

Adding an Affiliate to your Enterprise License Program Registration

What's in this Guide?

This guide provides Step-By-Step Instructions for an individual to add an affiliate to its Enterprise License Program registration on MyCitrix. The individual must be the Primary or Secondary License Program Administrator for the Parent's ELA registration. You must know the Customer ID of the company you wish to add as an affiliate to your Enterprise Licensing Program registration.

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. An authorized Citrix Partner can add an affiliate to your Enterprise License Program Registration for you. For additional assistance with either establishing a MyCitrix account or adding an affiliate to your Enterprise License Program registration, please contact an authorized Citrix Partner. Locate a partner at www.Citrix.com/Partners/Locator.

Why Add an Affiliate to your Enterprise License Program Registration?

Adding an affiliate to your Enterprise License Program entitles your affiliate organization to take advantage of the discounts and benefits provided under your ELA. It also allows your affiliate's purchases to potentially increase the Enterprise License Program benefits and discount level assigned to your ELA.

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- Registering as an Affiliate for the Enterprise License Program
- 5- Adding an Affiliate to your Enterprise Licensing Program Registration
- 6- Adding a New Contact
- 7- Accessing Your Company's ELA Program 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 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. A search bar is located on the right side of the navigation bar. On the left side, there is a 'My Citrix' sidebar with fields for Username and Password, a Log In button, and links for Forgot Your Password, New Users, and More Options. 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. A red box with the number '1' is placed over the 'Log In' button in the sidebar, with a red arrow pointing to it. 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' and a paragraph of text about the new Advisor Rewards & Lead Manager tool. At the bottom, there is a paragraph of text about the benefits of logging in.

Downloads Communities Events Buy Demo Global Sites Resources [Log in](#)

Products & Solutions Support Partners News Education About My Citrix

My Citrix

Username:

Password:

[Log In](#)

[Forgot Your Password](#)

[New Users](#)

[More Options](#)

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

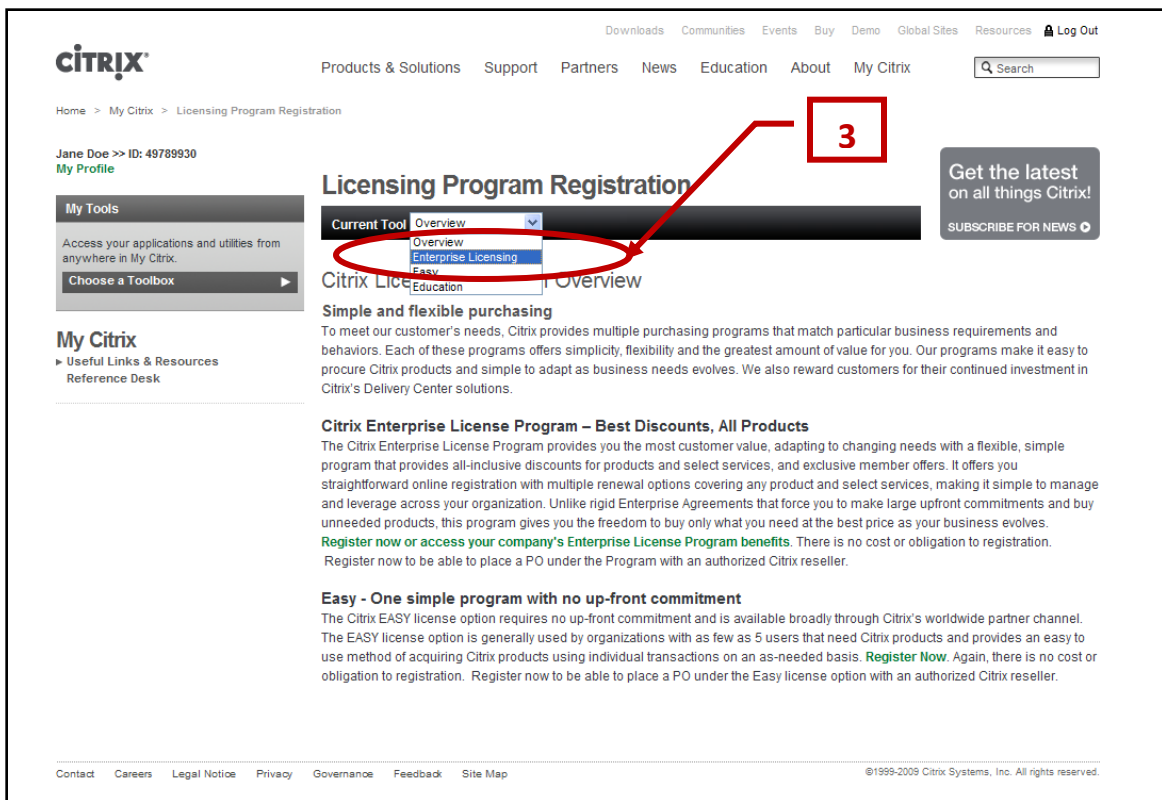
The new Advisor Rewards & Lead Manager will be live on May 4 and replaces the current Lead Management Tool (LMT). As part of the transition, LMT will be unavailable between Friday, May 1 at 3:00 PM (EDT) and Sunday, May 3 at 9:00 PM (EDT). We apologize for any inconvenience. Partners are encouraged to 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 License 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. A red arrow labeled '2a' points to this button. A dropdown menu is open, showing various options. A red circle labeled '2b' highlights the 'Licensing Program Registration' option. Other options in the menu include 'Application System Management Licenses', 'Manage My Renewals', 'My Certification Manager', 'My Support', 'Non-Disclosure Agreement (NDA)', 'Pending Transactions & Certificates', 'Product Previews / Beta Releases - License Retrieval', 'Product Upgrades/Fulfillment', 'Update My Company Information', 'Update My Information', 'View Contracts/Agreements', and 'Warranty Maintenance'. The page also features a search bar, navigation links (Products & Solutions, Support, Partners, News, Education, About, My Citrix), and a 'Log Out' button. A 'Featured Resources' section is visible below the dropdown menu.

