



How to issue your first license

Welcome to eM Client Partner Program and earn commission for selling our product to users. This document will guide you, through the fundamental functionalities of our Licensing system and show you how to issue your first license.

1 CREDIT PURCHASE

To be able to sell licenses to users you need to have a positive credit balance on your account:

- 1) Go to the [2checkout system](#)
- 2) Fill in all required fields – use the same email address you used to register as a partner and top up your account with the selected amount of money (**1 credit = 1 USD**)

2 LOGGING INTO THE LICENSING SYSTEM

Log in to our Licensing system at licensing.emclient.com

Please use the login you received in the welcome email.



Log in to your account

Sign in with your credentials

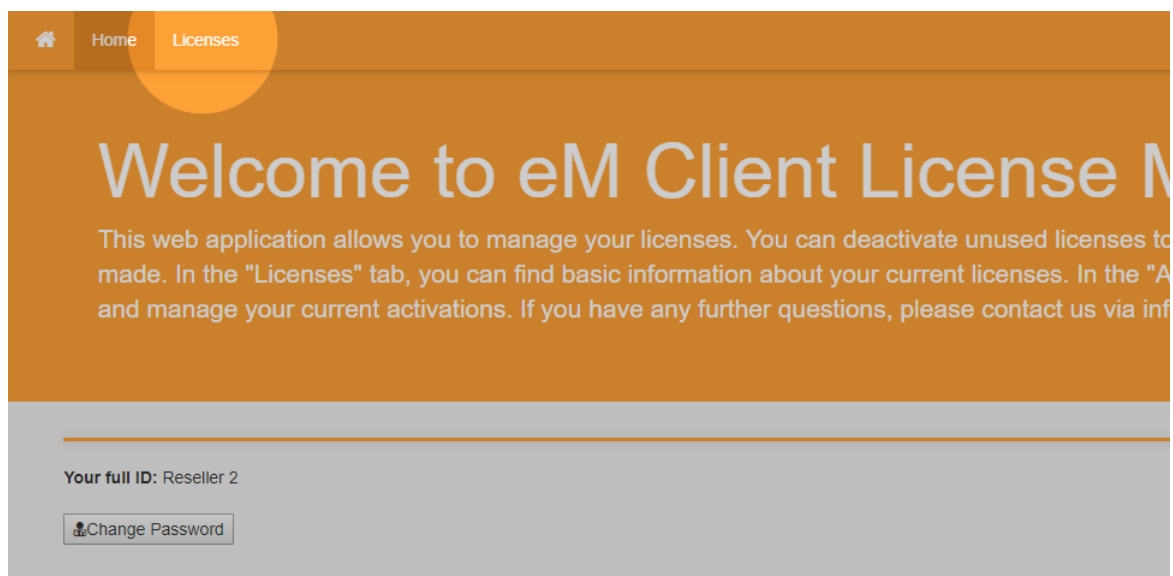
User group	<input type="text" value="Test Reseller account"/>
User name	<input type="text" value="zika@emclient.com"/>
Password	<input type="password" value="....."/>
	<input type="checkbox"/> Remember me
	<input type="button" value="Sign in"/>

3 SELLING A LICENSE

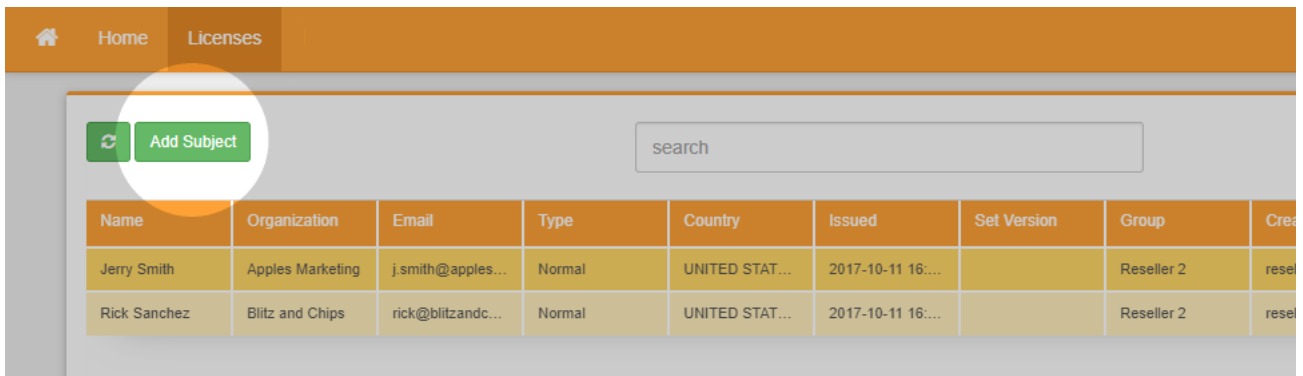
- 1) In the top menu, select "Licenses"
- 2) You will be able to see the list of all licenses you have sold so far and the licenses' details
- 3) Click on the "Add Subject" button to add a new customer
- 4) Fill out all the required information about the customer in the pop up window and confirm it by pressing "OK"
- 5) In the next window which pops up:
 - a. Choose the type of license (**Pro License** or **Pro with Lifetime Upgrades**)
 - b. Leave the **Business** tick box checked for a **Pro For Companies** licence, and unchecked for a **Pro For Individuals** license*
 - c. Choose the number of users
 - d. Below you can check the prices – what you pay, what the user pays, and your profit
 - e. Check the 'Send license info to e-mail' tick box so that the user receives an email with information about their license
 - f. Choose the language of the email
 - g. Fill in the user's email address (you can also BCC others)
 - h. Confirm the information by pressing "OK"
- 6) The license is now created and the user has been notified (if you've ticked the 'Send license info to e-mail' option in the previous step)

* Pro licenses for individuals are meant for independent use and don't have user's access to the License Manager. These licenses are discounted with your local VAT value and are limited to a max.10-license batch.

Step 1: Select "Licenses"



Step 3: Add a new customer by clicking on the "Add Subject" button



Step 4: Fill in the new subject information

Add Subject

Name

Organization

Contact Person

Telephone

Email

Address

City

Zip

Country



Release Notification Addresses

Step 5: Fill in the information about the license

Add License

License Type:

Business

Number of Users:  

End User Price: 49.95 USD (without VAT)

Your Price: 32.47 USD

Profit: 17.48 USD

Available Credit: 37.12 USD [Buy Credit](#)

Send license info to e-mail

Language:

To address:

BCC Address:

[Ok](#) [Cancel](#)

CONGRATULATIONS,
YOU HAVE SUCCESSFULLY SOLD
YOUR FIRST LICENSE!

If you have any questions regarding the upgrade process,
contact us at partner@emclient.com.