

Publishing your ELA program information to a Citrix partner



What's in this guide?

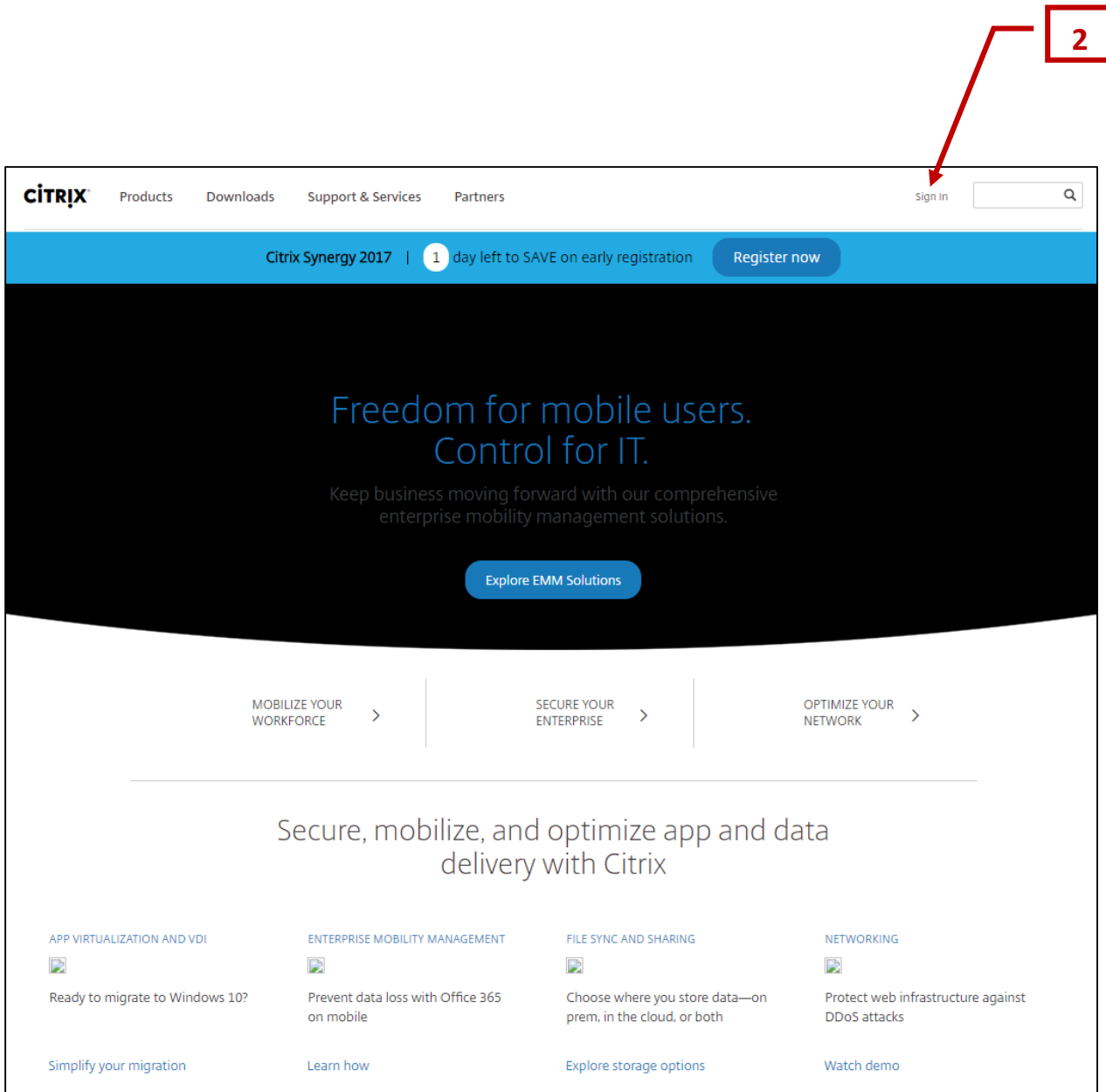
This guide provides step-by-step Instructions for a Primary or Secondary License Program Administrator to publish Enterprise License Agreement program information to a Citrix partner on citrix.com. If you have not selected a Citrix partner, you will have the opportunity to search for and select a partner.

