

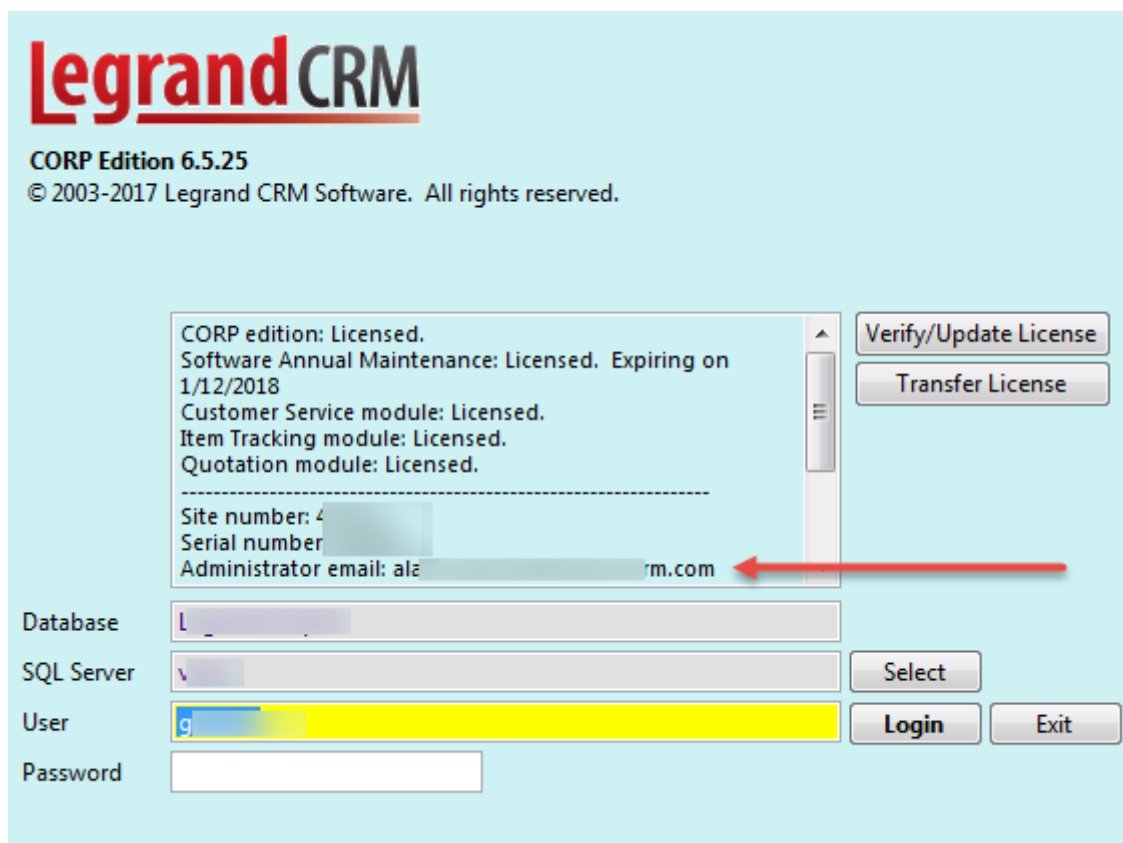
## Accessing your company licensing information

### Overview

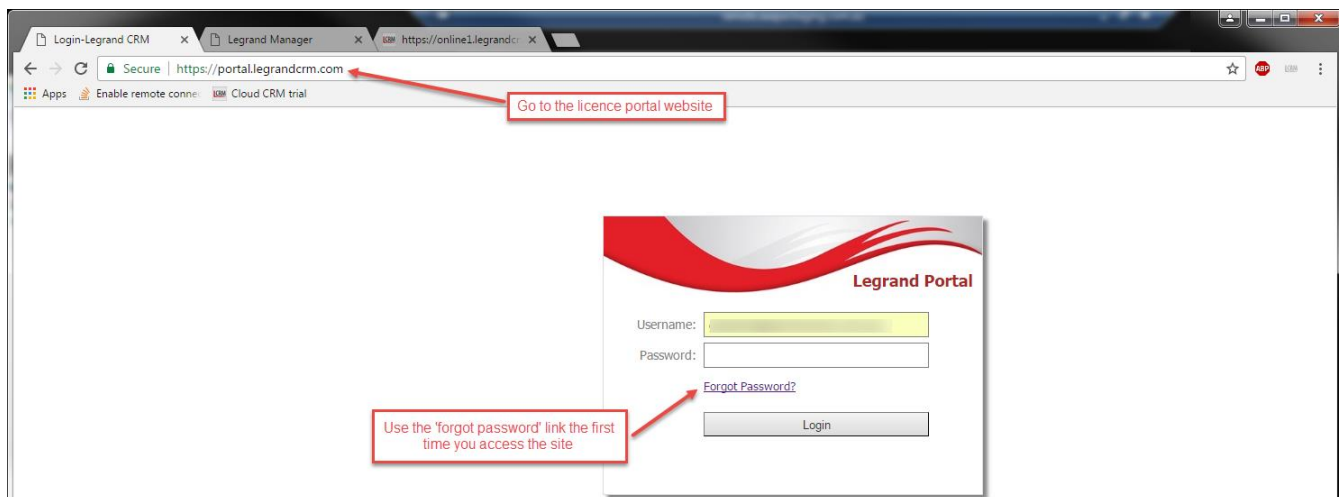
A new facility is available to allow Legrand CRM desktop clients to access the licensing portal and review their license usage. This document describes how to set yourself up to access this function.