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



The screenshot displays the Citrix website's 'Licensing Program Registration' page. At the top, the Citrix logo is on the left, and navigation links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and Log Out are on the right. Below the logo, there are links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search bar. The breadcrumb trail reads 'Home > My Citrix > Licensing Program Registration'. On the left side, there is a user profile for 'Jane Doe' with ID 49789930 and a 'My Tools' section. The main content area features a 'Current Tool' drop-down menu with options: Overview, Enterprise Licensing (highlighted in blue), Easy, and Education. A red circle highlights the 'Enterprise Licensing' option, and a red arrow points from a box containing the number '3' to this option. Below the menu, there is a section titled 'Citrix License Program Overview' with a sub-heading 'Simple and flexible purchasing'. The text describes the program's benefits and provides links for 'Citrix Enterprise License Program – Best Discounts, All Products' and 'Easy - One simple program with no up-front commitment'. The footer contains links for Contact, Careers, Legal Notice, Privacy, Governance, Feedback, and Site Map, along with the copyright notice '©1999-2009 Citrix Systems, Inc. All rights reserved.'

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

The screenshot shows the Citrix Enterprise License Program registration page. The page includes a navigation bar with links like 'Products & Solutions', 'Support', and 'Partners'. A user profile for Jane Doe is visible on the left. The main content area is titled 'Licensing Program Registration' and features a 'Current Tool' dropdown set to 'Enterprise Licensing'. Below this is a banner for the 'Enterprise License Program' with the tagline 'BEST DISCOUNT. ALL PRODUCTS.'.

The 'Manage My Registration' section is highlighted with a red box containing the number '4'. This section contains a welcome message for Jane Doe and a 'Citrix License Program Details' box. The details box lists the following information:

- Company: Test Company
- License Program: ELA
- Contract Number: 136447
- Contract Administrator: Jane Doe
- Administrator Email: jane.doe@testcom.com

