



Renewal Notification Settings

July 2013

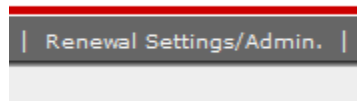
You are now able to customize how and when you receive renewal notification emails from Ingram Micro. Please read thru this guide and select the best option for your company.

Renewal notifications are limited to purchases of renewable skus from vendor programs that are on Click2License. These settings can be changed at any time.

Renewal Options

- Receive an email for each renewal opportunity
- Edit email addresses that receive notification emails
- Receive one monthly summary email for all of next month's renewal opportunities
- Receive one monthly summary email for each affected vendor for all of next month's opportunities
- Change the dates you receive your individual email notifications
- Have smaller renewal opportunities emails sent directly to your end user
- Turn off all renewal notifications

For each of these choices, you'll need to go to the same area on the Click2License home page: In the dark gray bar at the top of the page, click on [Renewal Settings/Admin.](#)



When the page opens up, click on the link for [Profile Management Administration](#)

- [Collections](#) Customize the licensing programs and products offered to end users.
- [Pricing Schemes](#) Set up pricing schemes for end users and end user groups.
- [End User Management](#) Create and change end users and end user groups.
- [Profile Management](#) View/update your company's logo, correspondence email address & Renewal Notification Email Preference.
- [Renewal Administration and Setting](#) Customize Renewal Notification Milestone and Recipient Email Addresses.
- [End User Notification Setting](#) View/update End User Notification Amount.
- [End User Registration Referral](#) Refer an end user to the Click2License site.
- [P.O. Assignment Terms and Conditions](#) View/accept P.O. Assignment terms and conditions.
- [Change Password](#) Change your logon password.

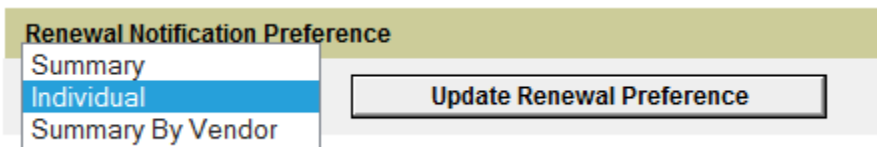
On the profile management page, click on the drop down list.

-Select Individual to receive an email for each opportunity

-Select Summary by Vendor to receive monthly emails for each vendor for the next month

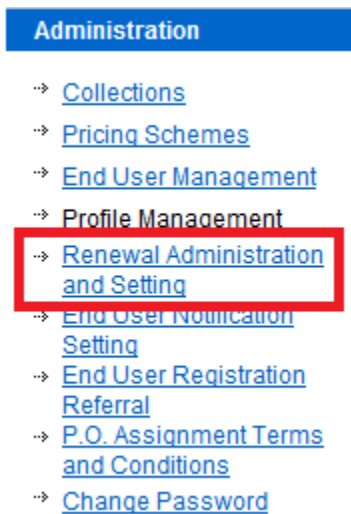
-Select Summary to receive one monthly email summarizing all your opportunities for the next month

Click on Update Renewal Preference once you've highlighted your choice



If you select Summary or Summary By Vendor, you'll receive your monthly emails around the 15th for the next month. If you select Individual, you'll receive email notifications as your renewable opportunities fall into the notification milestone parameters. Regardless of your choice, the next thing you need to do is to set up the email addresses that need to receive these notifications.

On the left side of the page you're on, click on the Renewal Administration and Setting link.



If you want emails for all vendor programs to go to the same address or addresses, leave the Manufacturer choice set to Default. Then enter your email address in the Renewal Recipients box. If you have more than one address, you'll need to separate them using a semi-colon ";". When you're done, click the Save button.

Select Default or Manufacturer

Default or Manufacturer: Default
 ACRONIS
 ACT
 ADOBE

Notification Switch	Renewal Milestone	Vendor	License Program	Renewal Recipients	Installation Recipients
<input checked="" type="checkbox"/>	180 ▾ 90 ▾ 30 ▾ ▾	Default	Default	IngramRenewals@YourCompany.c	

If you want emails to go to different places depending on specific vendor, find the vendor in the list and click on the View Programs button. Enter the address(es) in the same manner as described above. Email notifications for any vendor that aren't otherwise specified will be sent to the email addresses listed under the default setting. Always make sure to click on Save when done.

