Publishing your ELA program information to a Citrix partner
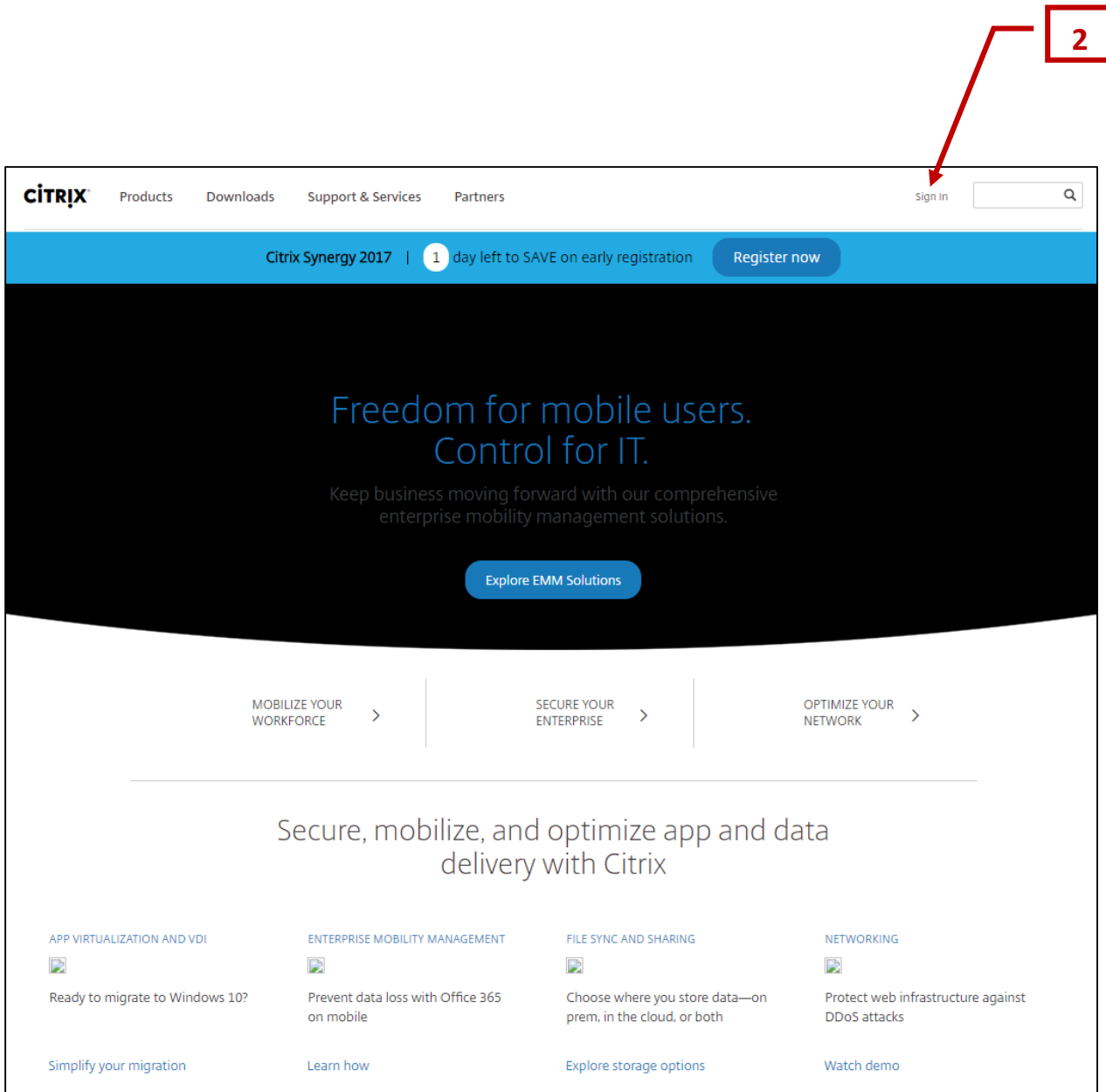
What's in this guide?

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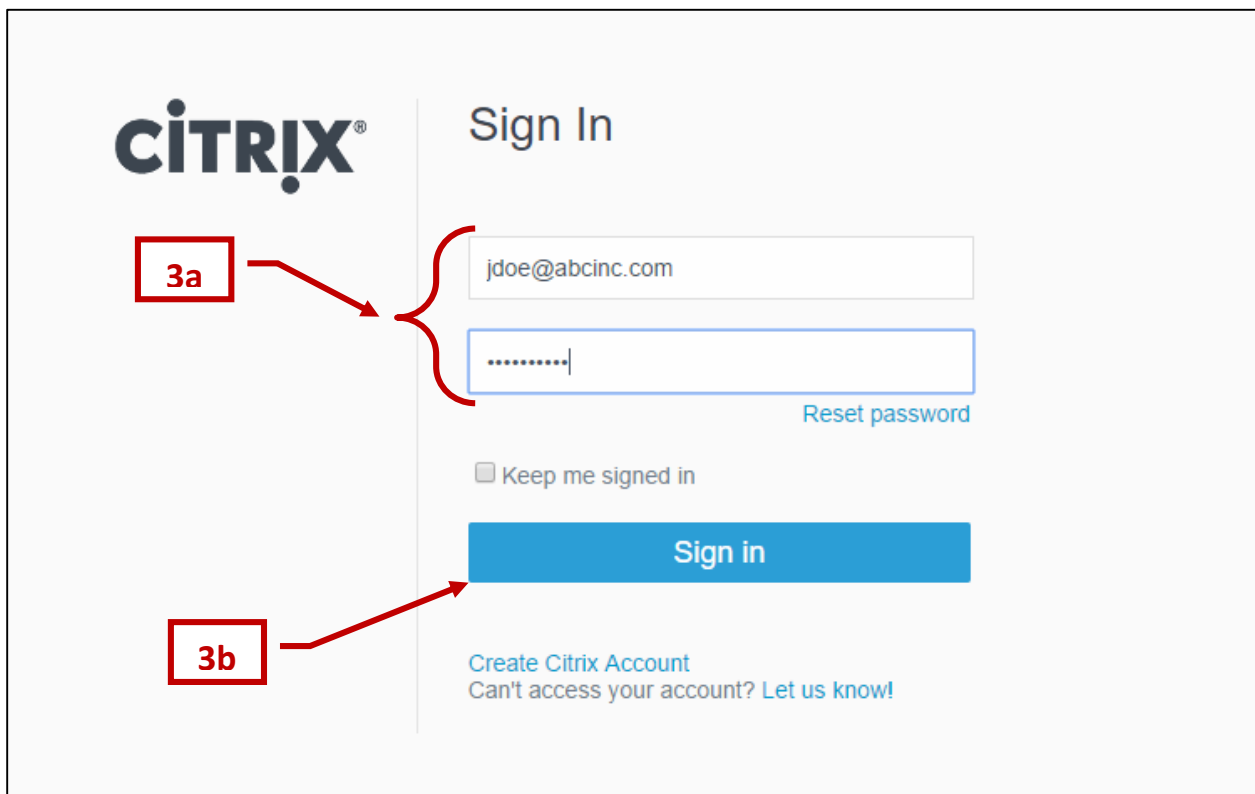
1. Go to www.citrix.com.
2. Click **Sign In**.

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

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.

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**.

10. To select your Citrix partner from those displayed in the box:
    a. Increase the number of items displaed 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**.

11. To select your reseller's contact from those displayed in the box:
    a. Increase the number of items displaed 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**.

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).

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