The steps below are for an individual who has an existing Citrix account. See the guide titled [Creating a Citrix Account](#) for instructions on how to create your Citrix account. Your ELA program information is automatically published to a partner if that partner registers you for the ELA program. For additional assistance with either establishing a Citrix account or publishing your Enterprise License Program information to a partner, please contact an authorized Citrix partner. Locate a partner at www.Citrix.com/Partners/Locator.





Why publish your ELA program information to a Citrix partner?

Providing your ELA program information to a Citrix partner empowers the partner to generate RFIs, RFPs, quotations and proposals to help you meet your business needs and incorporate the specific discounts and benefits provided to your organization by your ELA program registration.

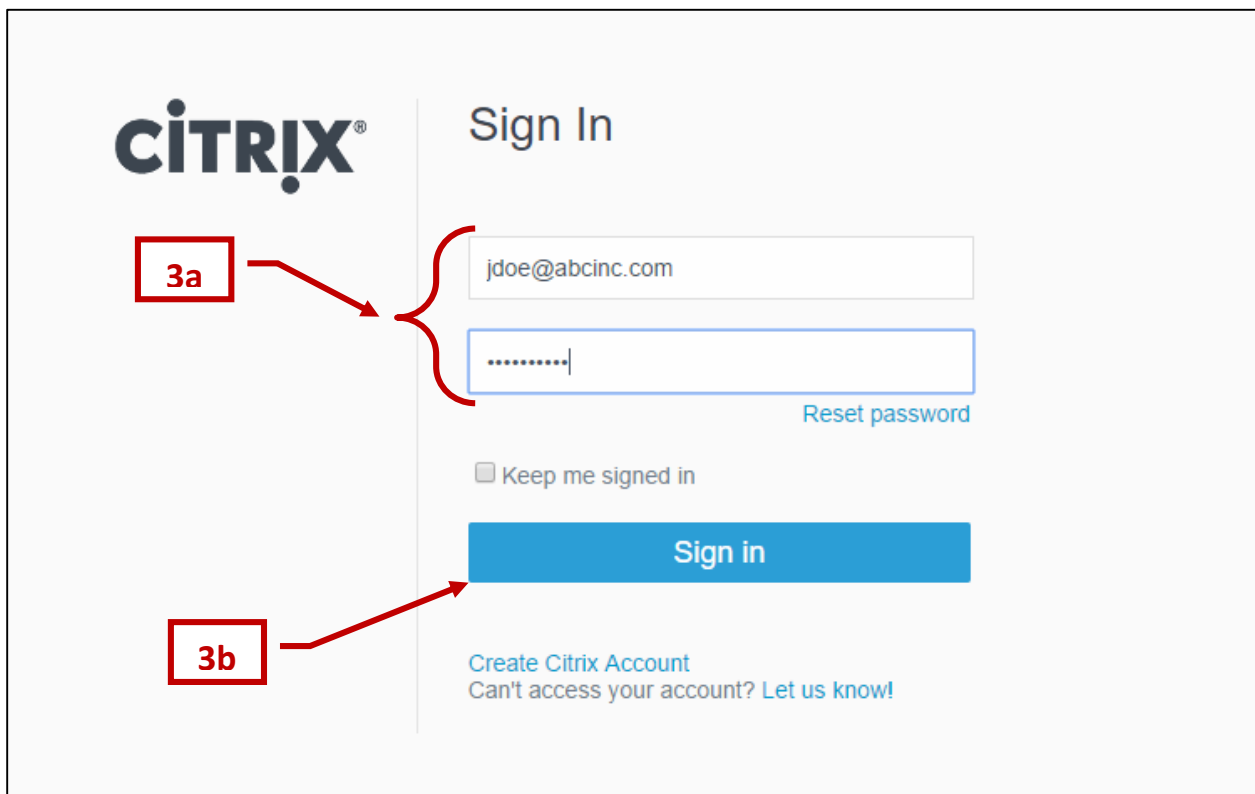
1. Go to www.citrix.com.
2. Click **Sign In**.



