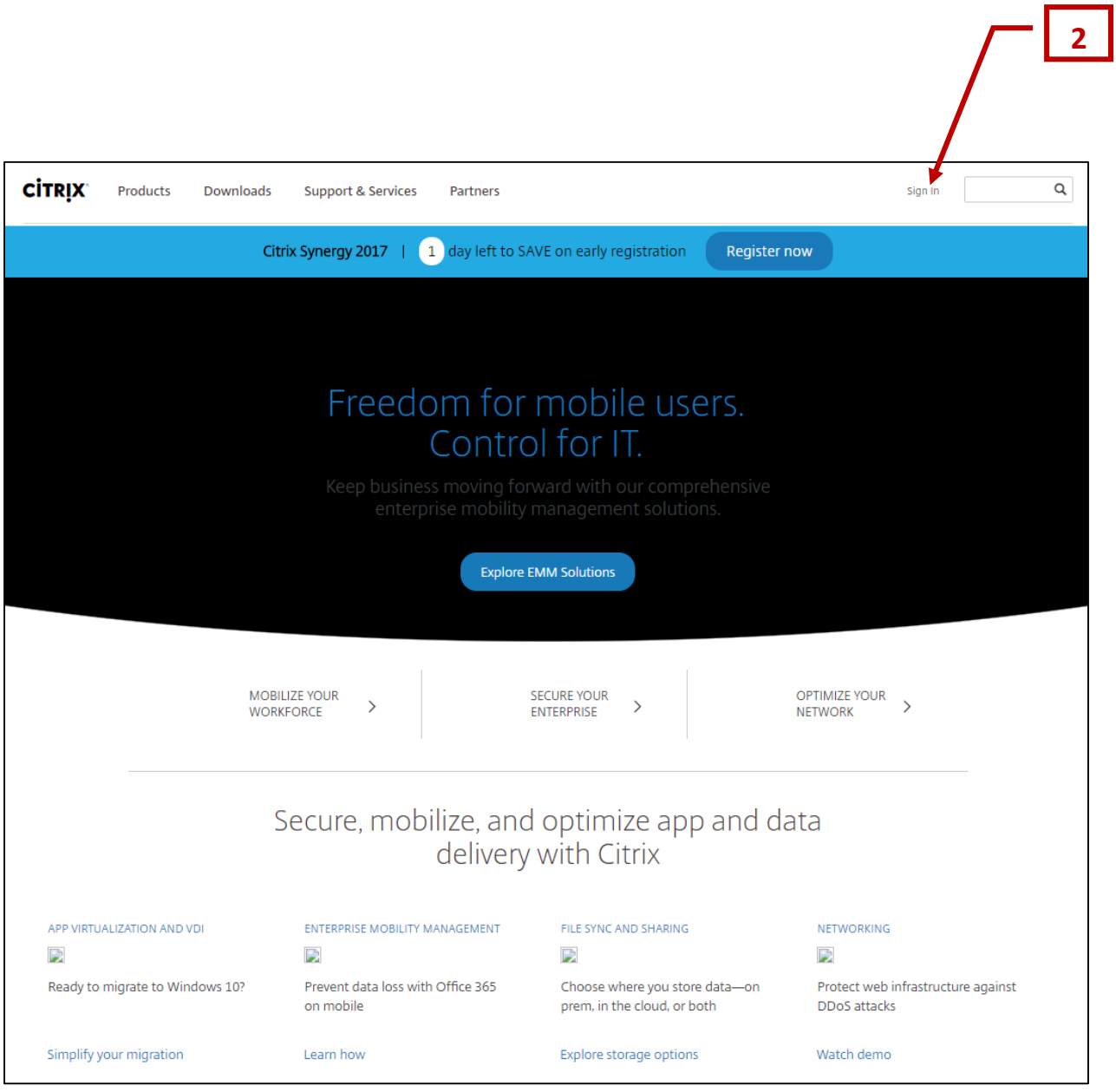
# Registering for the GELA License Program

**What's in this guide?**
This guide provides step-by-step instructions for an organization to register itself for the GELA License Program on Citrix.com.