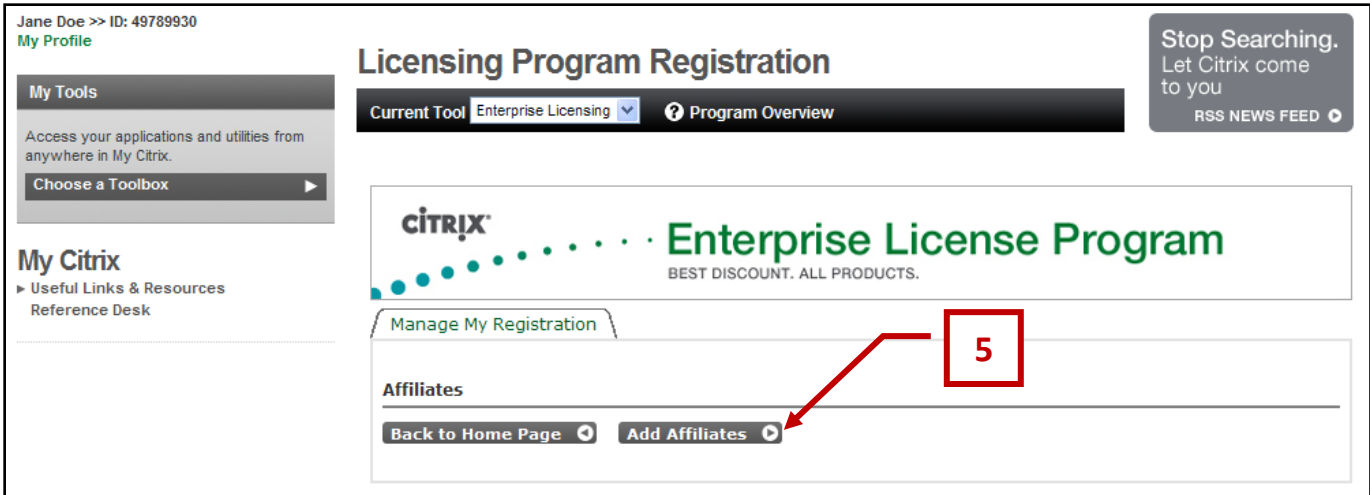
To the right of the details box is a sidebar with several management options: 'Register', 'Affiliate Company', 'Manage Contacts' (with sub-links for Primary Administrator, Secondary Administrator, and Add New Contact), 'Manage Registration' (with sub-links for Manage Affiliates and Publish Registration), and 'Enterprise License Program Resources' (with sub-links for Program Resources and Champion Tools). A red arrow points from the 'Manage Affiliates' link in the sidebar to the 'Manage Affiliates' link in the 'Manage My Registration' section.

Below the details box is a table showing the benefits of different ELA levels:

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	✓	✓	✓	✓	✓	✓

At the bottom of the page, there are links to 'View the Program Overview', 'Find a trusted Citrix Solution Advisor', and 'View the Enterprise License Program terms'.

5. Click **Add Affiliates**.



6. To identify your affiliate:
 - a. Enter the Customer ID of the company you wish to add as your affiliate to your Enterprise License Program registration in the box.
 - b. Then click **Continue**.

Jane Doe >> ID: 49789930
My Profile

My Tools
Access your applications and utilities from anywhere in My Citrix.
Choose a Toolbox ▶

My Citrix
▶ Useful Links & Resources
Reference Desk

Licensing Program Registration

Current Tool: Enterprise Licensing | ? Program Overview

Stop Searching.
Let Citrix come to you
RSS NEWS FEED

Enterprise License Program

BEST DISCOUNT. ALL PRODUCTS.

Manage My Registration

Please identify the company you wish to designate as an affiliate by entering its Customer ID number. The Customer ID number is required to register them as your affiliate.

A person may retrieve his or her organization's Customer ID by logging into MyCitrix and noting the number displayed after his or her name in the top left portion of the screen. For assistance, please contact Customer Service at 800-4CITRIX.

*Required information is preceded by an asterisk.

Please enter the affiliate customer ID you wish to register:

*

Continue ▶

7. Confirm the company shown is the organization you want to add as an affiliate.
 - a. If the wrong company information is shown, click **Back**. Restart the process after you get your affiliate's correct Customer ID.
8. Answer each of the 3 questions by clicking the appropriate circle. NOTE – If your answers show the company does not qualify as your affiliate, you will see that message and will not be allowed to add the company as your affiliate.
9. Click **Continue**.

Jane Doe >> ID: 49789930
My Profile

My Tools
Access your applications and utilities from anywhere in My Citrix.
Choose a Toolbox ▶

My Citrix
▶ Useful Links & Resources
Reference Desk

Stop Searching.
Let Citrix come to you
RSS NEWS FEED ◀

Licensing Program Registration

Current Tool Enterprise Licensing ? Program Overview

CITRIX Enterprise License Program
BEST DISCOUNT. ALL PRODUCTS.

Manage My Registration

Please confirm the company shown below is the organization you wish to designate as an affiliate of your Enterprise License Program registration. If this is the incorrect company, please press the back button below and identify another company.

7 →

Company Name : Test Company
Address :
99999
Test, FL 33334
USA

8 →

Is the entity under common control with, or controlled by your entity, where "control" means the ownership, direct or indirect, of a majority of an entity's stock entitled to vote for the election of directors?
 Yes No

Which best describes the affiliate's relationship to your company?
 Parent Subsidiary Other

Which best describes the structure of the affiliate?
 Corporation Partnership Other

7a → **9** →

10. Choose an Affiliate Contact from the list of people displayed.
11. To select your Affiliate Contact:
 - a. Click the circle in front of the person's name.
 - b. Then click **Continue**.
12. If the person who will be the Affiliate Contact is not listed, add a new contact by clicking **Add New Contact**. See the guide titled [Adding New Contacts](#) for Step-by-step instructions on how to add a new contact.

