

Registering as an Affiliate for the Enterprise License Program

What's in this Guide?

This guide provides Step-By-Step Instructions for an organization to register itself as an affiliate for the Enterprise License Program on MyCitrix. You must have the Parent Company's Company ID and Registration Number to register your company as its affiliate.

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 register your organization as an affiliate for the Enterprise License Program for you. For additional assistance with either establishing a MyCitrix account or registering as an affiliate for the Enterprise License Program, please contact an authorized Citrix Partner. Locate a partner at www.Citrix.com/Partners/Locator.

Why register as an Affiliate for the Enterprise License Program?

Registering as an affiliate for the Enterprise License Program under your parent company's ELA entitles you to take advantage of the discounts and benefits provided to your parent. It also allows your purchases to potentially increase the Enterprise License Program benefits and discount level assigned to your parent organization's 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- 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 Citrix MyCitrix login page. At the top left is the Citrix logo. To its right is a navigation menu with links: Products & Solutions, Support, Partners, News, Education, About, and My Citrix. Further right is a search bar with a magnifying glass icon and the word 'Search'. In the top right corner, there are links for Downloads, Communities, Events, Buy, Demo, Global Sites, Resources, and a 'Log in' button with a user icon. On the left side, there is a 'My Citrix' login form with fields for 'Username:' and 'Password:', a 'Log in' button with a right-pointing arrow, and links for 'Forgot Your Password', 'New Users', and 'More Options'. A red box with the number '1' is positioned above the 'Log in' button, with a red 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 man in a suit holding a laptop with the Citrix logo. To the right of the banner is a 'NEW?' banner with the text 'Get instant access to My Citrix. REGISTER NOW' and a right-pointing arrow. Below the banner, there is a section titled 'Welcome to My Citrix!' with the subtext 'Log in for access to everything Citrix'. A grey box contains a notice about the new Advisor Rewards & Lead Manager tool, stating it will be live on May 4 and replaces the current Lead Management Tool (LMT), which will be unavailable from Friday, May 1 at 3:00 PM (EDT) to Sunday, May 3 at 9:00 PM (EDT). The notice encourages users to log in here with their existing credentials. At the bottom, there is a paragraph explaining the benefits of My Citrix, such as one-click access to tools and applications, and the ability to register products, manage licenses, and download software.

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 Citrix user interface. At the top left, the Citrix logo is visible. 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 button to a pop-up menu. In the pop-up menu, the 'Licensing Program Registration' option is circled in red and labeled '2b'. Other options in the menu include 'Activation 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 main content area shows a 'Welcome to' message, a search bar, and various resource links. A 'My Alerts' section at the bottom displays a notification: 'Your contact information was changed by Jane Doe on 6/9/2009 5:53:59 PM'.

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. A search bar is located on the right side of the secondary navigation bar.

On the left side of the page, there is a user profile section for 'Jane Doe' with ID: 49789930 and a 'My Profile' link. Below this is a 'My Tools' section with a 'Choose a Toolbox' button. Further down is a 'My Citrix' section with links for 'Useful Links & Resources' and 'Reference Desk'.

The main content area is titled 'Licensing Program Registration'. It features a 'Current Tool' dropdown menu with options: Overview, Enterprise Licensing (highlighted with a red circle and a red arrow pointing to a box with the number '3'), Easy, and Education. Below the dropdown menu, there is a section titled 'Simple and flexible purchasing' with a sub-section 'Citrix Enterprise License Program – Best Discounts, All Products'. This section describes the benefits of the program, including all-inclusive discounts and straightforward online registration. It also includes a sub-section 'Easy - One simple program with no up-front commitment' which describes the EASY license option.

At the bottom of the page, there is a footer with links for Contact, Careers, Legal Notice, Privacy, Governance, Feedback, and Site Map. On the right side of the footer, there is a copyright notice: ©1999-2009 Citrix Systems, Inc. All rights reserved.

4. To learn more about the Enterprise License Program:
 - a. Click the **Program Overview** for a program summary.
 - b. Click **Enterprise License Program terms** to view the program terms.
5. Click **Begin registration** to start the license program registration process.

The screenshot displays the Citrix 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, a secondary navigation bar includes Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search bar. The user's name, Jane Doe, and ID are shown in the top left. A 'My Tools' section provides access to applications and utilities. The main content area is titled 'Licensing Program Registration' and features a 'Current Tool' dropdown menu set to 'Enterprise Licensing'. A prominent banner for the 'Enterprise License Program' states 'BEST DISCOUNT. ALL PRODUCTS.' Below the banner, a 'Register for ELA' section welcomes Jane Doe and identifies her company as 'Test Comany'. A red box labeled '5' highlights the 'Begin registration' link. To the right, there are links for 'Enterprise License Program Resources' and 'Program Resources Champion Tools'. A section titled 'Citrix License Program Benefits' lists three bullet points: earning discounts, simple online registration, and buying only what is needed. To the right of the benefits is a table showing the progression of benefits across ELA levels 1 to 6. At the bottom, three links are provided: 'View the Program Overview' (highlighted by red box '4a'), 'Find a trusted Citrix Solution Advisor', and 'View the Enterprise License Program terms' (highlighted by red box '4b').

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	✓	✓	✓	✓	✓	✓

6. If your organization is an affiliate of a parent company with a valid Enterprise Licensing Registration and wants to register as an affiliate of that company, click **Affiliate Company**. You will need the Customer ID and Registration Number of the parent company to register as an affiliate.
7. If your company is not an affiliate of a parent company with a valid Enterprise Licensing Registration, click **Parent Company**. See the guide titled [Registering for the Enterprise Licensing Program](#) for Step-By-Step instruction on how to register as a parent company.

