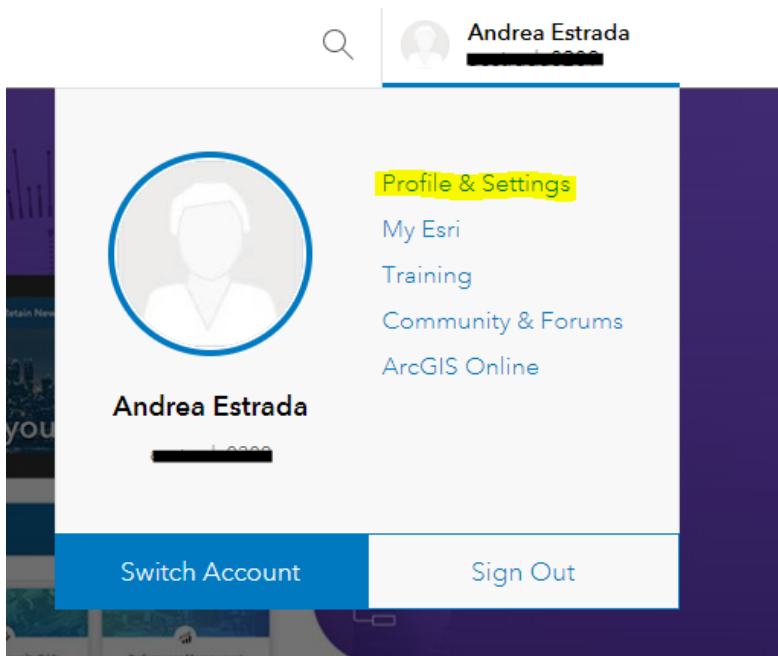


# How to Connect Your Customer Number to Your Organization

## Step 1.

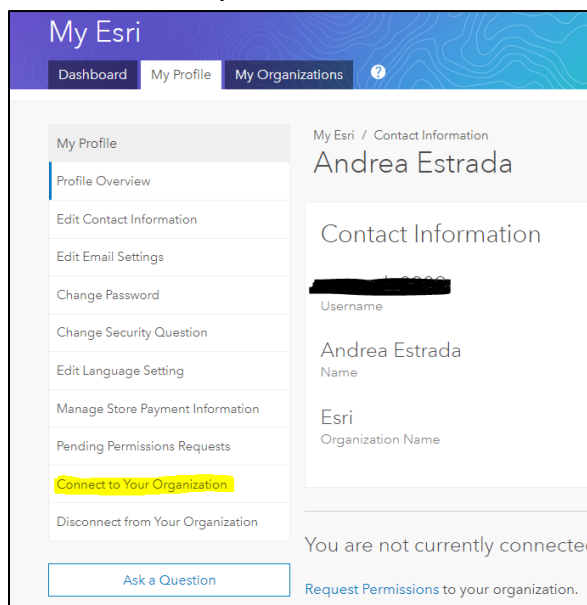
Sign into your [My Esri Account](#). If you do not have a My Esri account, please see instructions starting on page 4 of this document.

Click on your name located at the far-right corner of the screen and select “Profile & Settings.”



## Step 2.

Under the “My Profile” tab, select “Connect to Your Organization”



### Step 3.

Select “Request Permissions.”

My Esri / My Profile

## Connect to Your Organization

**Connect with a Token**

Did you receive an email with a token? If so, continue from here to enter it and get connected to your organization.

[Connect with a Token](#)

**Request Permissions**

Don't have a token? No problem: you can request permissions to your organization.

[Request Permissions](#)

**Note:** In case you have previously been given access and you have received an email with a token, select “Connect with Token”. If you have not received a token, proceed to Step 4.

Then, enter in the 36-character token in the field provided, then click “Continue”.

## Connect to Your Organization with a Token

Please enter the 36-character alpha-numeric token you were emailed.  
Example format: xxxxxxxx-xxxx-xxxx-xxxxxxxxxxxx

**Token \***

[Cancel](#) [Continue](#)

## Step 4.

Fill out the Request Permissions Form. **IMPORTANT:** Please include the following text in the “What permissions do you need?” field: *Time Sensitive Request: Esri’s Exhibits and Sponsorship application process is now integrated with My Esri. Access to the application process requires me to have a My Esri account connected to our organization. Please assign the ‘View event information’ permission to my username.*

Click “Send Request.” An email will be sent to the organization contact who will take action on the request.

Request Permissions Form

- Provide as much information as you can so we can properly locate your organization.
- Your request will be sent to your organization’s administrator or distributor for approval.
- By requesting to be connected to your organization in My Esri, you are authorizing Esri to use internally for its business purposes and share information regarding your name and profile with administrators within your organization. In addition, you are also authorizing your data, including company name and email address, to be stored by Esri and shared internally within Esri and with Esri International Distributors.

