

Registering for the Easy License Program

What's in this Guide?

This guide provides Step-By-Step Instructions for an organization to register itself for the Easy License Program on MyCitrix.

The steps below are for an individual who has an existing MyCitrix account. See the guide titled [Creating an Account on MyCitrix.com](#) for instructions on how to create your MyCitrix account. An authorized Citrix Partner can register your organization for the Easy License Program for you. For additional assistance with either establishing a MyCitrix account or registering for the Easy License Program, please contact an authorized Citrix Partner. Locate a partner at www.Citrix.com/Partners/Locator.

Why Register for the Easy License Program?

The Citrix Easy license option requires no up-front commitment and provides an easy to use method of acquiring Citrix products using individual transactions on an as-needed basis. Registering for the Easy license program does not obligate you or your company to any purchase.

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. At the bottom, there is a paragraph explaining the benefits of MyCitrix.

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, 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, the user's name 'Jane Doe' and ID '49789945' are shown, along with a 'My Profile' link. The 'My Tools' section is highlighted with a red box labeled '2a', and the 'Choose a Toolbox' option is selected, opening a dropdown menu. The 'Licensing Program Registration' option in this menu is circled in red. A red box labeled '2b' points to the 'Choose a Toolbox' option. The dropdown menu includes options such as 'Activation System/Manage 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'. Below the menu, there is a search bar with the text 'Find everything you need in one simple place:' and a 'Choose Category' dropdown. The 'Featured Resources' section shows 'Knowledge Center Resources' with a count of 0. The 'My Alerts' section states 'You do not have any alerts at this time.' 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.'

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

The screenshot shows the Citrix Licensing Program Registration page. The 'Current Tool' dropdown menu is open, and the 'Easy' option is highlighted with a red circle. A red box with the number '3' is positioned above the dropdown, with a red arrow pointing to the 'Easy' option.

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

Products & Solutions Support Partners News Education About My Citrix

Home>My Citrix>Licensing Program Registration

Jane Doe >> ID: 49789945
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: Overview
Overview
Citrix Licensing
Easy
Citrix Licensing Education Overview

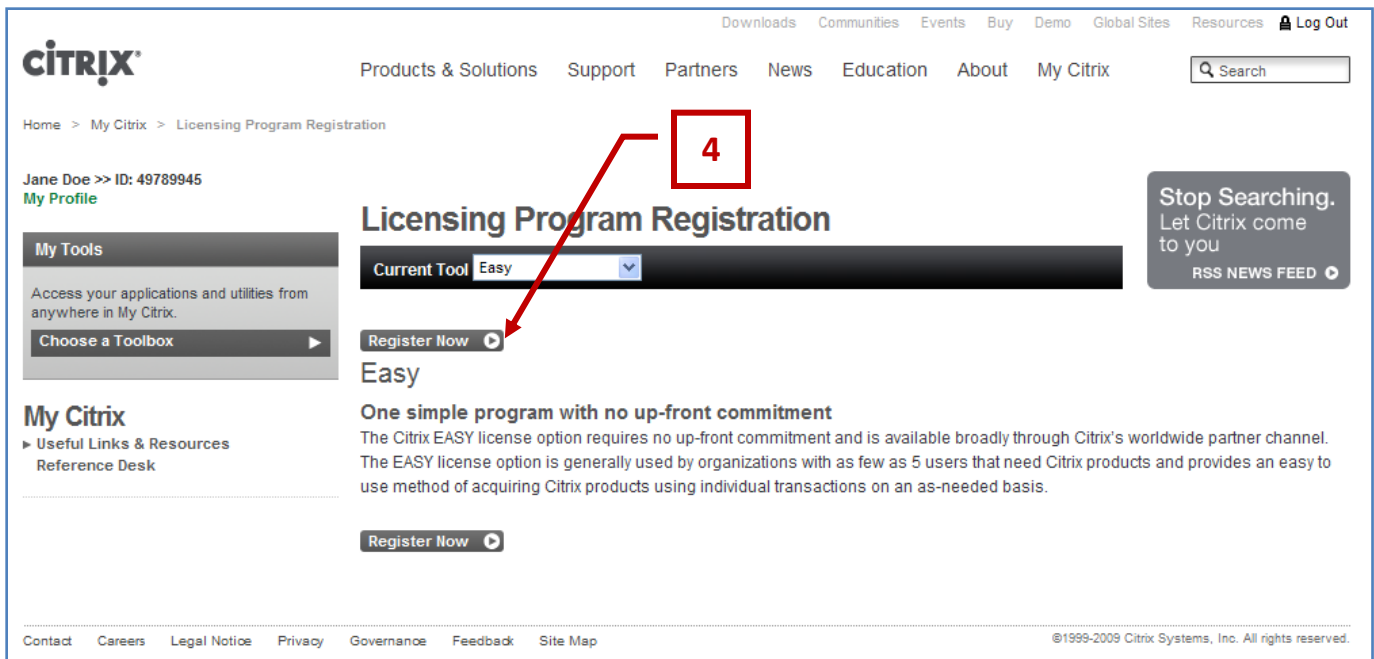
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Simple and flexible purchasing
To meet our customer's needs, Citrix provides multiple purchasing programs that match particular business requirements and behaviors. Each of these programs offers simplicity, flexibility and the greatest amount of value for you. Our programs make it easy to procure Citrix products and simple to adapt as business needs evolves. We also reward customers for their continued investment in Citrix's Delivery Center solutions.

