

Accessing Your Company's ELA Program Profile

What's in this Guide?

This section provides Step-By-Step Instructions for a customer to access its company's ELA Program Profile. The company must be registered in the ELA Program and have already submitted a qualified initial order resulting in the ELA being established at a defined program level.

The steps below are for an individual who has an existing MyCitrix account that is associated with a customer organization. If you do not have a MyCitrix account, see the guide titled [Creating a MyCitrix Account](#) for Step-By-Step instructions on how to set up your account on MyCitrix. An Authorized Citrix Partner can access your company's ELA Program Profile for you. For additional assistance with either establishing a MyCitrix account or accessing your company's ELA Program Profile, please contact an authorized Citrix Partner. Locate a partner at www.Citrix.com/Partners/Locator.

Why Access Your Company's ELA Program Profile?

Accessing your company's ELA Program Profile is the easiest way to see a summary of your customized discount and benefits in one, easy to use document. You can post the document on your company's Intranet, department's SharePoint site or email it to your associates to enable them to take advantage of the discounts and benefits. This allows their 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- 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 a Log in button. Below this is a secondary navigation bar with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix, along with a search bar. On the left side, there is a 'My Citrix' sidebar containing a login form 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, 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' followed by a notice about the new Advisor Rewards & Lead Manager tool and a paragraph describing 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 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 box to a pop-up menu. In the pop-up menu, the 'Licensing Program Registration' option is circled in red. Another red box labeled '2b' points to the 'Choose a Toolbox' button. The pop-up menu lists various options: Activation System, Manage Licenses, Licensing Program Registration, 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 'Licensing Program Registration' option is the one to be selected according to the instructions. The interface also includes a search bar, a 'Log Out' button, and a 'Featured Resources' section.

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 this bar. The main content area is titled 'Licensing Program Registration' and features a 'Current Tool' drop-down menu. The menu is open, showing options for Overview, Enterprise Licensing (highlighted with a red circle and arrow), and Education. A red box with the number '3' is positioned next to the arrow pointing to 'Enterprise Licensing'. The page also includes a 'My Tools' section on the left, a 'My Citrix' section with links to Useful Links & Resources and Reference Desk, and a 'Get the latest on all things Citrix!' subscription box. 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.

4. Click **My Program Profile** in the Manage Registration section of the screen.

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 search bar and a navigation menu with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. The user is logged in as QA Tester Phiphany4 with ID 49788618. The main heading is 'Licensing Program Registration' with a dropdown menu for 'Current Tool P' set to '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 welcome message and 'Citrix License Program Details' for 'Ephany - SC4'. A table below shows the user's 'YOUR LEVEL' as 4, with various benefits like 35% discount and Executive Program Membership. A sidebar on the right contains links for Register, Manage Contacts, Manage Registration, and Enterprise License Program Resources. A red box with the number '4' is positioned to the left of the 'My Program Profile' link in the 'Manage Registration' sidebar, with a red arrow pointing to it.

Citrix License Program Details

Company: Ephany - SC4
 License Program: ELA
 Program Level: 4
 Contract Number: 136277
 Contract Administrator: QA Tester Phiphany4
 Administrator Email: epiphany-sc4@citrix.com

* Note: To get information on your organization's actual discount, view the [Program Profile](#) or contact your company's Contract Administrator.

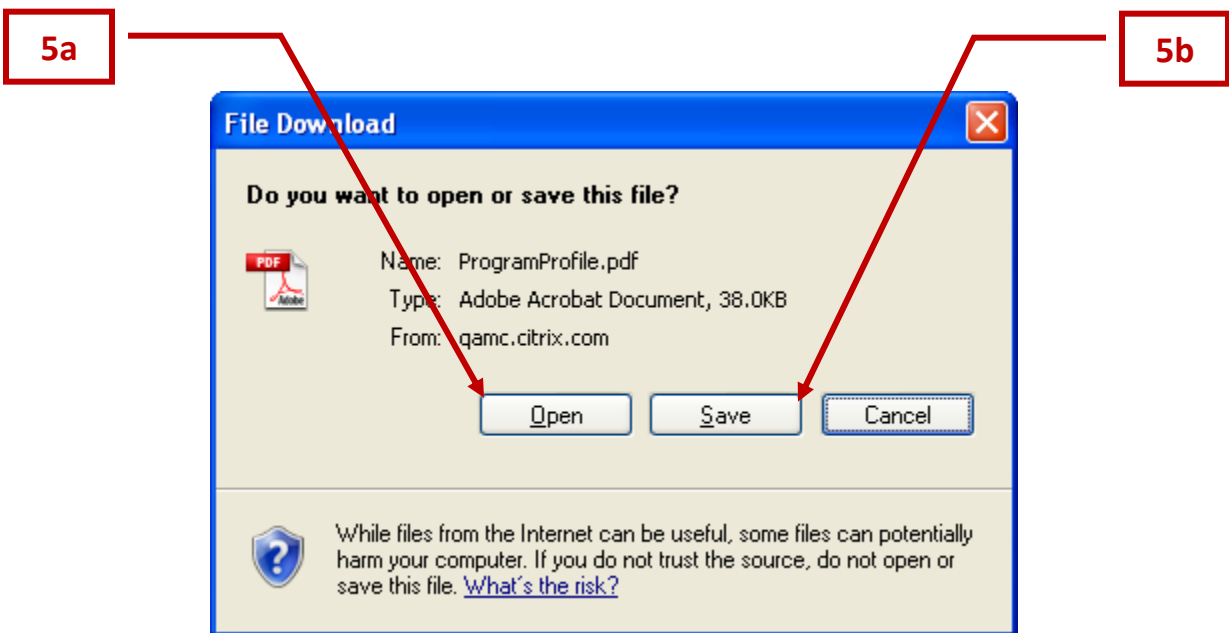
YOUR LEVEL ▼

ELA Level	1	2	3	4	5	6
Your Citrix Investment						
Your Discount:						
Citrix Delivery Center Products		✓	✓	35%	✓	✓
Citrix Professional Services				35%	✓	✓
Executive Program Membership				✓	✓	✓
Online Agreement Management	✓	✓	✓	✓	✓	✓

Manage Registration

- Manage Affiliates
- Publish Registration
- My Program Profile**

5. To access your Program Profile:
 - a. Click **Open** to view the Profile or
 - b. **Save** to save the file.



Once you have retrieved your company's customized ELA Program Profile, you can post it on your company's Intranet or file server or email it to your associates to help your company take full advantage of its benefits.