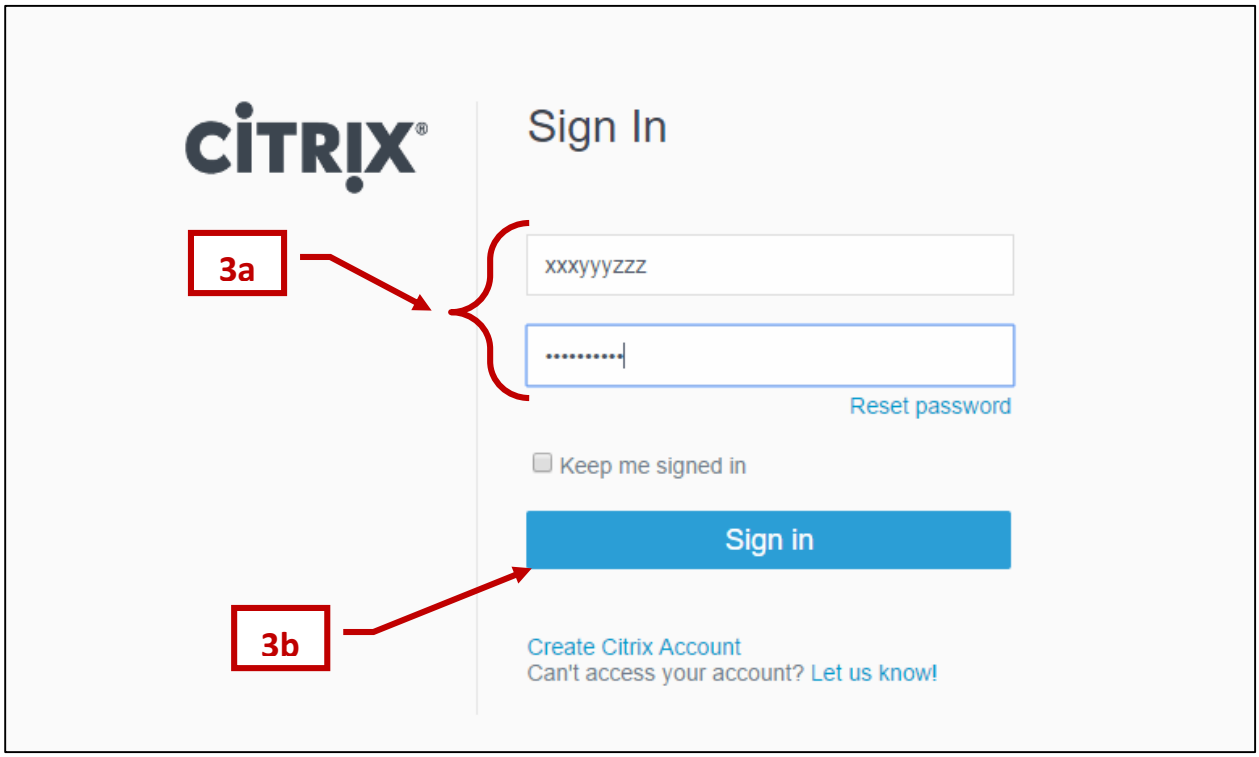
The steps below are for individuals who have existing Citrix accounts. See the guide titled **Creating a Citrix Account** for instructions on how to create your Citrix account. An authorized Citrix partner can register your organization for the GELA License Program for you. For additional assistance with either establishing a Citrix account or registering for the GELA License Program, please contact an authorized Citrix partner. Locate a partner at www.Citrix.com/Partners/Locator.

**Why register for the GELA License Program?**
The GELA License Program offers a straightforward online agreement for government agencies in Europe, Middle East and Africa ("EMEA") and Brazil and with multiple renewal options, making it simple to manage and leverage across an organization. Once registered, any qualified product purchase earns customers the same discount for all eligible Citrix products and select Citrix services. Discounts apply for three years and may be increased and extended with a qualified purchase. Registering for the program does not commit or obligate you or your organization to any purchase.

