

Publishing your ELA Registration Information to a Citrix Partner

What's in this Guide?

This section provides Step-By-Step Instructions for an individual to publish its Enterprise License Program registration to a Citrix partner on MyCitrix. The individual must be the Primary or Secondary License Program Administrator for the Parent's ELA registration. 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 MyCitrix account. See the guide titled [Creating a MyCitrix Account](#) for instructions on how to create your MyCitrix account. Your ELA Registration information is automatically published to a partner if that partner registers you for the program. For additional assistance with either establishing a MyCitrix account or publishing your Enterprise License Program registration information to a partner, please contact an authorized Citrix Partner. Locate a partner at www.Citrix.com/Partners/Locator..

Why Publish your ELA Registration Information to a Citrix Partner?

Providing your ELA Registration 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 Registration.

Available Licensing Program Guides

- 1- Creating a MyCitrix Account
- 2- Registering for the Enterprise License Program
- 3- Publishing your ELA Registration Information to a Citrix Partner
- 4- Adding an Affiliate to your Enterprise Licensing Program Registration
- 5- Registering as an Affiliate for the Enterprise License Program
- 6- Accessing Your Company's ELA Profile
- 7- Adding a New Contact to your ELA Profile
- 8- Registering for the Easy License Program
- 9- Registering for the Education License Program

Available to Authorized Citrix Partners only

- P1- Registering Your Customer for the Enterprise License Program
- P2- Managing Your Customer's Enterprise License Program Registration

1. Log Into MyCitrix by entering your Username and Password

The screenshot shows the MyCitrix website's login interface. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log in. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search box. On the left side, there is a 'My Citrix' login panel with fields for Username and Password, a Log In button, and links for Forgot Your Password, New Users, and More Options. A red bracket highlights the Username and Password fields, and a red box with the number '1' is placed above the Log In button, with an arrow pointing to it. The main content area features a large banner with the text 'Welcome to My Citrix. Everything Citrix, just for you!' and an image of a person in a suit holding a laptop with the Citrix logo. To the right of the banner is a 'NEW?' box with the text 'Get instant access to My Citrix. REGISTER NOW'. Below the banner, there is a section titled 'Welcome to My Citrix! Log in for access to everything Citrix' followed by a notice about the new Advisor Rewards & Lead Manager tool and a paragraph about the benefits of logging in.

My Citrix

Username:

Password:

Log In

Forgot Your Password

New Users

More Options

Downloads Communities Events Buy Demo Global Sites Resources Log in

Products & Solutions Support Partners News Education About My Citrix

Search

1

Welcome to My Citrix.
Everything Citrix, just for you!

