Registering for the Easy License Program

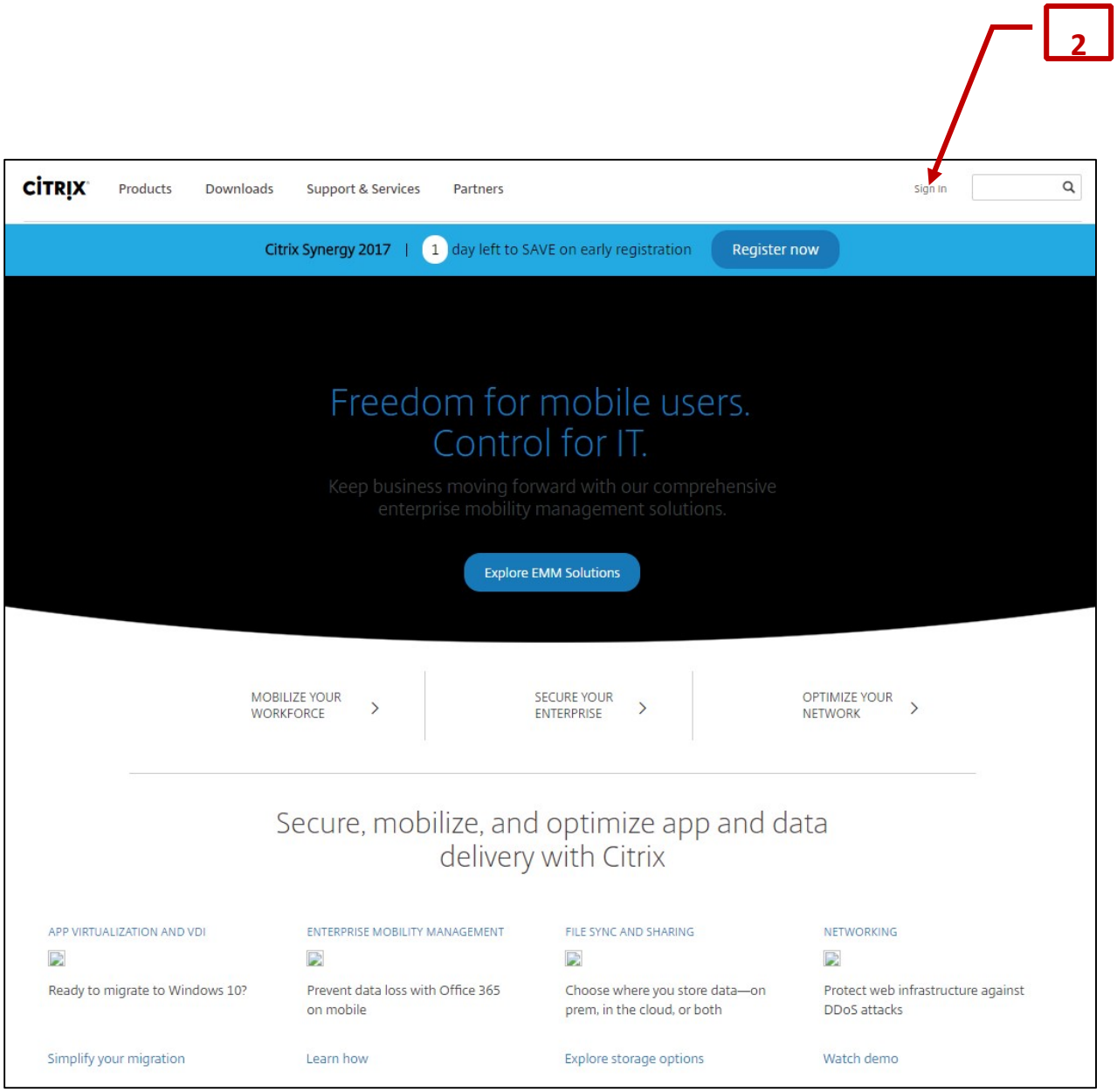
What's in this guide?

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?