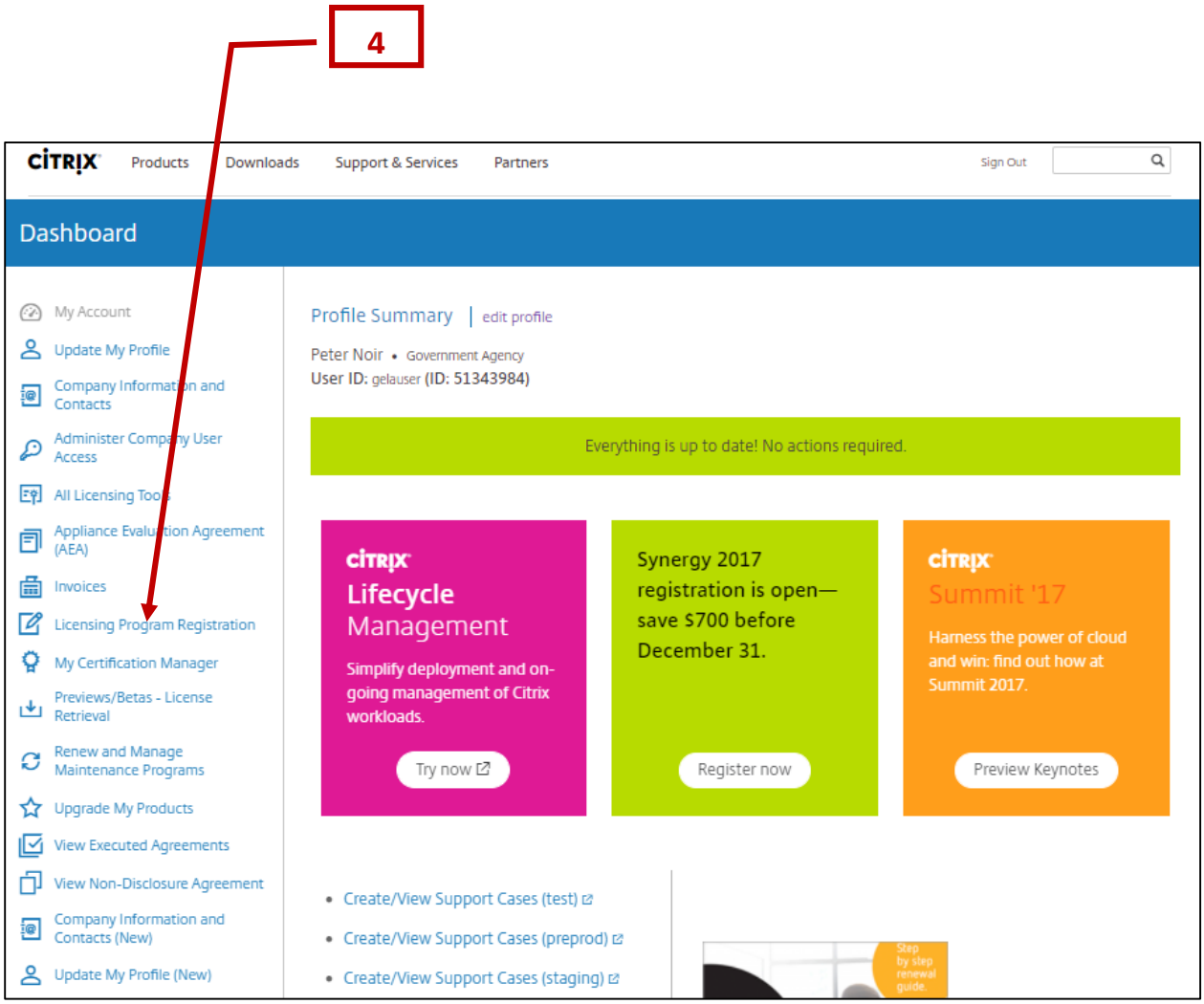
1. Go to www.citrix.com.
2. Click **Sign In**.



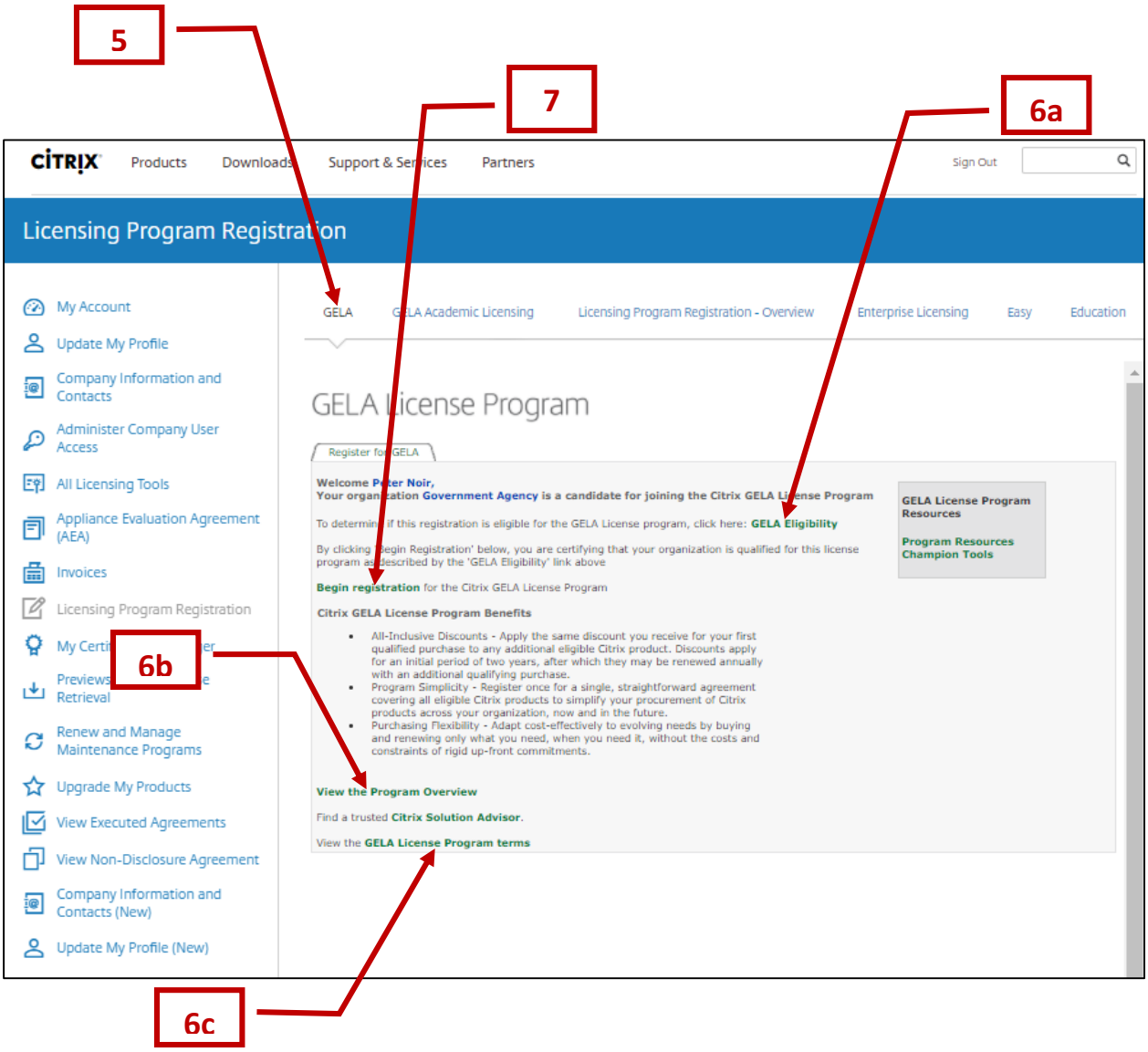
3. To sign into Citrix.com:
    a. Enter your User name and Password.
    b. Click **Sign In**.