NEW?
Get instant access to My Citrix.
REGISTER NOW

Welcome to My Citrix!
Log in for access to everything Citrix

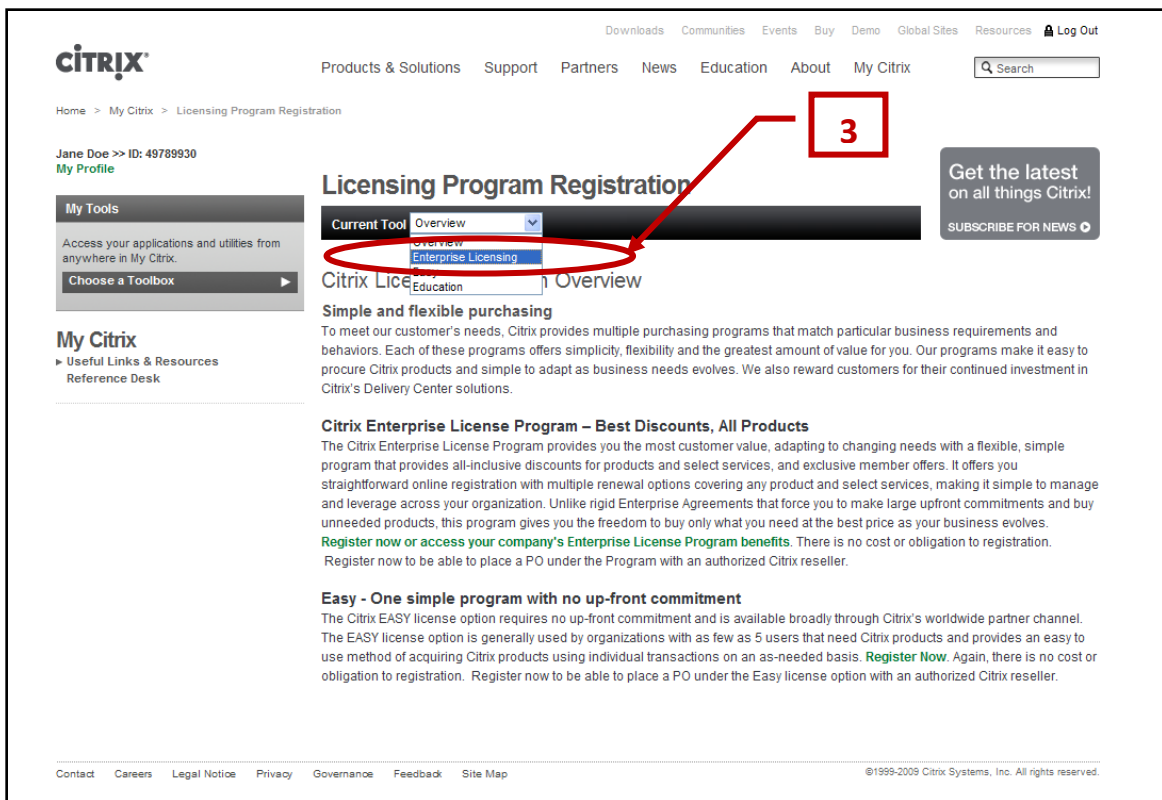
The new Advisor Rewards & Lead Manager will be live on May 4 and replaces the current Lead Management Tool (LMT). As part of the transition, LMT will be unavailable between Friday, May 1 at 3:00 PM (EDT) and Sunday, May 3 at 9:00 PM (EDT). We apologize for any inconvenience. Partners are encouraged to get trained now in preparation of the new tool. For more details, [log in here](#) with your existing credentials.

Log in for one-click access to all your tools and applications – register your products, manage your licenses, download software, update your profile and more. My Citrix was designed to make your interactions with Citrix as fast and simple as possible. Whether you're a Citrix customer, a partner, a member of the press or anyone else, My Citrix has a host of benefits for you.

2. Select the Licensing Program Registration tool:
 - a. Point to **Choose a Toolbox**
 - b. Click **Licensing Program Registration** in the pop-up menu.

The screenshot displays the Citrix My Tools interface. At the top left, the Citrix logo is visible. Below it, the user's name 'Jane Doe' and ID '49789930' are shown. The 'My Tools' section contains a 'Choose a Toolbox' button, which is highlighted with a red box labeled '2a'. A red arrow points from this box to the dropdown menu that appears. In the dropdown menu, 'Licensing Program Registration' is highlighted with a red circle. Another red box labeled '2b' is positioned near the bottom left of the page, with an arrow pointing towards the 'Choose a Toolbox' button. The page also features a search bar, navigation links (Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, Log Out), and various promotional banners and resource sections.

3. Click **Enterprise Licensing** in the **Current Tool** drop-down menu.



The screenshot shows the Citrix website's 'Licensing Program Registration' page. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search box. The main content area is titled 'Licensing Program Registration' and features a 'Current Tool' dropdown menu. The dropdown menu is open, showing options for Overview, Enterprise Licensing (highlighted with a red circle), and Education. A red arrow points from a box containing the number '3' to the 'Enterprise Licensing' option. To the left of the main content, there is a 'My Tools' section and a 'My Citrix' section. The main content area also includes a 'Get the latest on all things Citrix!' subscription box and a 'Simple and flexible purchasing' section. The footer contains links for Contact, Careers, Legal Notice, Privacy, Governance, Feedback, and Site Map, along with a copyright notice for Citrix Systems, Inc.