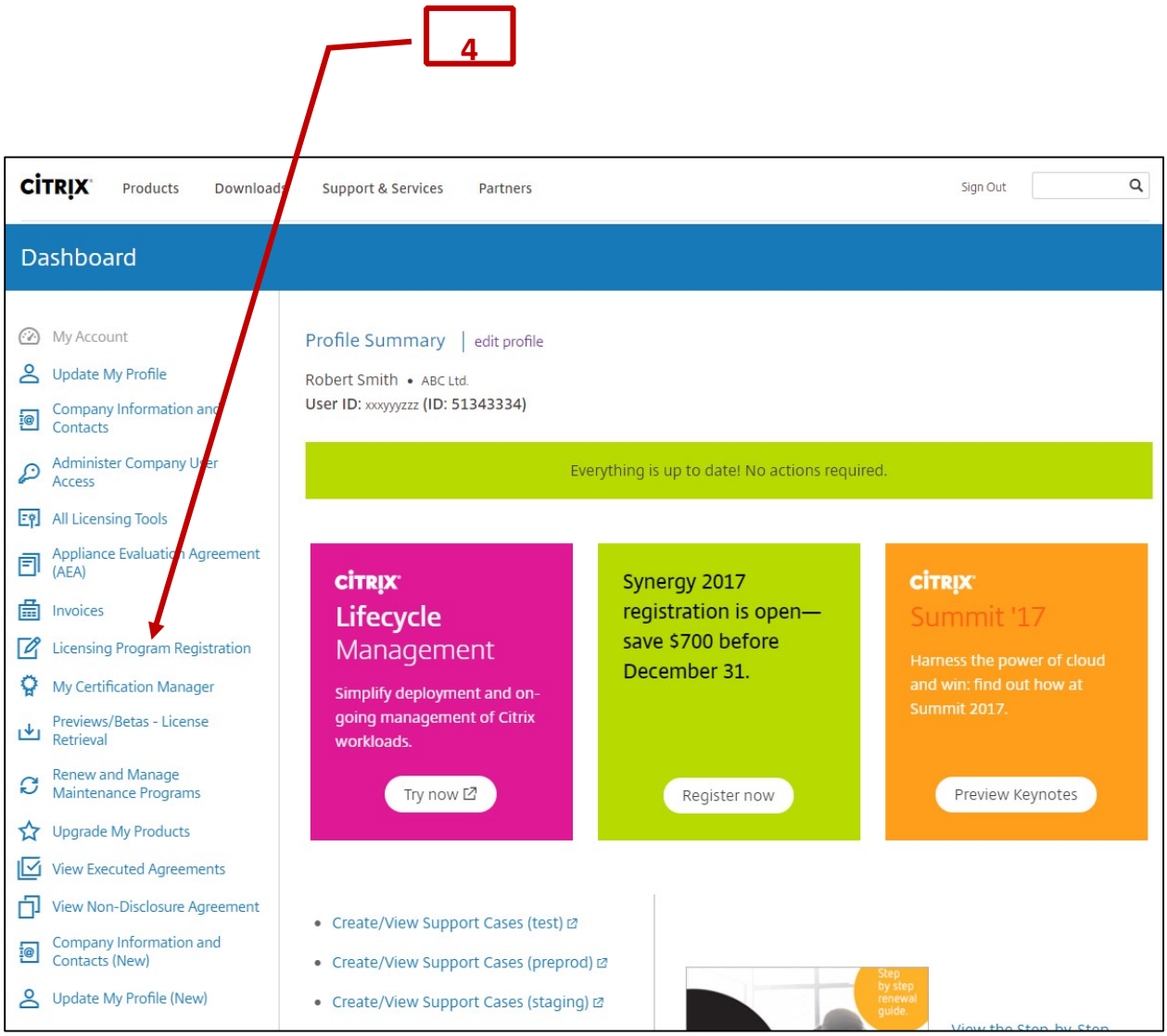
The Citrix Easy License Program requires no up-front commitment and provides an easy-to-use method of acquiring Citrix products using individual transactions on an as-needed basis. Registering for the Easy License Program does not obligate you or your company to any purchase.