The screenshot shows the Citrix 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 the navigation bar, there is a search bar and a breadcrumb trail: Home > My Citrix > Licensing Program Registration. The user profile section shows Jane Doe with ID 49789930 and a My Profile link. The My Tools section provides access to applications and utilities. The main content area features a banner for the Enterprise License Program with the text 'BEST DISCOUNT. ALL PRODUCTS.' and a 'Register for ELA' link. Below the banner, there is a section titled 'To proceed with Enterprise Licensing Registration, please make the appropriate selection:' with two options: 'Parent Company' and 'Affiliate Company'. A red box labeled '6' highlights the 'Enterprise Licensing' dropdown menu, and a red box labeled '7' highlights the 'Parent Company' and 'Affiliate Company' selection buttons.

8. To continue the registration process:
 - a. Enter the Registration number and Customer ID of your parent company in the boxes indicated
 - b. Then click **Continue**.

John Doe >> ID: 49789809
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.

Register for ELA

Upon completion of the parent company's Enterprise License Program Agreement, a Registration Number (formally called Contract Number) was emailed to the designated contract administrator.
If you do not know your parent company's Customer ID number or Registration number, please contact the contract administrator for your parent company.
*Required information is preceded by an asterisk.

Please enter the Registration number of the Parent company:
*

Please enter the Parent Customer ID of Company:
*

You need to obtain this ID number from your parent customer. Your parent customer may retrieve their Customer ID by logging into MyCitrix, going to My Profile and selecting Manage My Company.
The parent company will be notified when your Enterprise License Program Affiliate Agreement is completed.

Continue

8a points to the first input field.
8b points to the second input field.

9. Verify that the company displayed is your parent company.
10. If the company listed is correct click **Yes**.
11. If the company is not the correct parent company, click **No** to end this registration process. When you have obtained the correct Registration Number and Customer ID from your parent company, you can register as an affiliate by starting this registration process again at the first step.

John Doe >> ID: 49789809
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

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Enterprise License Program

BEST DISCOUNT. ALL PRODUCTS.

Register for ELA

Please confirm the company listed below is the correct parent company for your affiliate location:

Registration Type: ELA
Registration Number: 136454
Contact Last Name: Maker
Contact First Name: Decision

Company Name: End User Company
Company Address:
851 W Cypress Creek Rd
Fort Lauderdale, FL 33309-2009
USA
Phone: 954 5555555
Fax:

Selecting "Yes" will allow you to continue the registration process. Selecting "No" will terminate the registration process until you have identified the correct information to associate you with your Parent Company.
If you have any questions, please contact your authorized Citrix reseller or Citrix Sales representative.

Yes No

9 points to the Registration Number field.

10 points to the Company Name field.

11 points to the Yes/No buttons.

12. Choose your company's Affiliate Contact from the list displayed.
13. To select your Affiliate Contact:
 - a. Click the circle in front of the person's name.
 - b. Then click **Continue**.
14. If the person to be the Affiliate Contact is not listed, add the person as 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. At the top left, it displays 'John Doe >> ID: 49789809' and 'My Profile'. Below this is a 'My Tools' section with a 'Choose a Toolbox' dropdown. The main header area includes 'Current Tool: Enterprise Licensing' and a 'Program Overview' link. A 'Stop Searching' banner is visible in the top right. The main content area features the Citrix logo and 'Enterprise License Program' with the tagline 'BEST DISCOUNT. ALL PRODUCTS.'. Below this is a 'Register for ELA' section with the text: '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.'

The contact list is as follows:

First Name	Last Name	Phone	Email Address
<input checked="" type="radio"/>	Doris Brown	(9874) 63748293	dbrown@test.com
<input type="radio"/>	John Doe	(9874) 63748293	Test@ttech.com

At the bottom of the contact list are two buttons: 'Add New Contact' and 'Continue'. Red callout boxes with arrows point to these elements: box 12 points to the text 'Your organization must have an Affiliate Contact'; box 13a points to the radio button for Doris Brown; box 13b points to the 'Continue' button; and box 14 points to the 'Add New Contact' button.

15. You have completed registration and should make note of your information. Your parent company's License Administrator will be notified that you have been added as an affiliate of the parent company's Enterprise License Agreement.

The screenshot shows the Citrix Licensing Program Registration page. At the top left, the user is identified as John Doe with ID 49789809. The page title is 'Licensing Program Registration'. A 'Current Tool' dropdown is set to 'Enterprise Licensing', and there is a 'Program Overview' link. A 'Stop Searching' notification is present in the top right. The main content area features the Citrix logo and the 'Enterprise License Program' header with the tagline 'BEST DISCOUNT. ALL PRODUCTS.'. Below this is a 'Register for ELA' button. A 'Thank You' message is displayed, stating: 'Thank you for participating in the Citrix Enterprise License Program. Your Contract Administrator will be notified regarding the status of their Citrix Enterprise License Program Registration.' A red box highlights the registration details: 'Your Customer ID is:49789809' and 'Your Enterprise Licensing Agreement Number is:136454-01'. A 'Manage My Registration' button is located at the bottom of the message. A red box with the number '15' and an arrow points to the registration details box.

You are now registered as an affiliate under your parent organization's Enterprise License Agreement. See the guide titled **Accessing Your Company's ELA Profile** for Step-By-Step instructions on how to access your personal ELA Profile with information and share it with others in your organization to help your company maximize its benefits.