Adding A New Contact to your Company's Citrix Account

What's in this Guide?

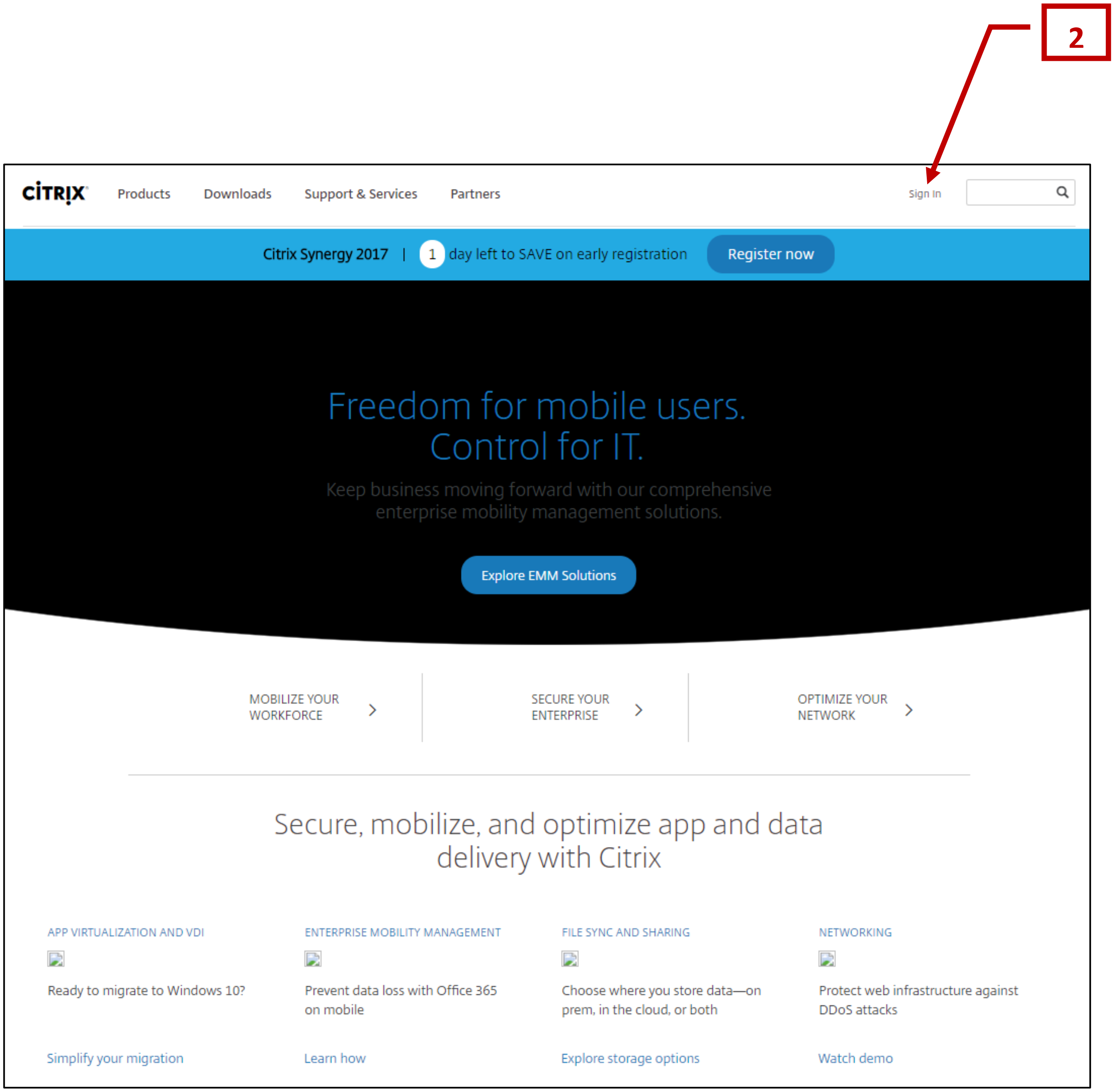
This guide provides step-by-step instructions for an individual to add a new contact to its organization's account on Citrix.com.