Citrix Enterprise License Program – Best Discounts, All Products
The Citrix Enterprise License Program provides you the most customer value, adapting to changing needs with a flexible, simple program that provides all-inclusive discounts for products and select services, and exclusive member offers. It offers you straightforward online registration with multiple renewal options covering any product and select services, making it simple to manage and leverage across your organization. Unlike rigid Enterprise Agreements that force you to make large upfront commitments and buy unneeded products, this program gives you the freedom to buy only what you need at the best price as your business evolves. **Register now or access your company's Enterprise License Program benefits.** There is no cost or obligation to registration. Register now to be able to place a PO under the Program with an authorized Citrix reseller.

Easy - One simple program with no up-front commitment
The Citrix EASY license option requires no up-front commitment and is available broadly through Citrix's worldwide partner channel. The EASY license option is generally used by organizations with as few as 5 users that need Citrix products and provides an easy to use method of acquiring Citrix products using individual transactions on an as-needed basis. **Register Now.** Again, there is no cost or obligation to registration. Register now to be able to place a PO under the Easy license option with an authorized Citrix reseller.

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4. Click **Register Now**.

The screenshot shows the Citrix website's "Licensing Program Registration" page. The page layout includes a top 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 set to "Easy". A red box with the number "4" is positioned above the "Register Now" button, which is highlighted by a red arrow. The page also includes a "My Tools" sidebar, a "My Citrix" section with useful links, and a footer with contact information and a copyright notice.

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

Products & Solutions Support Partners News Education About My Citrix

Home > My Citrix > Licensing Program Registration

Jane Doe >> ID: 49789945
[My Profile](#)

My Tools
Access your applications and utilities from anywhere in My Citrix.
[Choose a Toolbox](#)

Licensing Program Registration

Current Tool: Easy

Register Now

Easy

One simple program with no up-front commitment
The Citrix EASY license option requires no up-front commitment and is available broadly through Citrix's worldwide partner channel. The EASY license option is generally used by organizations with as few as 5 users that need Citrix products and provides an easy to use method of acquiring Citrix products using individual transactions on an as-needed basis.