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

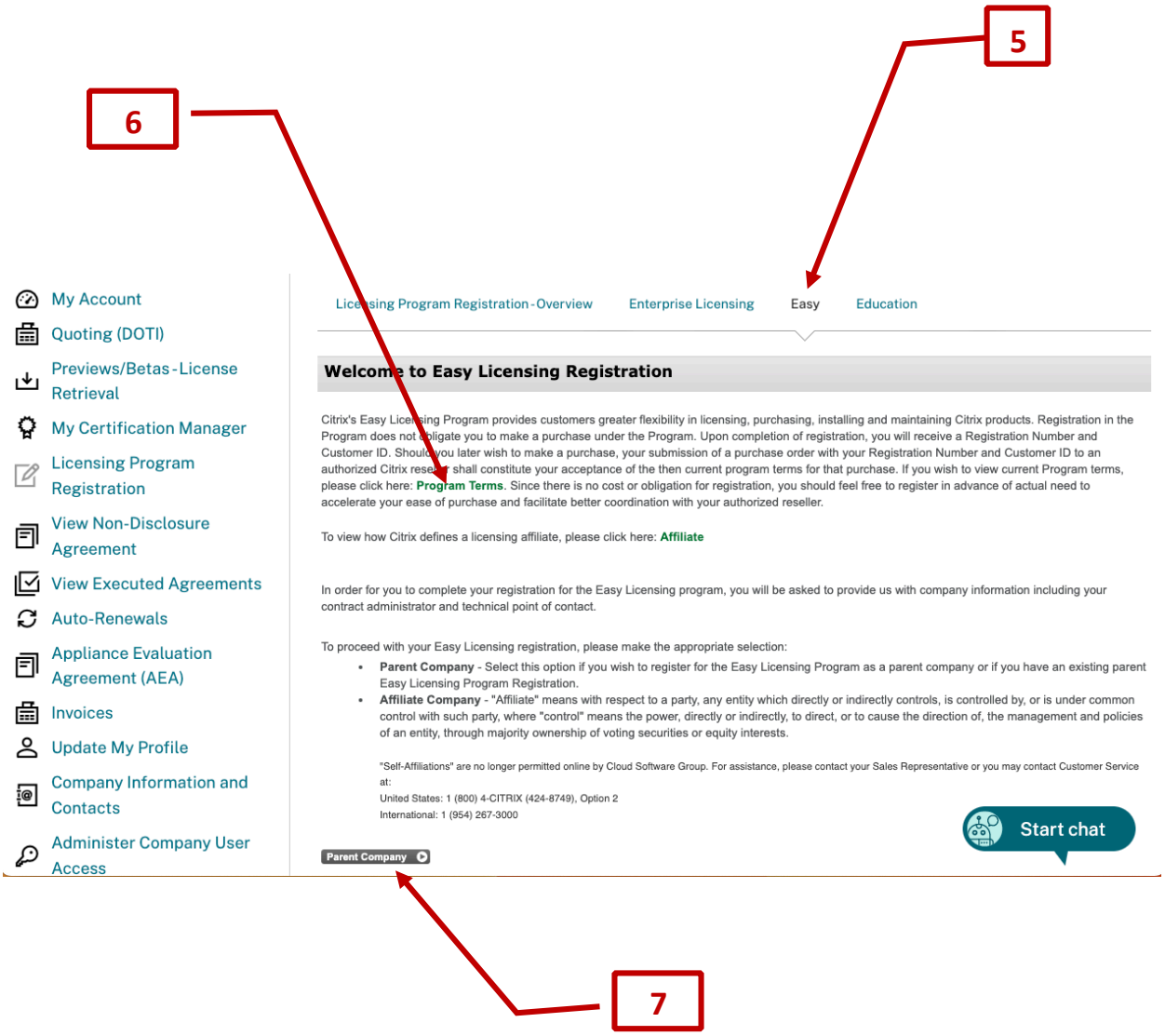


3. To sign into Citrix.com:
    a. Enter your User name and Password.
    b. Click **Sign In**.

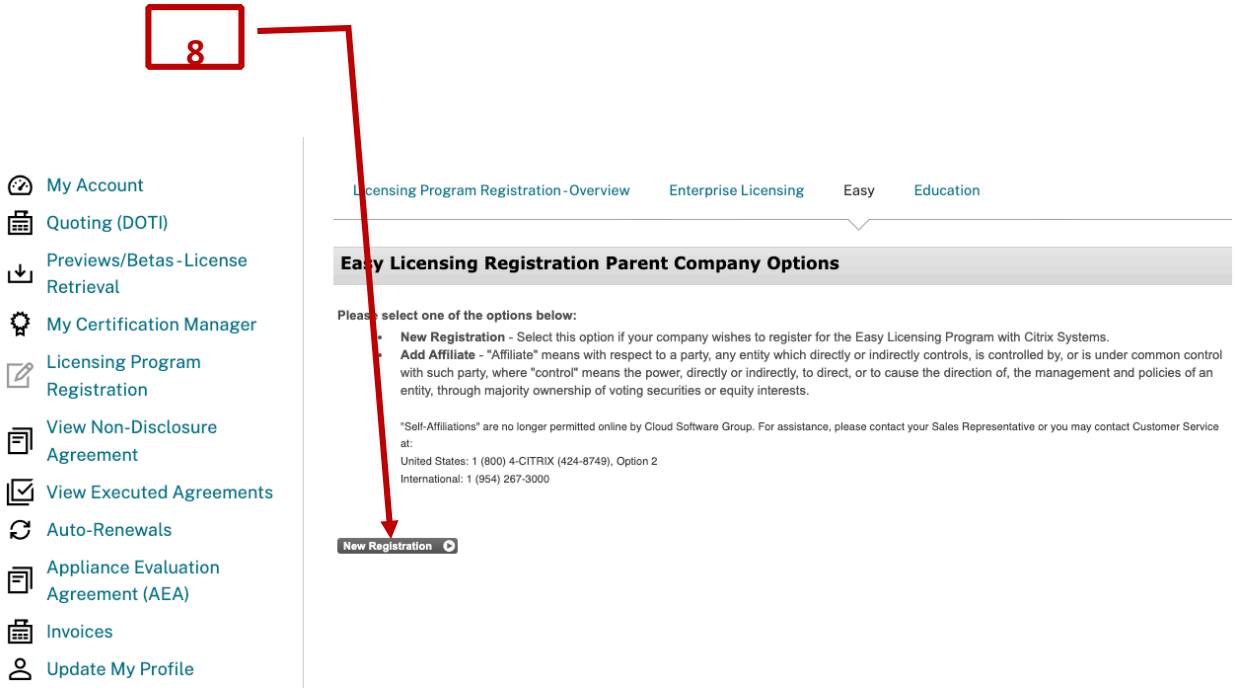