The steps below are for an individual who has an existing Citrix account. See the guide titled **Creating a Citrix Account** for instructions on how to create your Citrix account. An authorized Citrix Partner can add a new contact to your organization's account for you. For additional assistance with either establishing a Citrix account or adding a new contact, please contact an authorized Citrix Partner. Locate a partner at www.Citrix.com/Partners/Locator.

Why add a new Contact?

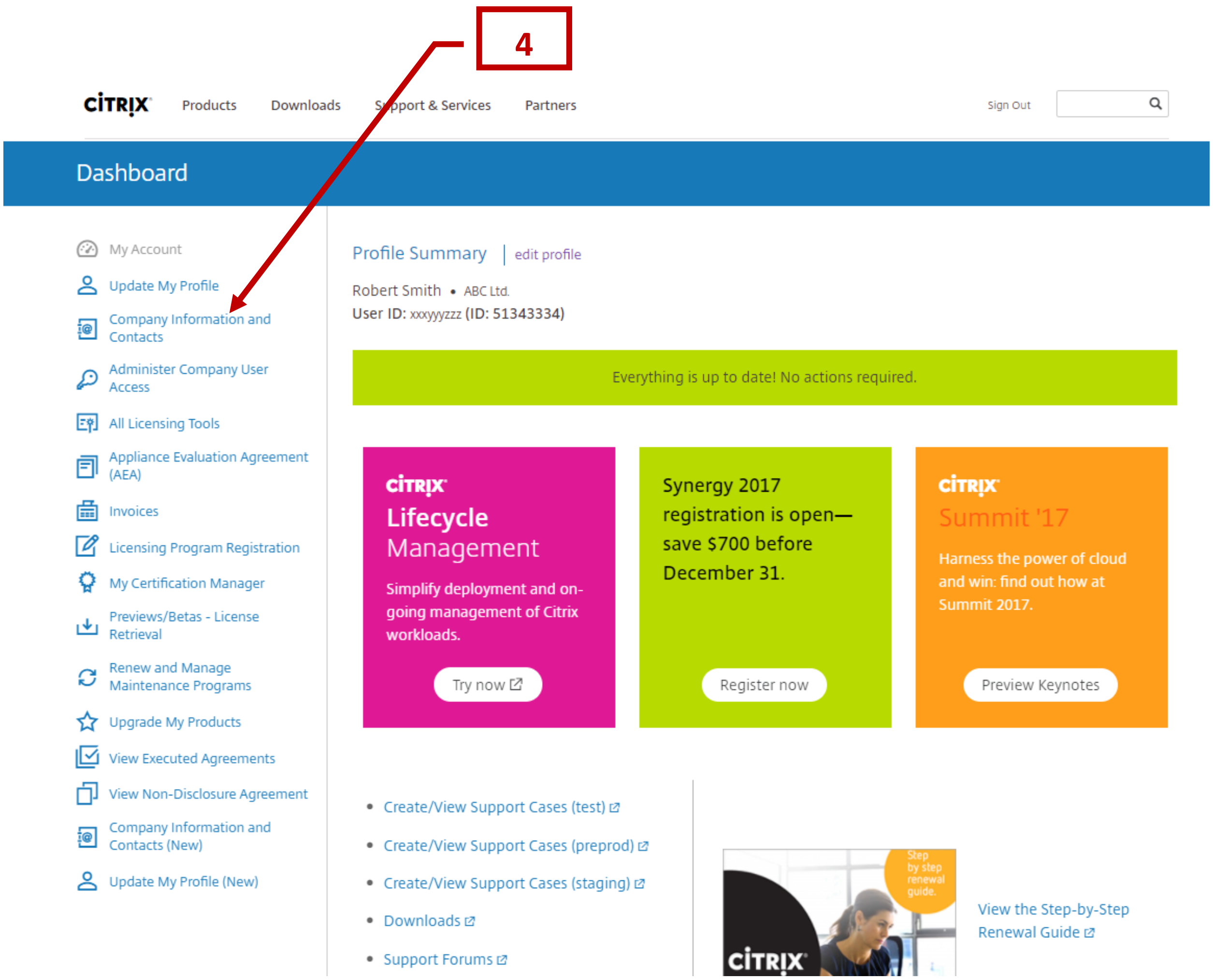
Adding a new contact to your oranization's account is one of the easiest methods of extending your Citrix discount and benefits across your organization while increasing the opportunities for other departments and affiliates to increase your discount and benefits.

