



# It's as easy as 1, 2, 3...

The Subscription Center Account Setup is a one-time process that takes only a few minutes to complete. As the Contract Manager/Software Coordinator, once you are setup and have your login, you can invite your user(s) to access Subscription Center for web support, e-Learning, product enhancement downloads, and more.

**Access your member-only benefits.** You should have already received an email with your user ID and temporary password inviting you to set up your Subscription Center Account. If you cannot locate this email, you can easily request another “invitation”. Simply:

- Visit **[www.autodesk.com/subscriptioncenter](http://www.autodesk.com/subscriptioncenter)**
  - Click “Subscriber Help” (on the left side of the web page)
  - Select “Help Request Form”
  - Fill out the required information and in the “Please help me with” box, choose “Need Invitation to Subscription Center”
- Or you can call the Autodesk Business Center at 800-538-6401.

Step

1

## Contract Manager/Software Coordinator Account Creation

1. Refer to your welcome email for your user ID and temporary password. Click on the Subscription Center URL.
2. Sign in using the information provided in the welcome email. Select your own permanent password when prompted.
3. Accept Subscription terms and conditions.
4. Verify customer profile information (shipping address and contact information).
5. Account creation is complete. You should see your personalized home page.

Step

2

## Invite Your Users to Access Subscription Center

1. Go to Subscription Administration and select “Manage Users”.
2. Add single or multiple users. You can invite as many users as you have licenses on contract.
3. Add user information. Click “Add User” button to send invitation(s) to user(s).

Step

3

## User Account Creation and Setup

1. User(s) receive an email inviting them to set up their Subscription Center account(s) including a User ID and temporary password.
2. Users provide registration info and select “Member Name” and Password.
3. Registration is complete. User(s) will see their personalized home page.