You can set up to 4 renewal milestones for your notification emails. Simply click on the drop down list for each of the four boxes and select from the choices listed. You can choose from 180 days prior to renewal date to 14 days after. If you want fewer than four email notifications, choose the blank space in that list. Examples--

Four notices, one at 180, one at 90, one at 45 days prior to the renewal date, and one 7 days after.

Renewal Milestone

180 ▾ 90 ▾ 45 ▾ -7 ▾

Three renewal notices, one at 180, one at 90, and one at 30 days prior to the renewal date.

Renewal Milestone

180 ▾ 90 ▾ 30 ▾ ▾

One notification email at 30 days prior to renewal date.

Renewal Milestone

▾ ▾ 30 ▾ ▾

If you choose not to receive any renewal notifications, you can shut them off by unchecking the box between Notification Switch and Save. You may have to click it twice. Once it's unchecked, the Renewal milestone boxes will go blank. Click Save. Before choosing this option, we encourage you to select either of the Summary options to reduce the email volume but to still receive important information about your renewal opportunities.

Notification Switch	Renewal Milestone
<input type="checkbox"/>	▾ ▾ ▾ ▾

If you want to have emails sent directly to your end user customers, click on the [End User Notification Setting](#) link.

- Administration
- [Collections](#)
- [Pricing Schemes](#)
- [End User Management](#)
- [Profile Management](#)
- [Renewal Administration and Setting](#)
- [End User Notification Setting](#)
- [End User Registration Referral](#)
- [P.O. Assignment Terms and Conditions](#)
- [Change Password](#)

You can set your preferences by default (all Click2License vendors), by individual vendor, or both.

Select Default or Manufacturer

Default or Manufacturer:

Vendor	License Program	End User Notification Amount
Default	Default	<input type="text" value="0"/>

Please note that all renewal opportunities equal or below dollar value entered will be sent directly to the end-user without solution provider advisement, however will still display on the solution providers renewal report list. All renewal opportunities above dollar threshold will be sent to the solution provider for execution.

To use this feature, simply choose either default or a specific vendor. Click [View Programs](#). Input the appropriate dollar amount and click [Save](#). Once this is set up, any renewal opportunity below this dollar amount (based on MSRP of the order being renewed) will be sent directly to the end user. No pricing information is given to them and the emails will refer them back to your company for quote or purchase.

If you choose to do both default and individual vendor, all vendors except the one(s) you specified will use the default setting you've set up.

Anytime a zero is in a box, the renewal notification for that vendor(s) or program(s) will only be sent to the email addresses at your company that you've specified.

If you want to set this up for specific vendors, you can do so at the program level.

Select Default or Manufacturer

Default or Manufacturer:

Vendor	License Program	End User Notification Amount
ADOBE	Adobe TLP Corp	<input type="text" value="1,000"/>
	Adobe TLP EDU	<input type="text" value="100"/>
	Adobe TLP GOV	<input type="text" value="10"/>
	Adobe TLP Nonprofit	<input type="text" value="1"/>
	ADOBE VIP-C	<input type="text" value="0"/>
	ADOBE VIP-E	<input type="text" value="0"/>
	ADOBE VIP-G	<input type="text" value="0"/>
	Adobe CLP EDU MEDIA-Cert Req	<input type="text" value="0"/>
	Adobe CLP Corp-Cert Required	<input type="text" value="0"/>
	Adobe CLP EDU-Cert Required	<input type="text" value="0"/>
	Adobe CLP GOV-Cert Required	<input type="text" value="0"/>

If you want to check that the emails are being sent to your customer, click on Renewals Management in the dark gray bar at the top of the page.



When that page opens, click on [Renewal Notification Tracker](#).

Renewals Main Menu

[Renewals](#): Click2License provides you with the ability to manage your license renewals online. Clicking on the renewals link will take you to the renewal search screen.

[Renewal Dashboard](#): Dashboard provides you a high level view of all upcoming opportunities. Please provide a couple of minutes for generating dashboard data.

[Renewal Notification Tracker](#): Click here to review renewal notification email activities for your end user

Here you can view what has been sent (by default, or by specific vendor).

Select Default or Manufacturer

Default or Manufacturer:

Displaying 1-1 of 1 items

Date Sent	Notification Sent To	Notification Sent For (Program)	Vendor	End User Company	Renewal Due Date
04/12/2013	awah.teh@ingrammicro.com; Kunal.Sharma@ingrammicro.com; Vije.Kandasamy@IngramMicro.com	Trend Micro Commercial	TREND MICRO		04/12/2013

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If you have any questions, please contact any licensing desk or send an email to Click2License@IngramMicro.com