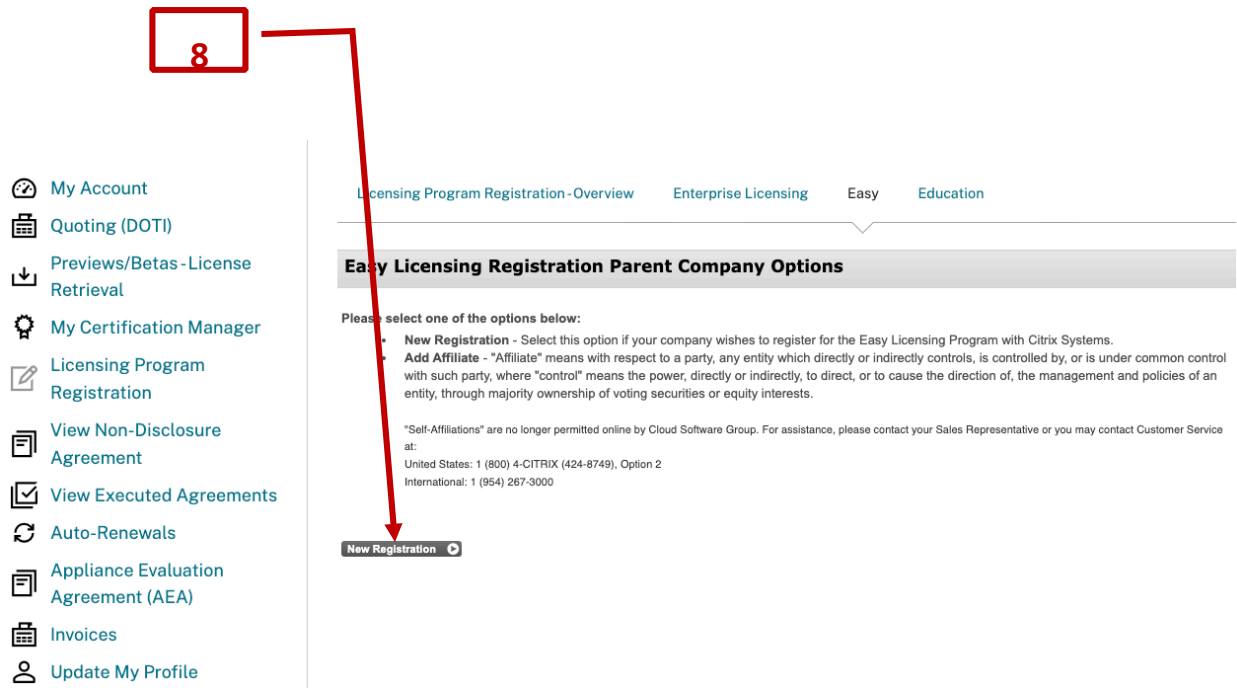
- **Parent Company** - Select this option if you wish to register for the Easy Licensing Program as a parent company or if you have an existing parent Easy Licensing Program Registration.
- **Affiliate Company** - "Affiliate" means with respect to a party, any entity which directly or indirectly controls, is controlled by, or is under common control with such party, where "control" means the power, directly or indirectly, to direct, or to cause the direction of, the management and policies of an entity, through majority ownership of voting securities or equity interests.

Self-Affiliations are no longer permitted online by Cloud Software Group. For assistance, please contact your Sales Representative or you may contact Customer Service at:
United States: 1 (800) 4-CITRIX (424-8749), Option 2
International: 1 (954) 267-3000