- Click **Publish Registration** in the Manage Registration section of the screen.

The screenshot shows the Citrix Licensing Program Registration page. The main content area displays the user's registration details for the Citrix Enterprise License Program (ELA). A red box with the number '4' is positioned to the left of the 'Publish Registration' link in the 'Manage Registration' sidebar. A red arrow points from this box to the 'Publish Registration' link.

Citrix License Program Details

Company: Test Company
 License Program: ELA
 Contract Number: 136447
 Contract Administrator: Jane Doe
 Administrator Email: janedoe@testcom.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	✓	✓	✓	✓	✓	✓

View the [Program Overview](#)

Find a trusted [Citrix Solution Advisor](#).

View the [Enterprise License Program terms](#)

Manage My Registration

Welcome **Jane Doe**,
 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

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

5. 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 7 on the next page.
6. If you know your Citrix Partner's email address:
 - a. Enter it in the box
 - b. Then click **Send Now**.

The screenshot displays the Citrix Licensing Program Registration interface. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below this, a secondary navigation bar includes Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search box. The user profile for Jane Doe (ID: 45789930) is visible on the left. The main content area is titled 'Licensing Program Registration' and features a 'Current Tool' dropdown set to 'Enterprise Licensing'. A prominent banner for the 'Enterprise License Program' states 'BEST DISCOUNT. ALL PRODUCTS.' Below the banner, a section titled 'Publish your contract information' explains the benefits of sharing contract details with a Citrix Solution Advisor. A red box labeled '5' points to the 'Search for a Reseller' link. Underneath, a message states 'Contract Information has been published to the following resellers:' followed by a table with columns for Reseller Name, City, and Phone. The table content is 'There are no Resellers.' Below the table, a 'Remove' button is present. A red box labeled '6a' points to the text 'Send email with my contract information to below email address:' which is followed by an empty input field. A red box labeled '6b' points to the 'Send Now' button. At the bottom of the section, there is also a 'Finish' button.

7. If you clicked **Search for a Reseller**:
 - a. Enter as much information as possible to narrow your choices.
 - b. Then click **Search**.

The screenshot shows the Citrix website's "Licensing Program Registration" page. The page includes a navigation bar with links like "Products & Solutions", "Support", "Partners", "News", "Education", "About", and "My Citrix". A search bar is located in the top right. The user's profile information, "Jane Doe >> ID: 49789930", is visible on the left. The main content area is titled "Licensing Program Registration" and features a "Current Tool" dropdown set to "Enterprise Licensing" and a "Program Overview" link. A banner for the "Enterprise License Program" is displayed, with the tagline "BEST DISCOUNT. ALL PRODUCTS." Below this is a "Search for a Solution Advisor" section. This section contains a form with the following fields: "Country" (USA), "State or Province" (FL), and "Name" (Citrix Partner). A "Search" button is located below the form. A red box labeled "7a" points to the "Country" and "State or Province" dropdown menus, and a red box labeled "7b" points to the "Search" button. Below the form, there is a "Back" button and a "Continue" button.

7a

7b

8. To select your Citrix Partner:
 - a. First click the circle in front of the company's name.
 - b. Then click **Continue**.

The screenshot shows the Citrix Licensing Program Registration page. The page title is "Licensing Program Registration" and the current tool is "Enterprise Licensing". The page features a search for a Solution Advisor with the following details:

Search for a Solution Advisor
 To search for your Solution Advisor, you must first select a country. If USA or Canada is selected, please select a state from the drop down box. For a faster response, enter at least the first 3 characters of the Solution Advisor's organization name.

Country: USA
 State or Province: FL
 Name: com
 Search

Select your Solution Advisor by choosing the appropriate option button from the search results below.

Name	City	Phone
<input type="radio"/> CompServ, Inc	Clearwater	1-727-289-9220
<input type="radio"/> Compuquip	Doral	1-305-438-7272
<input type="radio"/> Computer Network Solutions, Inc.	Hollywood	0001-954-988-8750
<input type="radio"/> Computer Products for Education	Clearwater	1-800-8797007
<input type="radio"/> Computer Systems Support, Inc.	Miami	1-305-8668804

At the bottom of the page, there are "Back" and "Continue" buttons. A red box labeled "8a" points to the radio button for "Compuquip" in the table, and a red box labeled "8b" points to the "Continue" button.