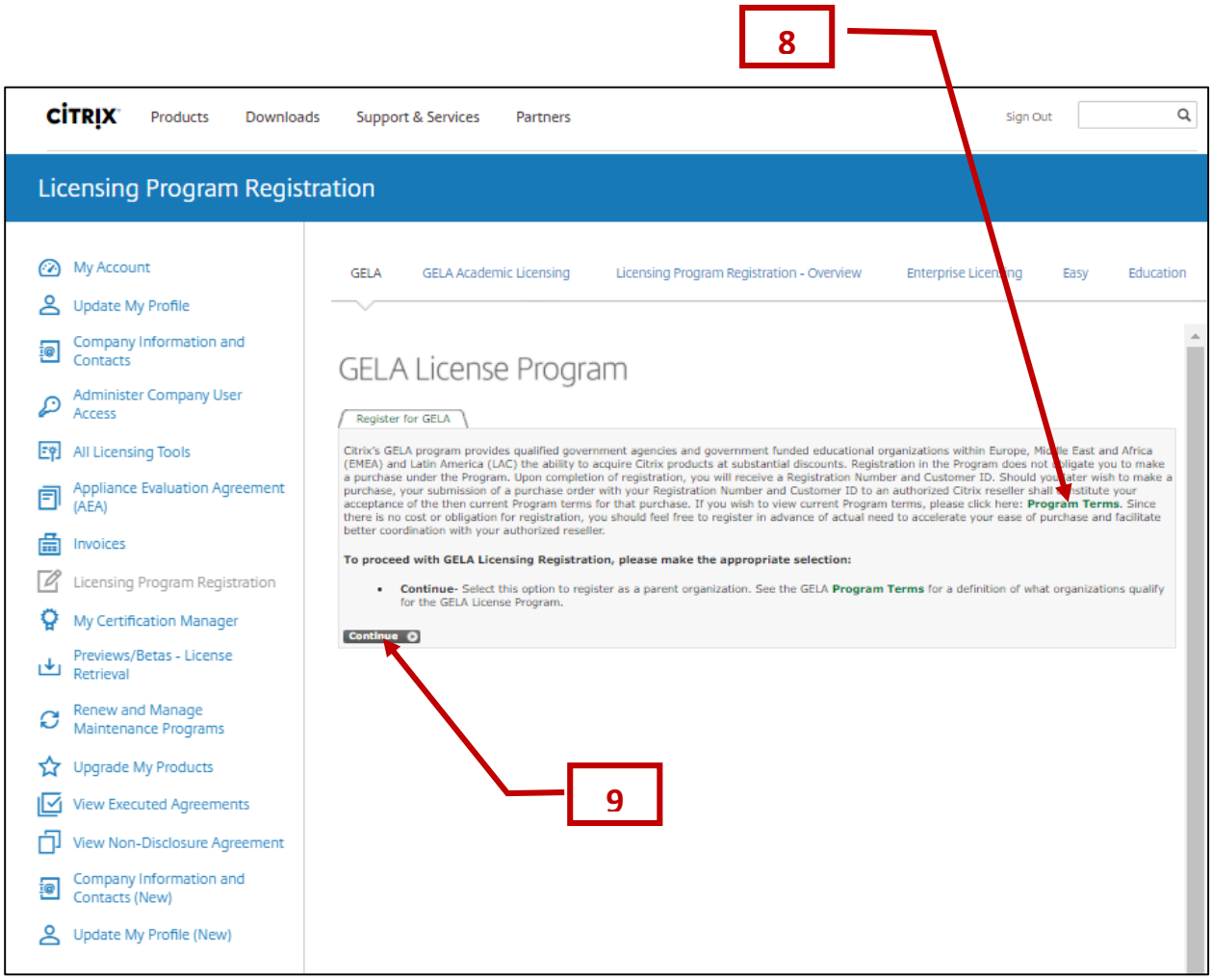
4. Click **Licensing Program Registration**.



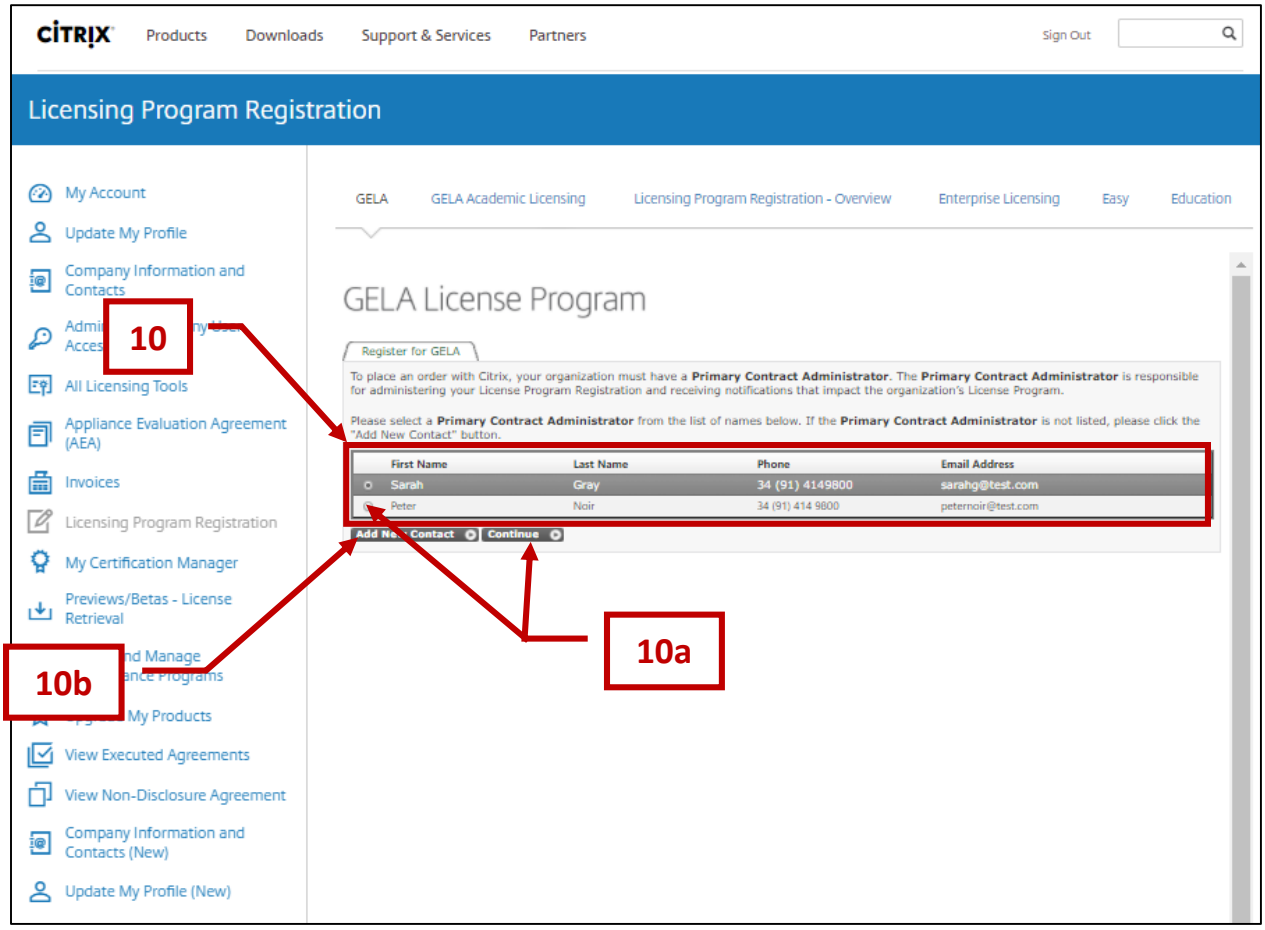
5. Click the **GELA** tab.
6. To learn more aout the GELA License Program:
    a. Click **GELA Eligibility** to determine if your organization is a qualified government entity and may use the GELA License Program, or
    b. Click **View the Program Overview** to learn about the GELA License Program, or
    c. Click **GELA License Program terms** to view the GELA License Program terms.