4. Click **Licensing Program Registration**.



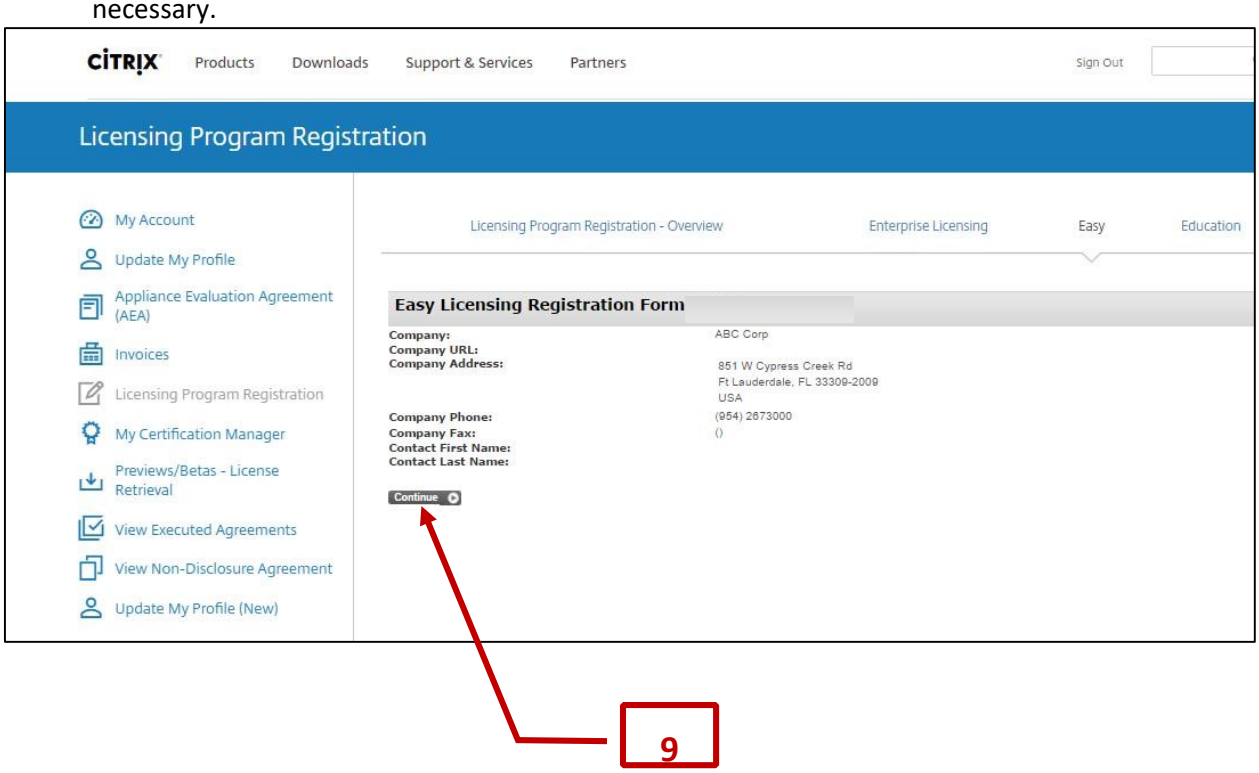
5. Click the **Easy** tab.
6. To view the Easy License Program terms, click **Program Terms**.
7. To register for the Easy License Program, click **Parent Company**.