Andrea Estrada  
Name

██████████@██████████  
Primary Email

██████████  
Username

---

Customer Number:

Organization Name:

Department:

City:

What permissions do you need? \*

Examples: Download software. Manage software licenses. View bugs. Access e-Learning. Submit cases.

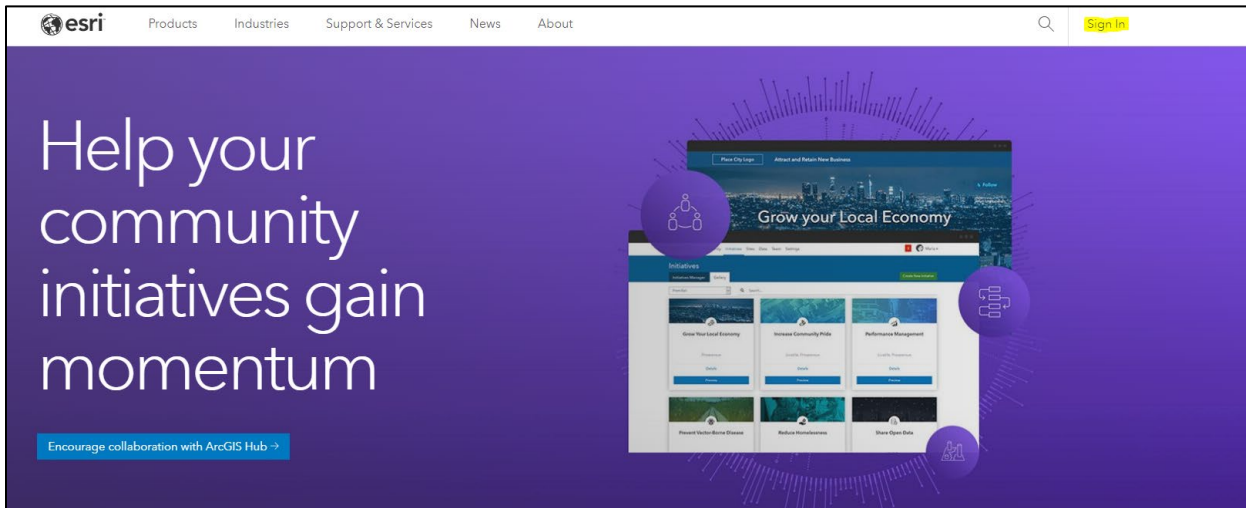
Once your customer number has been connected to your My Esri account, you will be able to successfully submit a Sponsor/Exhibitor application.

- a) **Note:** If you are associated with more than one Organization, you will need to repeat this process for each Customer Number.
- b) **Note:** The term “organization” is used slightly different on My Esri than it is on ArcGIS Online, where “organization” relates to a subscription.

# How to create a My Esri Account

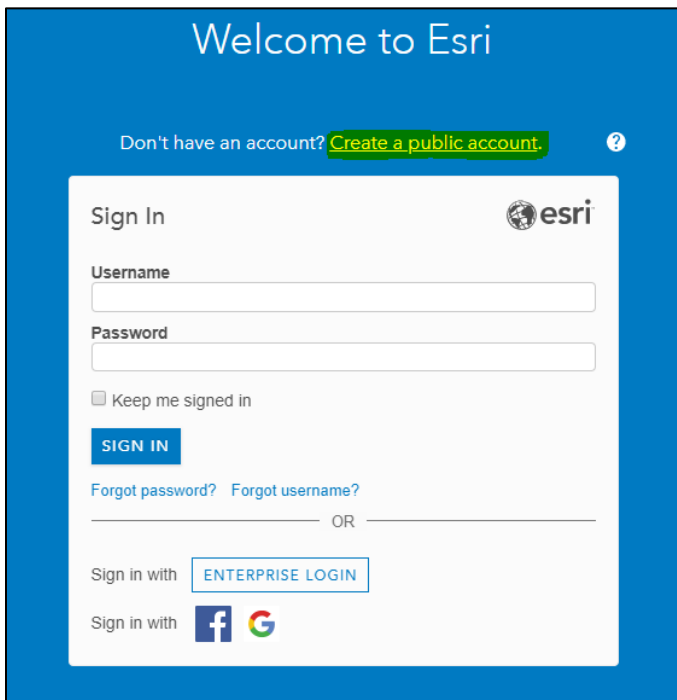
## Step 1.

Visit the [Esri Website](#) and click the “[Sign In](#)” button located at the far-right corner of the screen.



## Step 2.


Select “Create a public account.”