The screenshot shows the Citrix website homepage. At the top right, there is a navigation bar with the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A search bar is also present. Below the navigation bar, a blue banner features the text "Citrix Synergy 2017 | 1 day left to SAVE on early registration" and a "Register now" button. The main content area has a dark background with 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 columns: "MOBILIZE YOUR WORKFORCE", "SECURE YOUR ENTERPRISE", and "OPTIMIZE YOUR NETWORK". A horizontal line separates this from the main heading "Secure, mobilize, and optimize app and data delivery with Citrix". Below this heading are four columns of content, each with a title, a small image, a main text block, and a link:

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 screenshot shows 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 top one contains 'jdoe@abcinc.com' and the bottom one contains a masked password '.....'. A red bracket groups these two fields, with a red arrow pointing from a box labeled '3a' to the bracket. Below the password field is a 'Reset password' link. Underneath is a checkbox labeled 'Keep me signed in'. A large blue 'Sign in' button is centered below the checkbox. A red arrow points from a box labeled '3b' to the 'Sign in' button. At the bottom of the page 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 links for Products, Downloads, Support & Services, and Partners, along with a Sign Out button and a search icon. Below this is a blue 'Dashboard' header. On the left is a vertical menu with various options, including 'Licensing Program Registration', which is highlighted by a red arrow. Above the arrow, a red box contains the number '4'. The main content area shows a 'Profile Summary' for Robert Smith, with a green status bar indicating 'Everything is up to date! No actions required.' Below this are three promotional cards: 'Citrix Lifecycle Management', 'Synergy 2017 registration is open—save \$700 before December 31.', and 'Citrix Summit '17'. At the bottom, there is a list of support case actions and a 'Step by step renewal guide' link.

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CITRIX Products Downloads Support & Services Partners Sign Out

Dashboard

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 | edit profile
Robert Smith • ABC Ltd.
User ID: xxxxyyzzz (ID: 51343334)

Everything is up to date! No actions required.

CITRIX
Lifecycle Management
Simplify deployment and on-going management of Citrix workloads.
Try now

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

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

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

Step by step renewal guide.
View the Step by Step

5. Click the **Enterprise Licensing** tab.
6. Click **Publish Registration** in the **Manage Registration** section of the screen.

The screenshot shows the Citrix Licensing Program Registration dashboard. The top navigation bar includes 'Products', 'Downloads', 'Support & Services', and 'Partners'. The main header is 'Licensing Program Registration'. A left sidebar contains various account and management options. The main content area features a 'Manage My Registration' section with a welcome message for Robert Smith. Below this is a 'Citrix License Program Details' box containing company and license information. At the bottom, there is a table showing 'Your Citrix Investment' and 'Your Discount' across different ELA levels (1-6). A right sidebar contains several action buttons. Two red boxes with arrows point to specific elements: box '5' points to the 'Enterprise Licensing' tab, and box '6' points to the 'Publish Registration' button in the 'Manage Registration' section.

Enterprise License Program
BEST DISCOUNT. ALL PRODUCTS.

Manage My Registration
Welcome **Robert Smith**,
You are registered for the Citrix Enterprise License Program. Simply place a qualified order to get a discount and take advantage of the program benefits.

Citrix License Program Details

Company: **ABC Ltd.**
License Program: **ELA**
Contract Number: **703963**
Contract Administrator: **Robert Smith**
Administrator Email: **rsmith@abcLtd.com**

ELA Level	1	2	3	4	5	6
Your Citrix Investment						
Your Discount:						
Citrix Delivery Center Products		✓	✓	✓	✓	✓
Citrix Professional Services				✓	✓	✓
Executive Program Membership				✓	✓	✓
Online Agreement Management	✓	✓	✓	✓	✓	✓

Register
Affiliate Company

Manage Contacts
Primary Administrator
Secondary Administrator
Add New Contact

Manage Registration
Manage Affiliates
Publish Registration

Enterprise License Program Resources
Program Resources
Champion Tools

7. If you do not know your Citrix partner's email address or have not yet selected a Citrix partner, click **Search for a Reseller** and go to Step 9 on the next page.
8. If you know your Citrix partner's email address:
 - a. Enter it in the box.
 - b. Then click **Send Now** and the go to Step 12 on page 10.