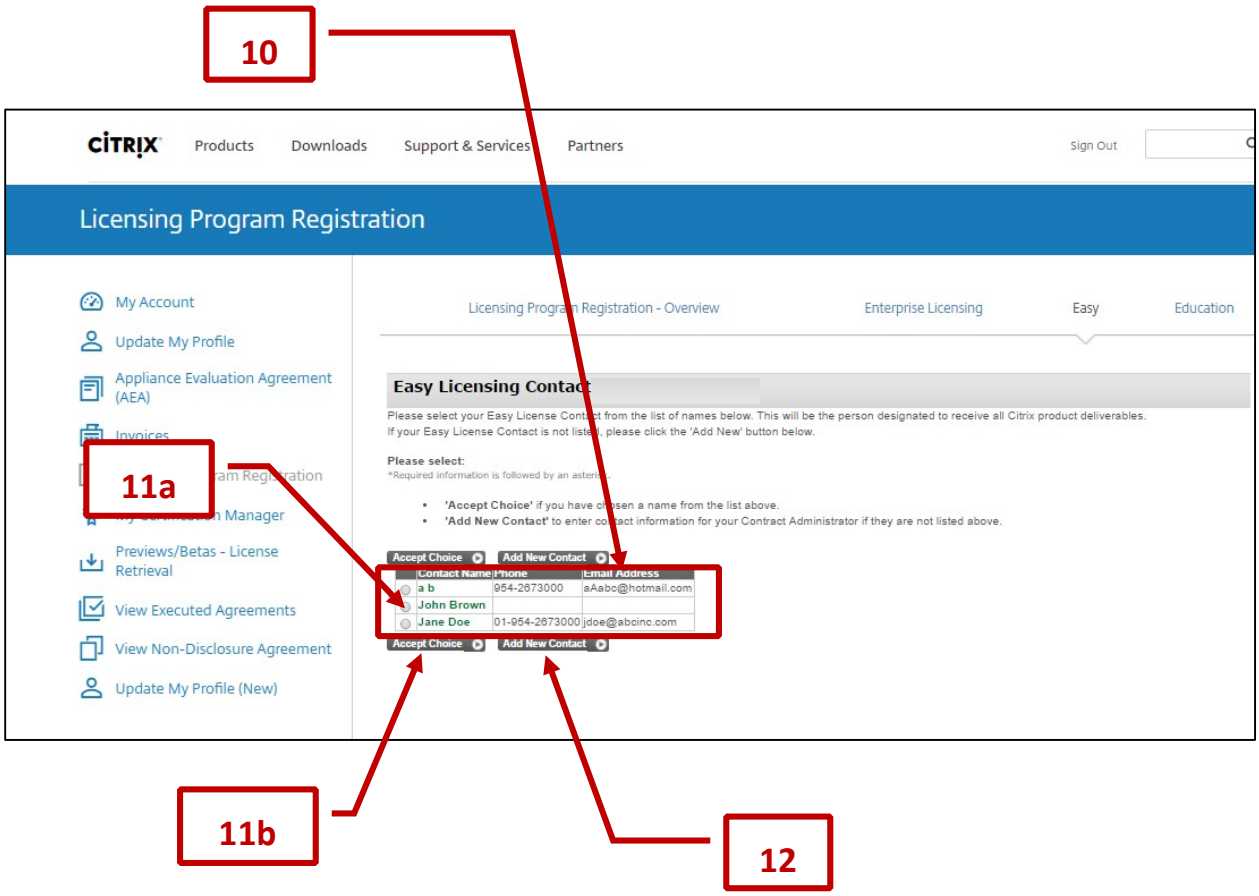
8. Click **New Registration** to register for the Easy License Program.