1. Go to www.Citrix.com.
2. Click **Sign In**.

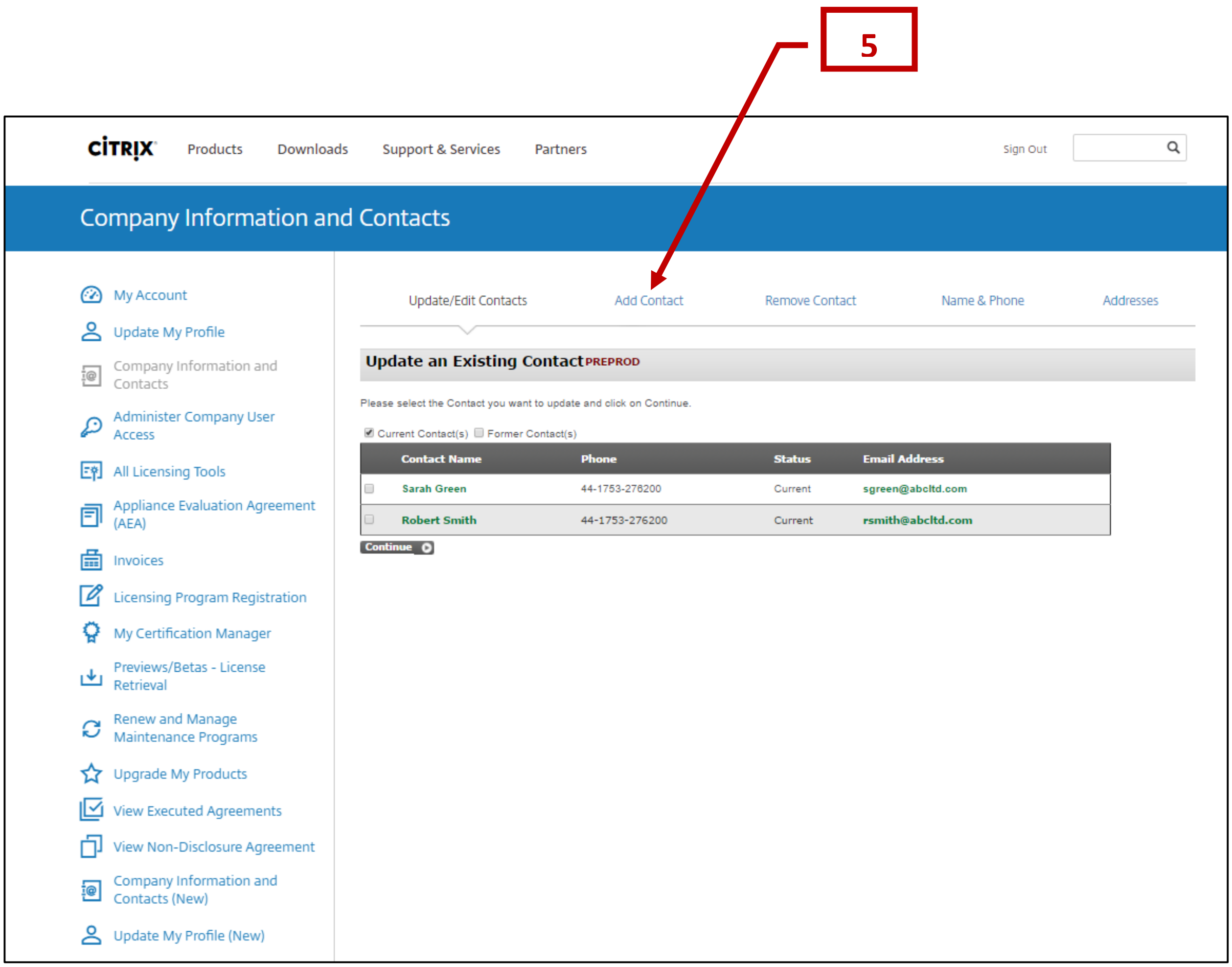


3. To sign into Citrix.com:
    a. Enter your User name and Password.
    b. Click **Sign In**.

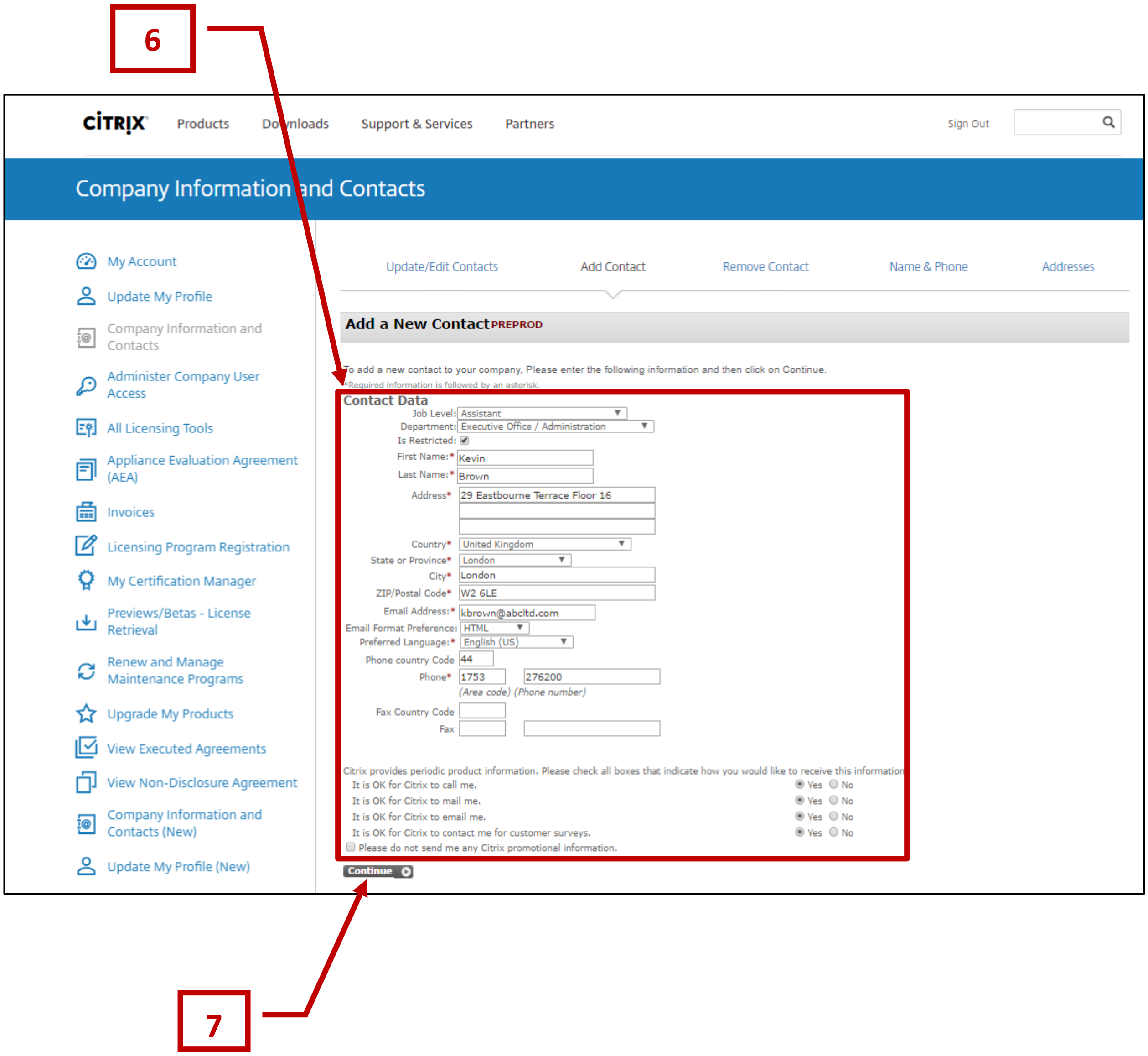
4. Click **Company Information and Contacts**.



5. Click the **Add Contact** tab.



6. To identify your new contact, add information in all required fields indicated by an asterisk (*).
7. When all information has been entered, click **Continue**.



8. When the scfeen displays the message below, you have finished adding a new contact.
9. You can perform another function by pointing to and clicking the desired link.
10. If you are finished click Sign Out to log out of your account.