9. To select your contact in the company from the list:
 - a. Click the circle in front of the person's name.
 - b. Then click **Continue**.

The screenshot displays the Citrix Licensing Program Registration interface. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below this, the Citrix logo is on the left, and a search bar is on the right. The main content area is titled 'Licensing Program Registration' and shows the current tool as 'Enterprise Licensing'. A sidebar on the left contains 'My Tools' and 'My Citrix' sections. The main content area features a 'Manage My Registration' section with a table of reseller contacts. The table has columns for First Name, Last Name, Phone, and Email Address. A 'Continue' button is located at the bottom of the table. Red boxes labeled '9a' and '9b' with arrows point to the selection radio button and the 'Continue' button respectively.

9a

9b

First Name	Last Name	Phone	Email Address
<input type="radio"/> Jessie	Martinez		
<input type="radio"/> michael	baron	(305) 4367272	mbaron@compuquip.com
<input type="radio"/> Seth	Kreibich	(305) 4367272	skreibich@compuquip.com
<input type="radio"/> Sandy	Fox	(305) 4367272 x.123	sfox@compuquip.com
<input type="radio"/> Eric	Dosal	(305) 4367272	edosal@compuquip.com
<input type="radio"/> Victor	Carlisle	(305) 4367272	vcarlisle@compuquip.com
<input type="radio"/> Norma	Napaloo	400 (305) 4367272	nnapaloo@compuquip.com
<input type="radio"/> Seymour	chajet	400 (305) 4367272	schajet@compuquip.com
<input type="radio"/> Brian	Dosal	(305) 4367272	bdosal@compuquip.com
<input type="radio"/> Luis	Santiago	001 (305) 4367272 x.1249	lsantiago@compuquip.com
<input type="radio"/> Eddie	Espino	(305) 4367272 x.1333	eespino@compuquip.com
<input type="radio"/> Victor	Pichs	1 (305) 4367272	VPICHS@COMPUQUIP.COM

Continue

10. You can publish your License Registration information to additional Citrix Partners by clicking **Search for a Reseller** and continuing the process.
11. 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**.
12. 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**.
13. 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 interface. At the top, there is a navigation bar with links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. A search bar is located on the right side of the navigation bar.

The main content area is titled "Licensing Program Registration" and includes a "Current Tool" dropdown menu set to "Enterprise Licensing". A sidebar on the left contains "My Tools" and "My Citrix" sections. A "Stop Searching" notification is present in the top right corner.

The main content area features a banner for the "Enterprise License Program" with the tagline "BEST DISCOUNT. ALL PRODUCTS." Below this is a section titled "Publish your contract information" which explains the benefits of sharing contract information with Citrix Solution Advisors. A list of benefits is provided:

- Generate quotes quickly without having to contact your purchase department or Citrix.
- Prevent errors due to misunderstandings about available discount.
- Process orders and deliver products quicker.
- Handle the administration and management of contract information.

Below the list, it states: "Citrix aims to remove all contract administration burden from our customers, freeing up your time to manage business critical tasks." A link labeled "10" points to the "Search for a Reseller" text.

Underneath, it says "Contract Information has been published to the following resellers:" followed by a table:

Reseller Name	City	Phone
<input type="checkbox"/> Compuquip	Doral	1 (305) 436-7272

A callout "11" points to the checkbox in the table. Below the table, a message says: "Please select the reseller above and click 'Remove' button if you want to stop publishing your contract information to that reseller". A "Remove" button is located below this message. A callout "12" points to the "Remove" button.

Below the table, there is a section titled "Send email with my contract information to below email address:" with an input field for an email address. A "Send Now" button is located below the input field. A callout "13" points to the "Send Now" button.

At the bottom of the main content area, there is a "Finish" button. A callout "13" also points to this button.

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