### Obtaining access for the first time

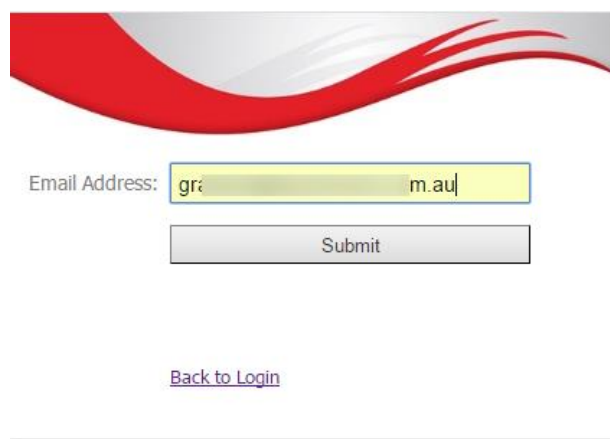
Access is linked to the administrator email recorded for your account. If you are unsure of this email it can be found on the desktop client login screen...



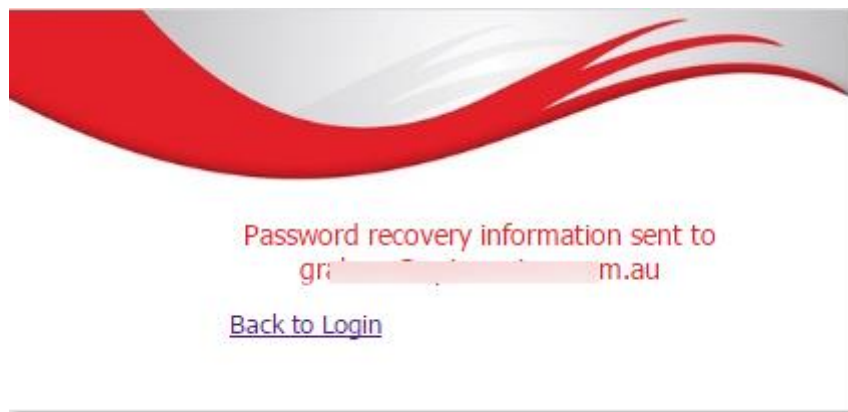
Use your web browser to go to <https://portal.legrandcrm.com> ...



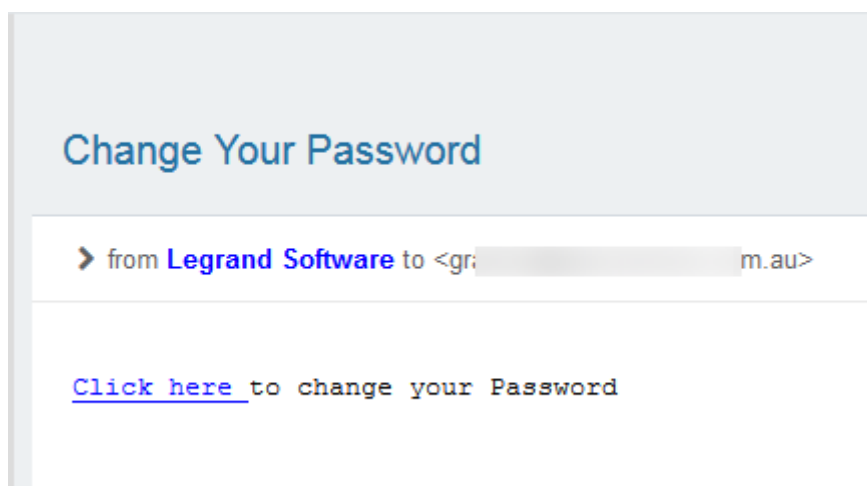
...and click on the 'Forgot Password' link . A 'request password reset' window will appear – enter the administrator email address previously determined, then click the 'Submit' button...