The screenshot shows the Citrix Licensing Program Registration interface. The top navigation bar includes 'CITRIX', 'Products', 'Downloads', 'Support & Services', 'Partners', and 'sign Out'. The main header is 'Licensing Program Registration'. The left sidebar contains various user management and licensing tools, with 'Evaluation Agreement' and 'Licensing Program Registration' highlighted by a red box labeled '7'. The main content area is titled 'Enterprise License Program' and 'Publish your contract information'. It includes a list of benefits, a 'Search for a Reseller' link, and a table for published resellers. A red box labeled '8a' highlights the 'Search for a Reseller' link. Below the table, there is a 'Send email with my contract information to below email address:' field and a 'Send Now' button, which is highlighted by a red box labeled '8b'. A 'Finish' button is also visible at the bottom of the form.

9. If you clicked **Search for a Reseller** in Step 7 on the previous page:
 - a. Enter as much information as possible to narrow your choices.
 - b. Then click **Search**.

The screenshot displays the Citrix Licensing Program Registration interface. The top navigation bar includes the Citrix logo and links for Products, Downloads, Support & Services, and Partners. A search bar is located in the top right corner. The main header is "Licensing Program Registration".

The left sidebar contains a list of navigation options, including "My Account", "Update My Profile", "Company Information and Contacts", "Administer Company User", "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)", and "Update My Profile (New)".

The main content area is titled "Enterprise License Program" and includes a "Manage My Registration" tab. Below this, there is a "Search for a Solution Advisor" section. The instructions state: "To search for your Solution Advisor, you must first select a country. If you have a preferred response, enter at least the first 3 characters of the Solution Advisor's name. If a state is selected, please select a state from the drop down box. For a city name, enter the city name." The form includes a "Country*" dropdown menu set to "United Kingdom", a "Name:" text input field, and a "Search" button. Below the search results area, there are "Back" and "Continue" buttons.

Red annotations highlight specific elements: a box labeled "9a" points to the "Licensing Tools" menu item, and a box labeled "9b" points to the "Search" button.

10. To select your Citrix partner from those displayed in the box:
 - a. Increase the number of items displayed in the box by selecting 20, 30 or 40.
 - b. Move to another page by clicking **Previous Page** or **Next Page**.
 - c. Click the circle in front of your desired reseller's company's name.
 - d. Click **Continue**.

The screenshot shows the Citrix Licensing Program Registration interface. The left sidebar contains navigation options, with 'All' highlighted by a red box labeled '10'. The main content area is titled 'Enterprise License Program' and includes a search section for Solution Advisors. A red box labeled '10c' highlights the search input fields. Below the search section is a table of results, with a red box labeled '10a' encompassing the entire table area. The table has columns for Name, City, and Phone. The first row is '23 Technology Ltd' with phone number '44-203-1952993'. The second row is '2SevenIT Ltd' with phone number '44-207-4948620'. The third row is '2source Limited' with phone number '00-44-1529968380'. The fourth row is '3C Technology' with phone number '44-118-9885558'. The fifth row is '3C Technology Limited' with phone number '44-1206-790060'. The sixth row is '3C Technology Ltd' with phone number '44-1442-863388'. The seventh row is '4way Solutions Ltd' with phone number '44-707-648580'. The eighth row is '5c Services' with phone number '44-1982-552239'. The ninth row is '64TEQ' with phone number '08458-358464'. The tenth row is 'A & S Donaldson (NI) Ltd T/A Asdon Group' with phone number '44-28-92675114'. A red box labeled '10d' points to the 'Continue' button at the bottom of the table. A red box labeled '10b' points to the pagination controls, which include 'Results Per Page: 10', '[Previous Page]', and '[Next Page] | Page 1 / 64'.