Register Now

[Stop Searching. Let Citrix come to you](#)
[RSS NEWS FEED](#)

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5. You can view the Easy License Program Terms by clicking the **Program Terms** link.
6. Click **Parent Company** to register for the Easy license program as a parent company.
7. If your parent organization is registered for the Easy licensing program:
 - a. Click **Affiliate** to learn how Citrix defines a licensing affiliate.
 - b. If you qualify, click **Affiliate Company** to add yourself as an affiliate to your parent company's Easy License Program Registration. You will need your Parent Organization's Registration Number and Customer ID.

The screenshot shows the Citrix Licensing Program Registration page. The page title is "Licensing Program Registration" and the current tool is set to "Easy". The page content includes a welcome message, a description of the program, and instructions for registration. Red callout boxes and arrows highlight the following elements:

- 5**: Points to the "Program Terms" link in the text: "If you wish to view current Program terms, please click here: **Program Terms**."
- 6**: Points to the "Parent Company" button in the registration options.
- 7a**: Points to the "Affiliate" link in the text: "To view how Citrix defines a licensing affiliate, please click here: **Affiliate**."
- 7b**: Points to the "Affiliate Company" button in the registration options.

The page footer contains the following text: "Contact Careers Legal Notice Privacy Governance Feedback Site Map" and "©1999-2009 Citrix Systems, Inc. All rights reserved."

8. Click **New Registration** to register for the Easy licensing program.
9. Click **Add Affiliate** if your company has already registered as a parent company for the Easy licensing program and wants to add an affiliate to its Easy Licensing Program Registration.

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 user's profile is shown as Jane Doe with ID 49789945. The main heading is 'Licensing Program Registration', and the current tool is set to 'Easy'. A section titled 'Easy Licensing Registration Parent Company Options' contains the following text: 'Please select one of the options below:' followed by two bullet points: 'New Registration - Select this option if your company wishes to register for the Easy Licensing Program with Citrix Systems.' and 'Add Affiliate - Select this option if your company wishes to add an affiliate to their Easy Licensing Program Registration.' Below this text are two buttons: 'New Registration' and 'Add Affiliate'. Red boxes with the numbers 8 and 9 are placed over these buttons, with red arrows pointing from the boxes to the buttons.

10. Click **Continue**. You will be able to edit the information later in the registration process if necessary.

The screenshot displays 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, a secondary navigation bar includes 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 set to 'Easy'. A sidebar on the left contains 'My Tools' and 'My Citrix' sections. The central registration form, titled 'Easy Licensing Registration Form', contains the following information:

Company:	Educational Institution
Company URL:	
Company Address:	851 W Cypress Creek Rd Fort Lauderdale, FL 33309-2009 USA
Company Phone:	(954) 1111111
Company Fax:	()
Contact First Name:	
Contact Last Name:	

At the bottom of the form is a 'Continue' button with a right-pointing arrow. A red box containing the number '10' has an arrow pointing to this button. The footer of the page includes 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.

11. You must choose a Contract Administrator for your Easy License Program.
12. If the person who will be your Primary Contract Administrator is displayed on the list of names:
 - a. Indicate that person by clicking the circle in front of the name
 - b. Then click **Accept Choice**.
13. If the person who will be your Primary Contract Administrator is not displayed on the list of names, click **Add New**. See the guide titled [Adding New Contacts](#) for Step-By-Step instructions on how to add a new contact.

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 main navigation menu with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. The page title is "Licensing Program Registration" and the current tool is set to "Education".

The main content area is titled "Education Licensing Registration Contract Administrator". It instructs the user to select a Contract Administrator from a list of names. Below the instructions is a table of contacts:

Contact Name	Phone	Email Address
<input type="radio"/> Jane Doe	954-1111111jdoe@ei.edu	
<input type="radio"/> George Green	954-1111111ggreen@school.edu	
<input checked="" type="radio"/> Violet Smith	954-1111	vsmith@school.edu

Below the table are two buttons: "Accept Choice" and "Add New". Annotations 11, 12a, 12b, and 13 point to these elements: 11 points to the "Accept Choice" button, 12a points to the radio button for Violet Smith, 12b points to the "Accept Choice" button, and 13 points to the "Add New" button.