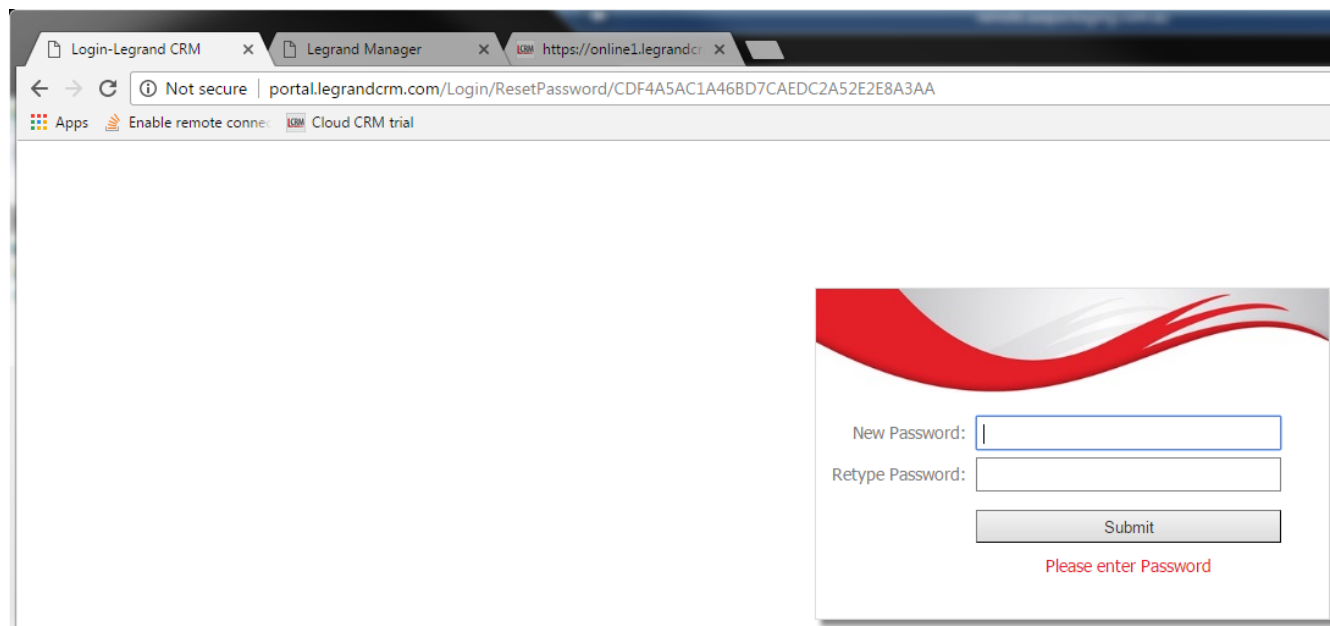
An information window will pop up advising that an email has been sent...



When the email arrives it will provide a reset link – the mail looks like this...



Use the supplied link and it will return you to the portal with a password set screen shown...



Enter and confirm the password you wish to use, then click 'Submit'. The system will return you to the login screen at this point.

## Subsequent Access

Once a password is set you can subsequently login to the portal using the administrator email and the entered password. This will provide you with access to a summary screen, as below, recording the details of your existing licenses, you can choose to export that as a PDF report if you wish...

The screenshot displays the Legrand CRM Portal interface. At the top, there are navigation links for 'Log Out' and 'Home'. Below the navigation bar, there are tabs for 'Account Detail' and 'Account Users'. The main content area is divided into several sections:

- Account Detail:** Includes fields for Address, Account Type (End User), Admin Email (g...m.au), Admin Name (L...m), and Managed By (Legrand CRM Pty Ltd, Billing Entity: Legrand AUS, AID).
- Discount:** Shows Loyalty Discount (0%) and Volume Discount (0%).
- Maintenance:** Shows Mnt. Frequency (Annually) and Next Mnt. Renewal (May 01, ...).
- License summary:** A table with columns: Serial #, License, Product, Qty, Expiry, Status, Fingerprint, Registered To, and Price. Two licenses are listed, both with a status of 'Available' and an expiry date of 'May 01, 2019'. The product is 'Legrand CRM CORP CSM/ITM/QM'.

Red callout boxes highlight specific features:

- An 'Export' button with a red arrow pointing to it, and a link 'Export to PDF | Back'.
- An 'Include Expired' checkbox with a red arrow pointing to it and the text 'Use this checkbox to see expired licenses'.
- A red box around the license summary table with the text 'This area shows the details of your current license usage'.

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