7. To register for the GELA License Program click **Begin registration**.



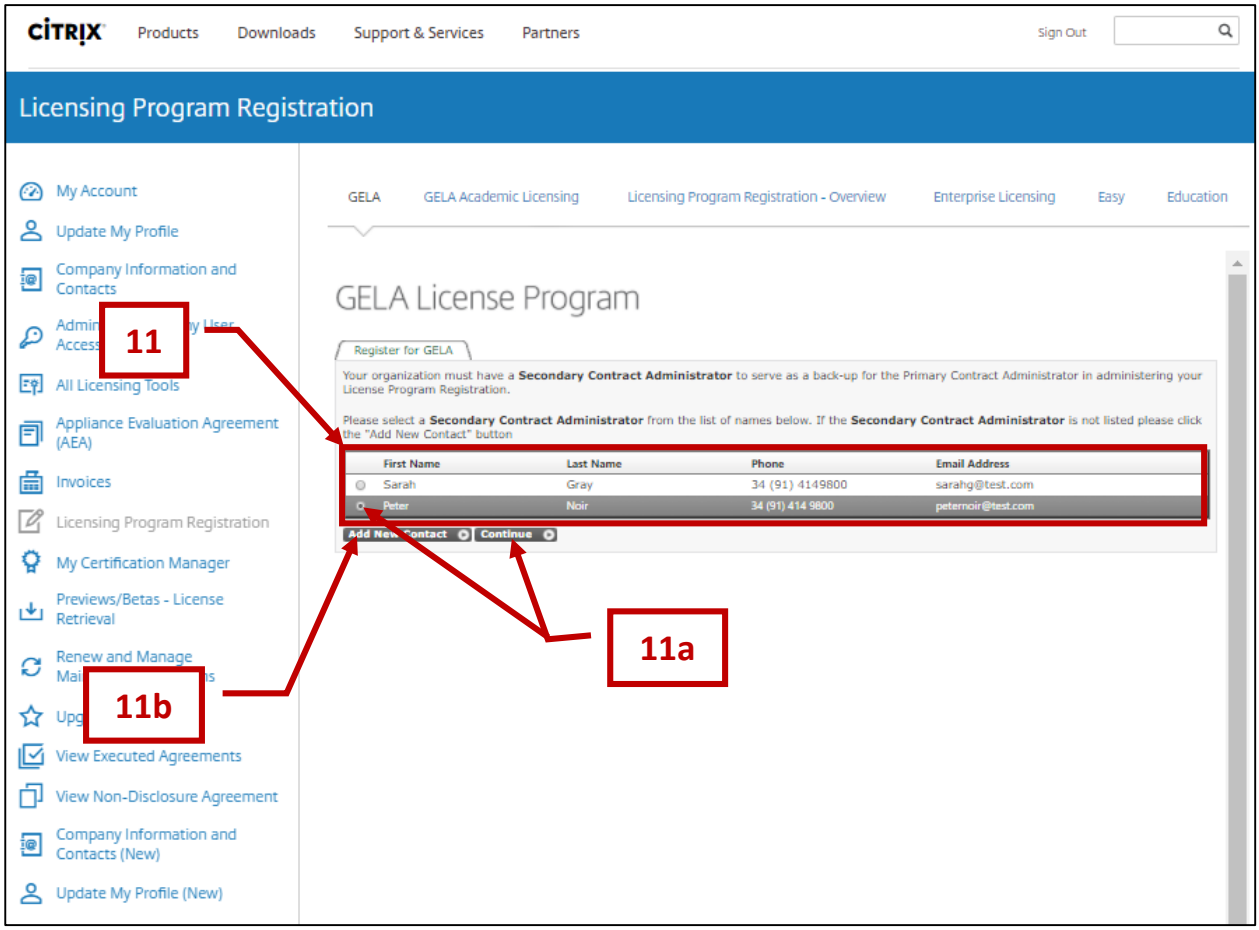
8. Click **Program Terms** to see the GELA Program Terms and what organiations are qualified to use the GELA License Program.