Name	City	Phone
23 Technology Ltd	Basingstoke	44-203-1952993
2SevenIT Ltd	London	44-207-4948620
2source Limited	Sleaford	00-44-1529968380
3C Technology	Reading	44-118-9885558
3C Technology Limited	Colchester	44-1206-790060
3C Technology Ltd	Hemel Hempstead	44-1442-863388
4way Solutions Ltd	Potters Bar	44-707-648580
5c Services	Builth Wells	44-1982-552239
64TEQ	London	08458-358464
A & S Donaldson (NI) Ltd T/A Asdon Group	Lisburn	44-28-92675114

11. To select your reseller's contact from those displayed in the box:
 - a. Increase the number of items displayed in the box by selecting 20, 30 or 40.
 - b. Move to another page by clicking **Previous Page** or **Next Page**.
 - c. Click the circle in front of the person's name.
 - d. Click **Continue**.

The screenshot displays the Citrix Licensing Program Registration interface. The main content area shows a table of reseller contacts. The table has the following data:

First Name	Last Name	Phone	Email Address
<input type="radio"/> Nick	Sorroll	(01206) 790060	nick@3ctech.co.uk
<input type="radio"/> Mark	Broyd	(120) 6225881	mark@3ctech.co.uk
<input type="radio"/> Amanda	Carter	44 (01206) 790060	amanda@3ctech.co.uk
<input type="radio"/> Steve	Lawrence	+44 (1442) 863388	steve@3ctech.co.uk
<input type="radio"/> Dan	Kibe	+44 (1442) 863388	dan@3ctech.co.uk
<input type="radio"/> Damian	Fielding	+44 (1442) 863388	damian@3ctech.co.uk
<input type="radio"/> Anja	Martens	+44 (1206) 790060	anja@3ctech.co.uk
<input type="radio"/> Will	Taylor	+44 (1206) 790060	will@3ctech.co.uk
<input type="radio"/> Wayne	Yorston	(01442) 863388	herts@3ctech.co.uk
<input type="radio"/> Simon	Preston	(1206) 790060	simonp@3ctech.co.uk

Below the table, there is a 'Results Per Page:' dropdown menu set to '10', and navigation links for '[Previous Page]', '[Next Page]', and 'Page 1 / 2'. A 'Continue' button is located at the bottom left of the table area.

Red annotations on the screenshot include:

- 11c**: A red box around the search icon in the left sidebar, with an arrow pointing to the search field above the table.
- 11a**: A red box around the 'Continue' button, with an arrow pointing to it.
- 11b**: A red box around the '[Previous Page]' and '[Next Page]' navigation links, with an arrow pointing to them.
- 11d**: A red box around the '11c' label in the sidebar, with an arrow pointing to the search icon.

12. You can publish your license registration information to additional Citrix partners by clicking **Search for a Reseller** and continuing the process from Step 10 on page 8.
13. You can stop publishing your license program information to a Citrix partner by clicking the box in front of the reseller's name in the list and then clicking **Remove**.
14. You can send an email with your license program registration information by entering a partner's email address in the box and clicking **Send Now**.
15. Click **Finish** to return to your Home Page when you have finished publishing your license program registration information to your trusted Citrix partner(s).

The screenshot shows the Citrix Licensing Program Registration page. The left sidebar contains a navigation menu with items like 'My Account', 'Update My Profile', 'Company Information and Contacts', 'Administer Company User Access', 'Manage My Registration', 'Invoices', 'Renew and Manage Maintenance Programs', 'Upgrade My Products', 'View Executed Agreements', 'View Non-Disclosure Agreement', 'Company Information and Contacts (New)', and 'Update My Profile (New)'. The main content area is titled 'Enterprise License Program' and includes a 'Manage My Registration' section. This section contains a 'Publish your contract information' heading, a list of benefits, a 'Search for a Reseller' button, and a table of published resellers. Below the table are buttons for 'Remove', 'Send Now', and 'Finish'. Red callout boxes with numbers 12 through 15 point to the 'Search for a Reseller' button, the 'Remove' button, the 'Send Now' button, and the 'Finish' button, respectively.

12 points to the **Search for a Reseller** button.

13 points to the **Remove** button.

14 points to the **Send Now** button.

15 points to the **Finish** button.

You have now successfully published your License Registration information to your partner(s) of choice.