Parent Company

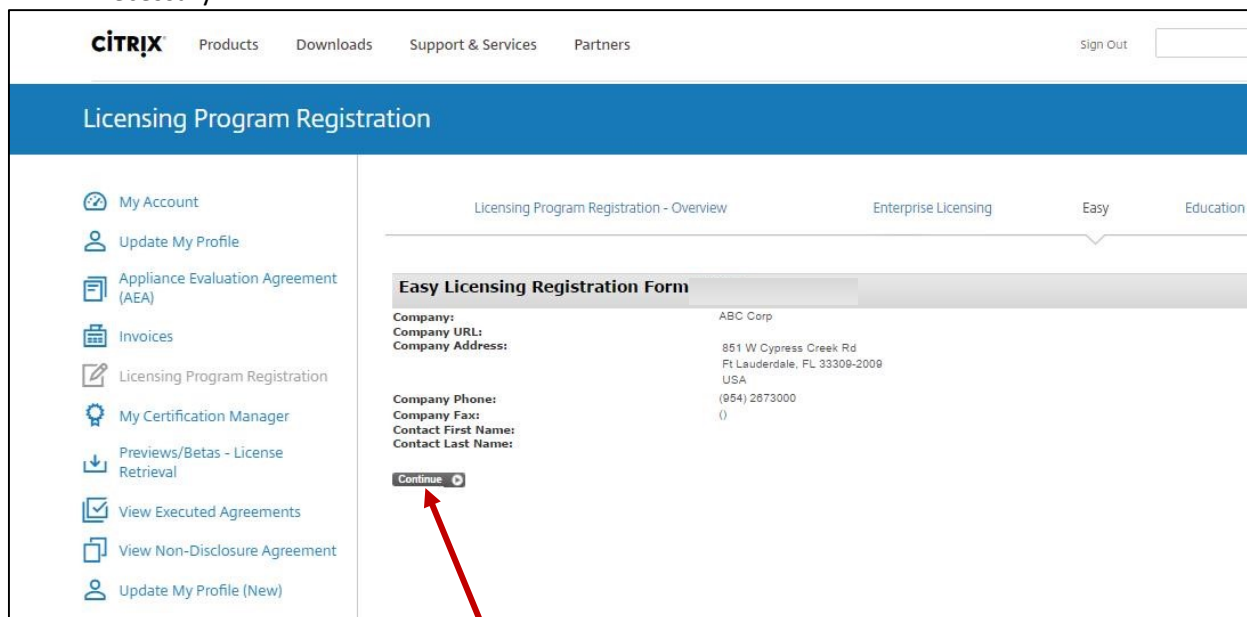
Start chat

8. Click **New Registration** to register for the Easy License Program.



The screenshot shows a user interface for the Easy Licensing Registration Parent Company Options. On the left is a navigation menu with the following items: My Account, Quoting (DOTI), Previews/Betas-License Retrieval, My Certification Manager, Licensing Program Registration, View Non-Disclosure Agreement, View Executed Agreements, Auto-Renewals, Appliance Evaluation Agreement (AEA), Invoices, and Update My Profile. The main content area has a breadcrumb trail: Licensing Program Registration - Overview > Enterprise Licensing > Easy > Education. Below this is a section titled "Easy Licensing Registration Parent Company Options" with the instruction "Please select one of the options below:". Two options are listed: "New Registration" and "Add Affiliate". The "New Registration" option is highlighted with a red arrow pointing to a button labeled "New Registration". Below the options, there is a disclaimer: "Self-Affiliations" are no longer permitted online by Cloud Software Group. For assistance, please contact your Sales Representative or you may contact Customer Service at: United States: 1 (800) 4-CITRIX (424-8749), Option 2; International: 1 (954) 267-3000.

9. Click **Continue**. You will be able to edit the information later in the registration process if necessary.



The screenshot shows the Citrix Licensing Program Registration interface. The top navigation bar includes the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A 'Sign Out' button is visible in the top right corner. The main heading is 'Licensing Program Registration'. Below this, there is a sidebar with various account management options: My Account, Update My Profile, Appliance Evaluation Agreement (AEA), Invoices, Licensing Program Registration, My Certification Manager, Previews/Betas - License Retrieval, View Executed Agreements, View Non-Disclosure Agreement, and Update My Profile (New). The main content area is titled 'Licensing Program Registration - Overview' and includes tabs for Enterprise Licensing, Easy, and Education. The 'Easy' tab is selected, displaying the 'Easy Licensing Registration Form'. The form contains the following information: Company: ABC Corp; Company URL: (blank); Company Address: 851 W Cypress Creek Rd, Ft Lauderdale, FL 33309-2008, USA; Company Phone: (954) 2673000; Company Fax: (blank); Contact First Name: (blank); Contact Last Name: (blank). A 'Continue' button is located at the bottom of the form, with a red arrow pointing to it from a red box containing the number '9'.