9. Click **Continue** to proceed with GELA Licensing registration.



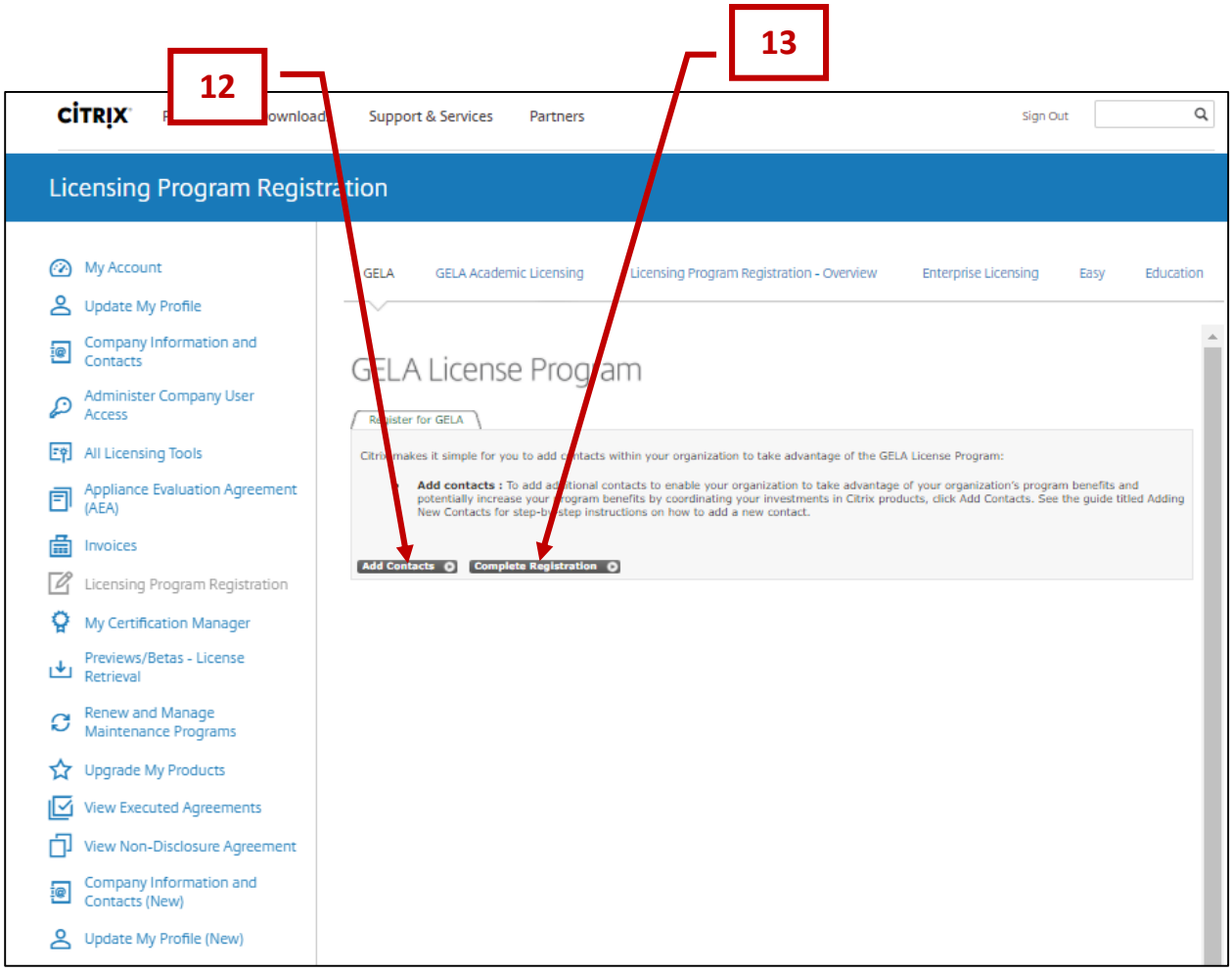
10. You must choose a Primary Contract Administrator to be responsible for administering your GELA License Program registration and receiving notifications that impact the organization's License Program.
    a. If the person who will be your Primary Contract Administrator is displayed on the list of names, click the circle in front of the name, then click **Continue**.
    b. If the person who will be your Primary Contract Administrator is not displayed on the list of names, click **Add New Contact.** See the guide titled **Adding a New Contact to your Company's Citrix Account** for detailed instructions instructions on how to add a new contact. After adding a new contact you will be returned to this screen.