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

- 14. You can add an affiliate organization to your Easy Licensing Program Registration to extend your benefits to your entire organization. To add an affiliate, click **Add Affiliate** and follow the instructions displayed.
- 15. To continue without adding an affiliate at this time, click **Don't Add Affiliate**. You can add affiliates later.

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 set to 'Easy'. A sidebar on the left contains 'My Tools' and 'My Citrix' sections. The main text area is titled 'Easy Licensing Registration Affiliate Definition' and contains several paragraphs of text. At the bottom of the text area, there are two buttons: 'Add Affiliate' and 'Don't Add Affiliate'. A red callout box labeled '14' points to the 'Add Affiliate' button, and another red callout box labeled '15' points to the 'Don't Add Affiliate' button. The footer of the page contains links for Contact, Careers, Legal Notice, Privacy, Governance, Feedback, and Site Map, along with a copyright notice for Citrix Systems, Inc.

- 16. Make sure the company information displayed is correct.
- 17. If the company information displayed is correct, click **Complete Registration**.
- 18. If the company information displayed is not correct, click **Go Back and Edit Company Information**.

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 this is a search bar and a main navigation menu with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. The user is identified as Jane Doe with ID: 49789945. The page title is "Licensing Program Registration". A "Current Tool" dropdown menu is set to "Easy". A "Stop Searching" message is present in the top right. The main content area is titled "Easy License Registration Information Verification" and contains a table of user information. A "Complete Registration" button is at the bottom, and a "Go Back and Edit Company Information" link is also present. Three red boxes with numbers 16, 17, and 18 are overlaid on the page. Box 16 points to the table of company information. Box 17 points to the "Complete Registration" button. Box 18 points to the "Go Back and Edit Company Information" link.

Customer Name:	Educational Institution
Address:	851 W Cypress Creek Rd Fort Lauderdale, FL 33309-2009 USA
Easy License Contact:	Violet Smith
Telephone:	954 1111
Fax:	
E-mail:	vsmith@school.edu
Affiliate Name(s):	

- 19. You have completed registration. Please make note of your information.
- 20. You can publish your License Program Registration information to your trusted Citrix Advisor(s). This will arm your Citrix Advisor(s) with your contract and discount information to simplify Citrix product procurement. To publish your registration to your trusted Citrix Advisor(s):
 - a. Enter your Reseller's Email Address in the box
 - b. Then click **Send**.
- 21. To end registration without sending your registration to a reseller, click **Exit Registration**.

The screenshot shows the Citrix website's 'Licensing Program Registration' confirmation 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 search bar and a main navigation menu with links for Products & Solutions, Support, Partners, News, Education, About, and My Citrix. The user's profile information is displayed as 'Jane Doe >> ID: 49789945' with a 'My Profile' link. A 'My Tools' section offers access to applications and utilities. A 'Stop Searching' banner is present on the right. The main content area is titled 'Licensing Program Registration' and includes a 'Current Tool' dropdown menu set to 'Easy'. Below this is a section for 'Easy Licensing Registration Confirmation' with a 'Thank You' message. A red box labeled '19' points to the text: 'Should you wish to make a purchase, your submission of a purchase order with your Registration Number and Customer ID (displayed below) to an authorized Citrix reseller shall constitute your acceptance of the then current Program terms for that purchase. If you have any questions, please contact your authorized Citrix reseller or Citrix sales representative.' Below this, another red box labeled '20a' points to the text: 'Please write the following numbers down for future reference: Your Customer ID is: 49789945 Your Easy Licensing Registration Number is: 136456'. A third red box labeled '20b' points to the 'Reseller Email Address:' input field. A fourth red box labeled '21' points to the 'EXIT REGISTRATION' button. A 'Send' button is also visible next to the email field.

You are now registered under the Easy licensing program and can place orders with any authorized Citrix partner.