What’s in this guide?
This guide provides step-by-step instructions to add an affiliate to your Enterprise License Agreement (“ELA”) on citrix.com. The individual must be the Primary or Secondary License Program Administrator for the parent’s Enterprise License Agreement. You must know the Customer ID of the company you wish to add as an affiliate to your Enterprise License Agreement.

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 an affiliate to your Enterprise License Agreement for you. For additional assistance with either establishing a Citrix account or adding an affiliate to your Enterprise License Agreement, please contact an authorized Citrix partner. Locate a partner at www.Citrix.com/Partners/Locator.

Why add an affiliate to your Enterprise License Agreement?
Adding an affiliate to your Enterprise License Agreement 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 Agreement benefits and discount level assigned to your ELA.
2. Click Sign In.
3. To sign into citrix.com:
   a. Enter your User name and Password.
   b. Click Sign In.
4. Click **Licensing Program Registration**.
5. Click the **Enterprise Licensing** tab.
   a. Click **Manage Affiliates** in the **Manage Registration** section of the screen.
6. Click **Add Affiliates**.
7. To identify your affiliate:
   a. Enter the Customer ID of the company you wish to add as your affiliate to your Enterprise License Agreement in the box.
   b. Then click **Continue**.
8. 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.
9. Answer each of the three questions by clicking the appropriate circle. NOTE – If your answers show that the company does not qualify as your affiliate, you will see a message that the company does not qualify as an affiliate and you will not be allowed to add the company as your affiliate.
10. Click Continue.
11. Choose an Affiliate Contact from the list of people displayed.
12. To select your Affiliate Contact:
   a. Click the circle in front of the person’s name.
   b. Then click Continue.
13. 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 a New Contact to your Company’s Citrix Account for detailed instructions on how to add a new contact.
14. You have successfully added an affiliate to your Enterprise License Program registration. You can add another affiliate by clicking Add Affiliates.

15. 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 Enterprise License Agreement Profile.

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