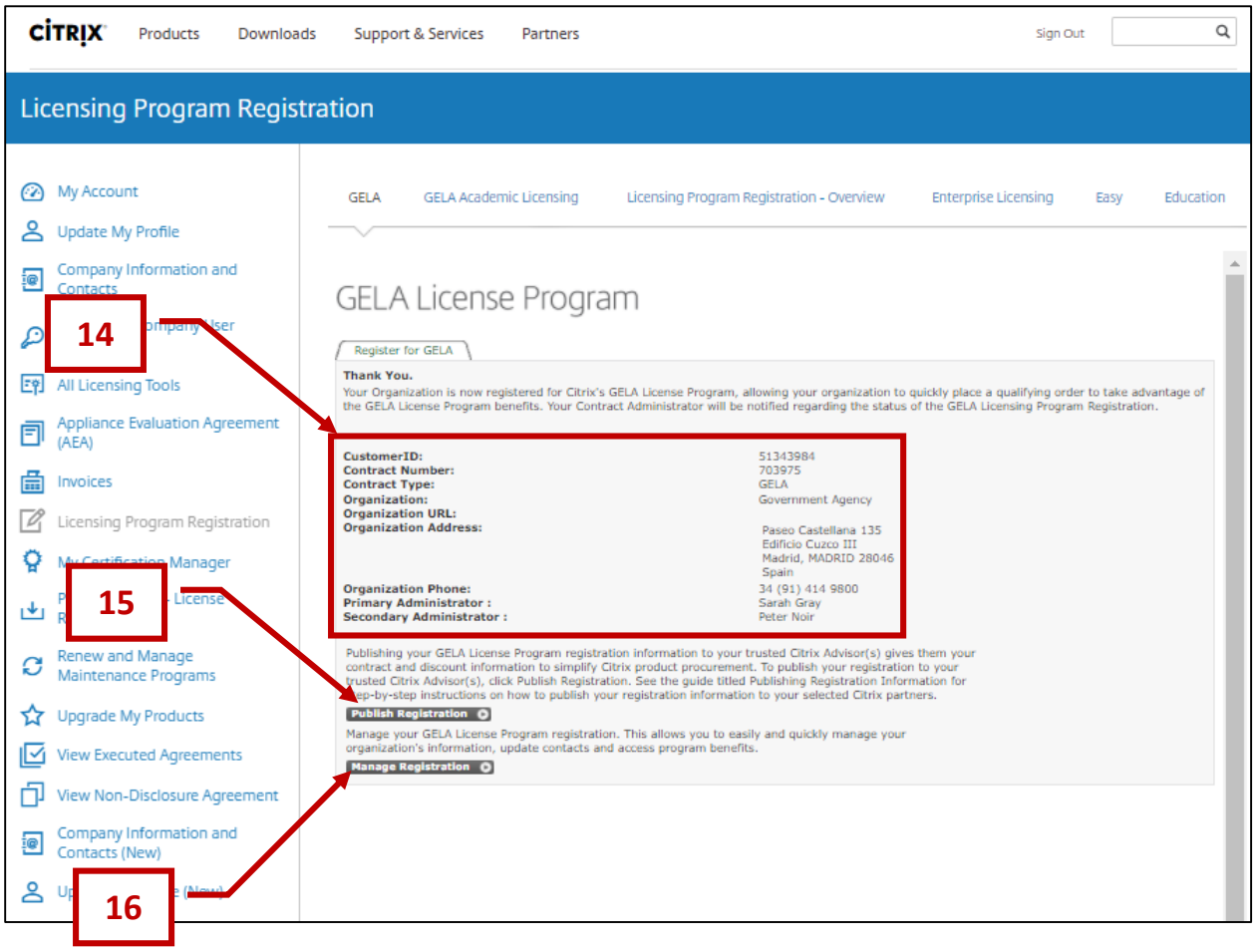
11. You must select a Secondary Contract Administrator to serve as a backup for the Primary Contract Administrator in administering your GELA License Program registration.
    a. If the person who will be your Secondary Contract Administrator is displayed on the list of names, click the circle in front of the name, then click **Continue**.
    b. If the person who will be your Secondary Contract Administrator is not displayed on the list of names, click **Add New Contract**. See the guide titled **Adding a New Contact to your Company's Citrix Account** for detailed instructions instructions on how to add a new contact. After adding a new contact yo will be returned to this screen.



12. To add additional contacts to enable your organization to take advantage of your organization's program benefits and potentially increase your program benefits by coordinating your investments in Citrix products, click **Add Contacts.** See the guide titled **Adding a New Contact to your Company's Citrix Account** for detailed instructions instructions on how to add a new contact.
13. Click **Complete Registration** when you have finished addind contacts.



14. You are now registered in the GELA License Program. Please make note of your information.
15. Publishing your GELA License Program registration information to your trusted Citrix Advisor(s) gives them your contract and discount information to simplify Citrix product procurement. To publish your registration to your trusted Citrix Advisor(s), click **Publish Registration** and follow the instructions shown on the screen.
16. Click **Manage Registration** to manage your organization's information, update contacts and access program benefits.




Establish your program level and corresponding benefits by submitting a qualified order to an authorized Citrix partrner.

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