10. You must choose a Primary Contract Administrator for your Easy License Program.
11. If the person who will be your Primary Contract Administrator is displayed on the list of names:
 - a. Click the circle in front of the name
 - b. Then click **Accept Choice**.
12. If the person who will be your Primary Contract Administrator is not displayed on the list of names, click **Add New**. See the guide titled [Adding a New Contact to your Company's Citrix Account](#) for detailed instructions on how to add a new contact. After adding a new contact you will be returned to this screen.

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The screenshot shows the Citrix Licensing Program Registration interface. At the top, there is a navigation bar with 'Products', 'Downloads', 'Support & Services', and 'Partners'. Below this is a blue header for 'Licensing Program Registration'. A left sidebar contains various account management options. The main content area is titled 'Easy Licensing Contact' and includes instructions for selecting a contact. A table lists available contacts, with 'John Brown' and 'Jane Doe' highlighted. Callout 10 points to the top navigation bar, 11a points to the sidebar, 11b points to the table, and 12 points to the 'Add New Contact' button.

10

11a

11b

12

Contact Name	Phone	Email Address
a b	954-2673000	aAabc@hotmail.com
John Brown		
Jane Doe	01-954-2673000	jdoe@abcinc.com

13. If the company information displayed in the box is correct, click **Complete Registration**.
14. If the company information displayed is not correct, click **Go Back and Edit Company Information**.

The screenshot shows the Citrix Licensing Program Registration interface. The main content area is titled "Licensing Program Registration - Overview" and includes a section for "Easy License Registration Information Verification". Below this section, a table displays the following information:

Customer Name:	ABC Corp
Address:	851 W Cypress Creek Rd Ft Lauderdale, FL 33309-2009 USA
Easy License Contact:	Jane Doe
Telephone:	01 954 2673000
Fax:	
E-mail:	jdoe@abcinc.com
Affiliate Name(s):	

Below the table, there are two buttons: "Go Back and Edit Company Information" and "Complete Registration". Red arrows point from boxes labeled "13" and "14" to these buttons respectively.

13

14

15. You are now registered for the Easy License Program and can place orders with any authorized Citrix partner. Please make note of your information.
16. Publishing your license program registration information to your trusted Citrix Advisor(s) gives them your contract and discount information to simplify Citrix product procurement. To publish your registration to your trusted Citrix Advisor(s):
 - a. Enter your reseller's email address in the box
 - b. Then click **Send**.
17. To end registration without sending your registration to a reseller, click **Exit Registration**.

The screenshot shows the Citrix Licensing Program Registration interface. At the top, there is a navigation bar with the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A search bar and a Sign Out link are also present. Below the navigation bar is a blue header for "Licensing Program Registration".

The main content area is divided into a left sidebar and a right main panel. The sidebar contains a "My Account" section with links for "My Account", "Update My Profile", "Appliance Evaluation Agreement (AEA)", "Invoices", "Licenses", "My License Manager", "Previews/Betas - License Retrieval", "View Executed Agreements", "View Non-Disclosure Agreement", and "Update My Profile (New)".

The main panel has a sub-header "Licensing Program Registration - Overview" with tabs for "Enterprise Licensing", "Easy", and "Education". The "Easy" tab is selected. Below this is a section titled "Easy Licensing Registration Confirmation PREPROD".

The confirmation section includes a "Thank You." message and a paragraph explaining Citrix Easy Licensing. Below this, it states: "Should you wish to make a purchase, your submission of a purchase order with your Registration Number and Customer ID (displayed below) to an authorized Citrix reseller shall constitute your acceptance of the then current Program terms for that purchase. If you have any questions, please contact your authorized Citrix reseller or Citrix sales representative."

Two key pieces of information are highlighted with red boxes and callouts:

- Callout 16 points to the "Licenses" link in the sidebar.
- Callout 17a points to a box containing the registration details: "Your Customer ID is: 50680288" and "Your Easy Licensing Registration Number is: 703984".
- Callout 17b points to a "Send" button next to a "Reseller Email Address:" input field.
- Callout 18 points to an "EXIT REGISTRATION" button at the bottom of the main panel.

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17a

17b