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



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.


10
CITRIX
Products
Downloads
Support & Services
Partners
Sign Out
Licensing Program Registration
My Account
Update My Profile
Appliance Evaluation Agreement (AEA)
Previews/Betas - License Retrieval
View Executed Agreements
View Non-Disclosure Agreement
Update My Profile (New)
Licensing Program Registration - Overview
Enterprise Licensing
Easy
Education
Easy Licensing Contact
Please select your Easy License Contact from the list of names below. This will be the person designated to receive all Citrix product deliverables.
If your Easy License Contact is not listed, please click the 'Add New' button below.
Please select:
'Accept Choice' if you have chosen a name from the list above.
'Add New Contact' to enter contact information for your Contract Administrator if they are not listed above.
Accept Choice
Add New Contact
Contact Name
Phone
Email Address
a b
954-2673000
aAabc@hotmail.com
John Brown
Jane Doe
01-954-2673000
jdoe@abcinc.com
11a
11b
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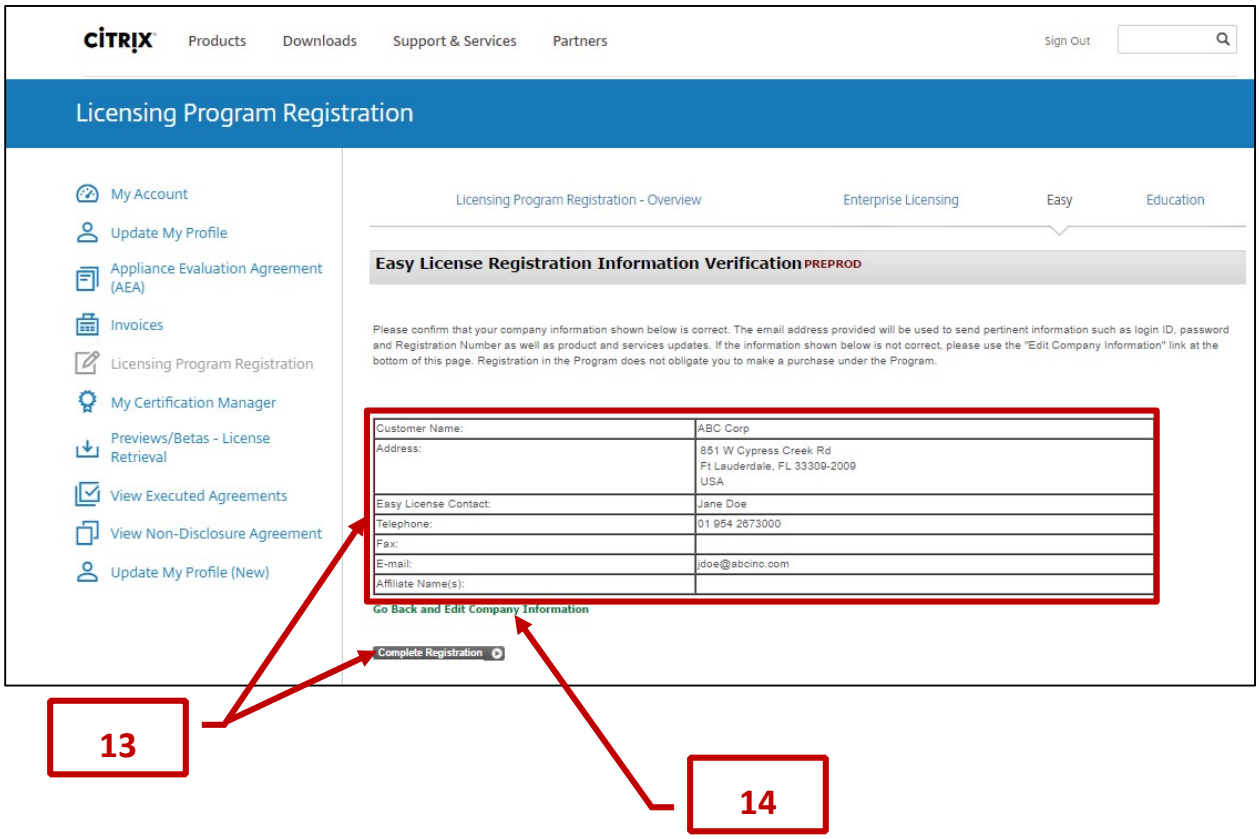
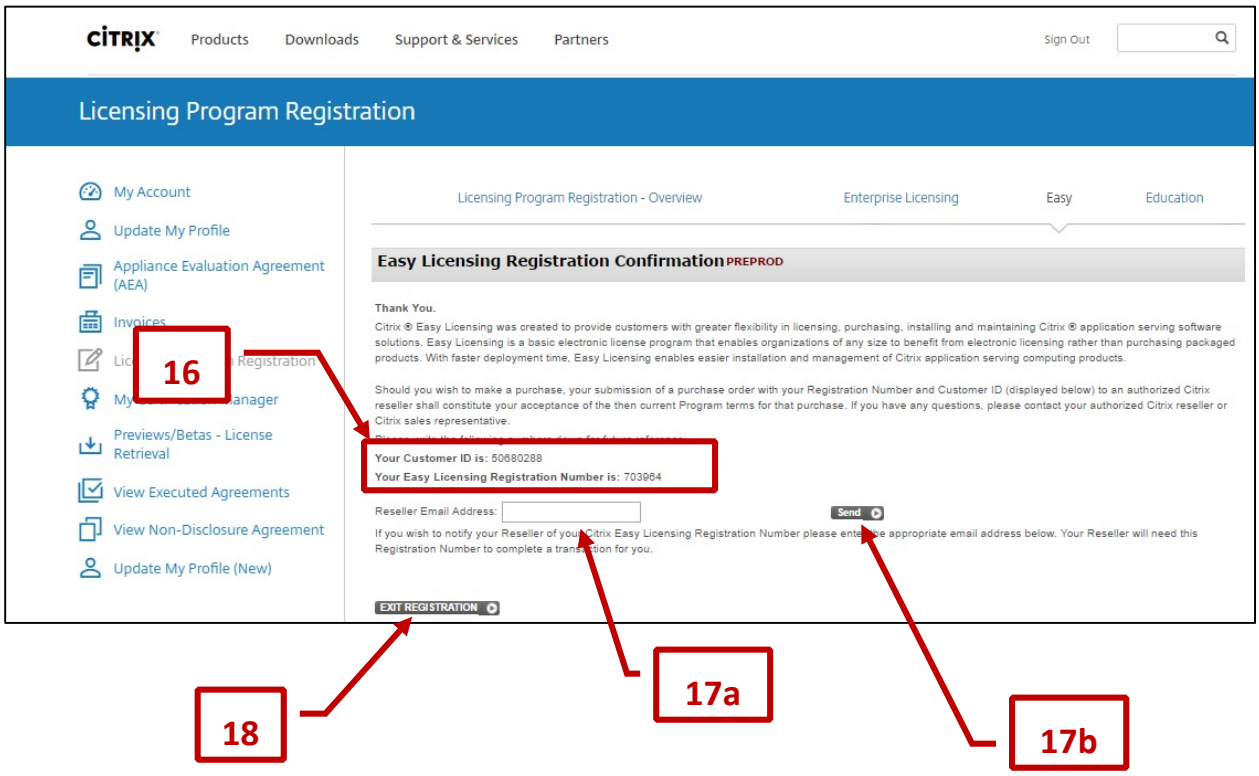
13. If the company information displayed in the box is correct, click **Complete Registration**.
14. If the company information displayed is not correct, click **Go Back and Edit Company Information**.



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**.



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