### Step 3.

Complete all fields and check both boxes under “License Agreement.” Select “Create an Account” once all fields are complete.

Welcome to Esri

Already have an account? [Sign in here.](#) 

### Create an Account

First Name \*

Last Name \*

E-mail \*

### License Agreement


\*  I agree to [Esri's Terms of Use](#). Review the Terms of Use in other select languages .


\*  I agree to [Esri's Privacy Statement](#) . Learn more about privacy at Esri .

We will send you details on how to finalize your account.

Create an Account

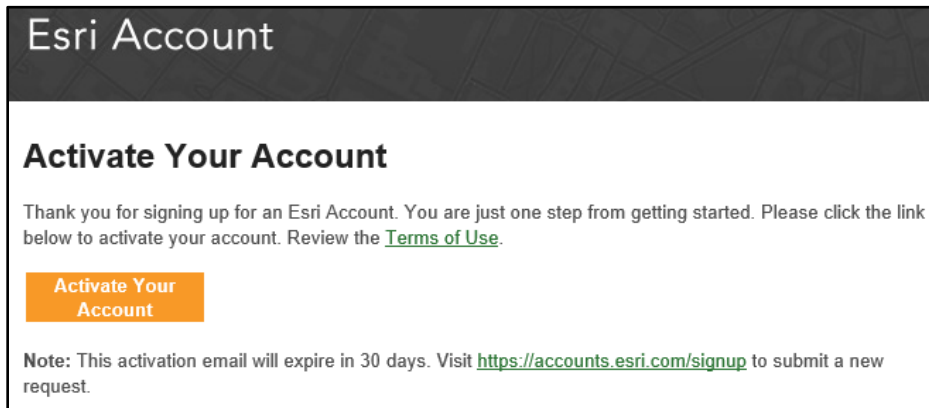
OR

 Using Facebook

 Using Google

## Step 4.

Check your email account for an email with the subject line: *Important information about activating your Esri Account*. Click the “Activate Your Account” button. This will prompt a “Create Account” screen allowing you to create login credentials and provide personal information and account recovery details. Once complete, select “Create Account”. This completes the creation and activation process and you may now sign in.



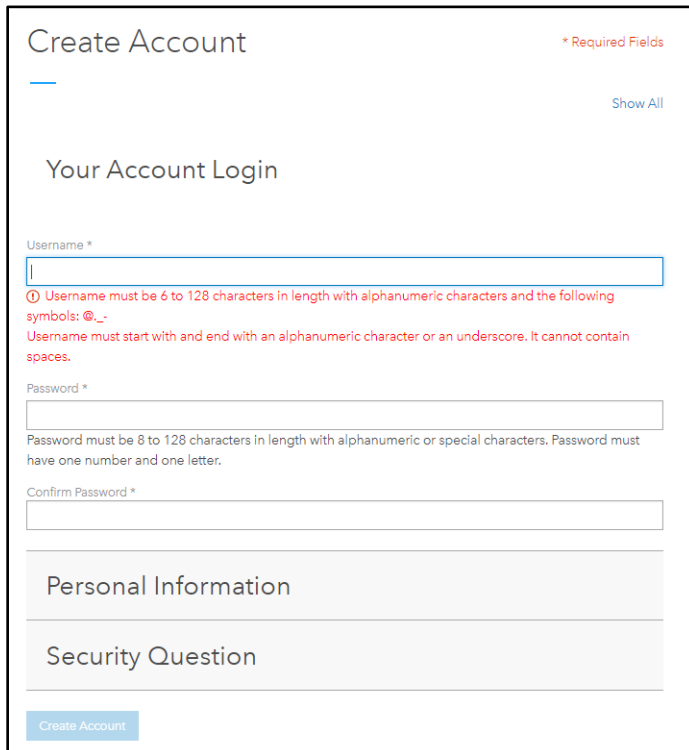
**Esri Account**

### Activate Your Account

Thank you for signing up for an Esri Account. You are just one step from getting started. Please click the link below to activate your account. Review the [Terms of Use](#).

**Activate Your Account**

**Note:** This activation email will expire in 30 days. Visit <https://accounts.esri.com/signup> to submit a new request.



**Create Account** \* Required Fields

[Show All](#)

### Your Account Login

Username \*

ⓘ Username must be 6 to 128 characters in length with alphanumeric characters and the following symbols: @,\_,-. Username must start with and end with an alphanumeric character or an underscore. It cannot contain spaces.

Password \*

Password must be 8 to 126 characters in length with alphanumeric or special characters. Password must have one number and one letter.

Confirm Password \*

Personal Information

Security Question

**Create Account**

Return to page 1 for direction on linking your My Esri account.