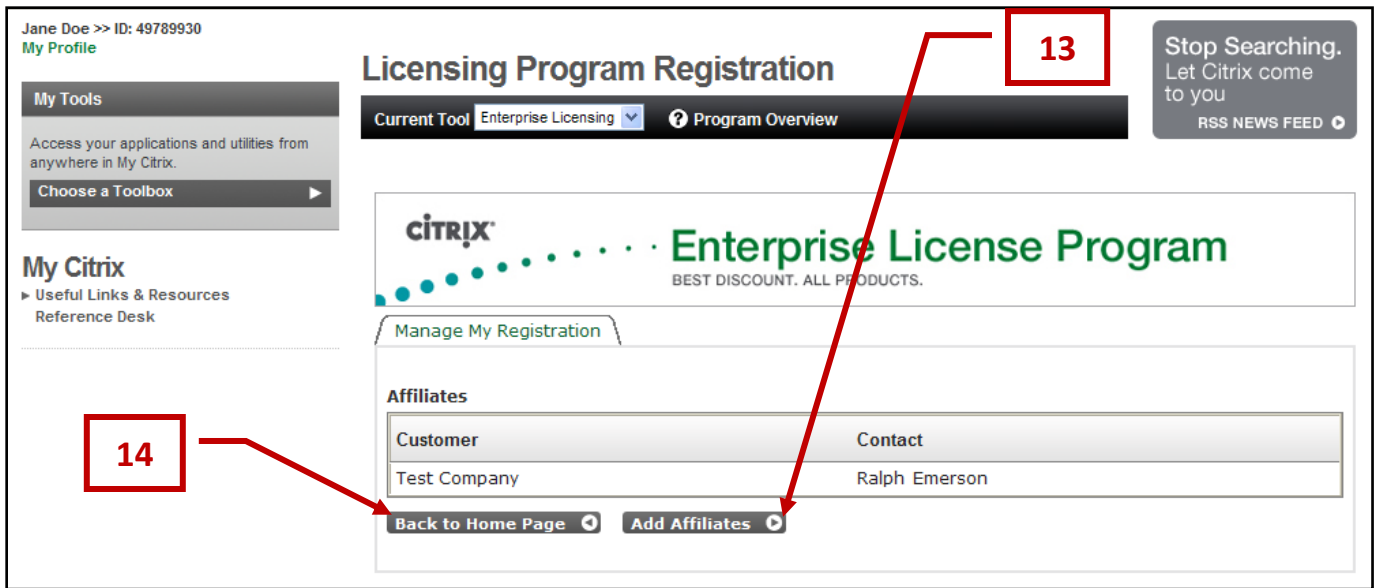
The screenshot shows the 'Licensing Program Registration' page. The page header includes the user's name 'Jane Doe' and ID '49789930'. The main content area is titled 'Enterprise License Program' with the tagline 'BEST DISCOUNT. ALL PRODUCTS.' Below this, there is a section for 'Manage My Registration' which states: 'Your organization must have an **Affiliate Contact**. Please select an **Affiliate Contact** from the list of names below. If the **Affiliate Contact** is not listed please click the "Add New Contact" button.'

A table of potential affiliate contacts is displayed with the following data:

First Name	Last Name	Phone	Email Address
<input checked="" type="radio"/> Ralph	Emerson	(999) 9999999	remerson@test.com
<input type="radio"/> Sally	James	(999) 9999999	sjames@test.com
<input type="radio"/> Pedro	Acevedo	+1 (999) 999-9999	pedroacevedo76@gmail.com

Below the table are two buttons: 'Add New Contact' and 'Continue'. Annotations 10, 11a, and 12 are shown as red boxes with arrows pointing to the radio button for Ralph Emerson, the table itself, and the 'Add New Contact' button, respectively.

- 13. You have successfully added an Affiliate to your Enterprise License Program registration. You can add another affiliate by clicking **Add Affiliates**
- 14. You can return to your home page by clicking **Back to Home Page**.



Now that you have added your affiliate(s) to your Enterprise License Program, you can share your ELA benefits with your affiliates using your Personal ELA Program Profile. For Step-By-Step instructions on how to access your personal profile, see the guide titled [Accessing Your Company's ELA Program Profile](#).