How to Resend Licenses in LRP

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Introduction

This article describes the process of resending licenses in License Registration Portal (LRP).

Requirements

Before you start, ensure that you have the following:

- Active Cisco.com account
- Licenses in the ***Fulfilled*** status (To issue a license by product activation key (PAK) fulfillment, refer to How to Issue a License by Using Product Activation Key (PAK) Fulfillment.)

Resending Licenses in LRP

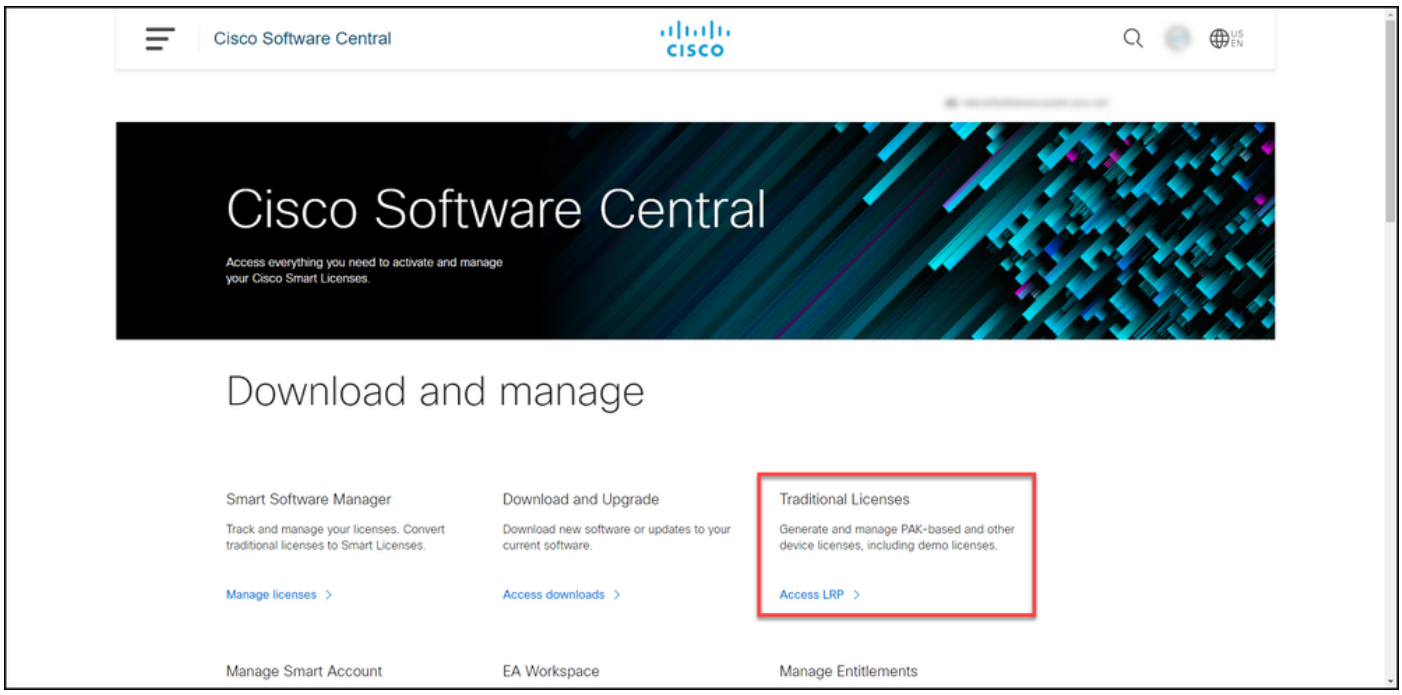
Step 1:

Go to Cisco Software Central and log in with your Cisco.com account.



Step 2:

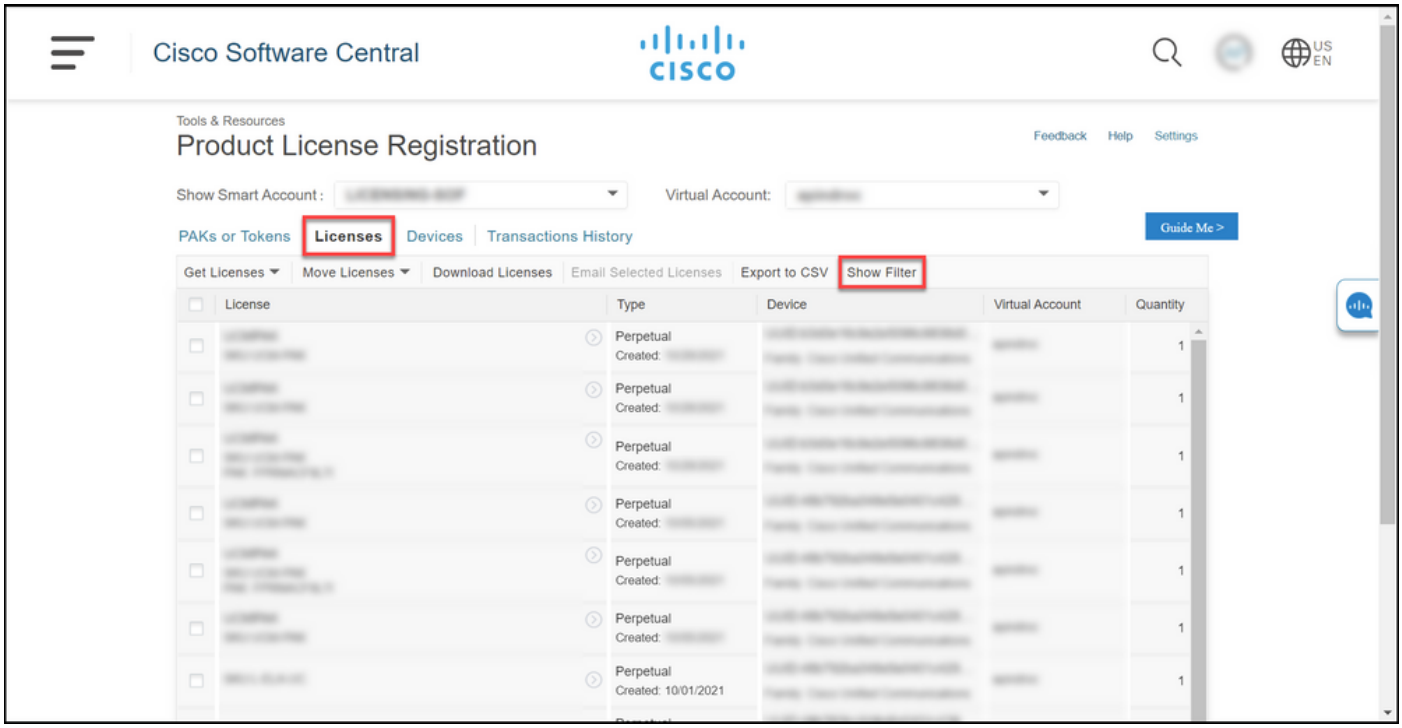
In the **Traditional Licenses** section, click **Access LRP**.



Step 3:

On the **Licenses** tab, select **Show Filter**.

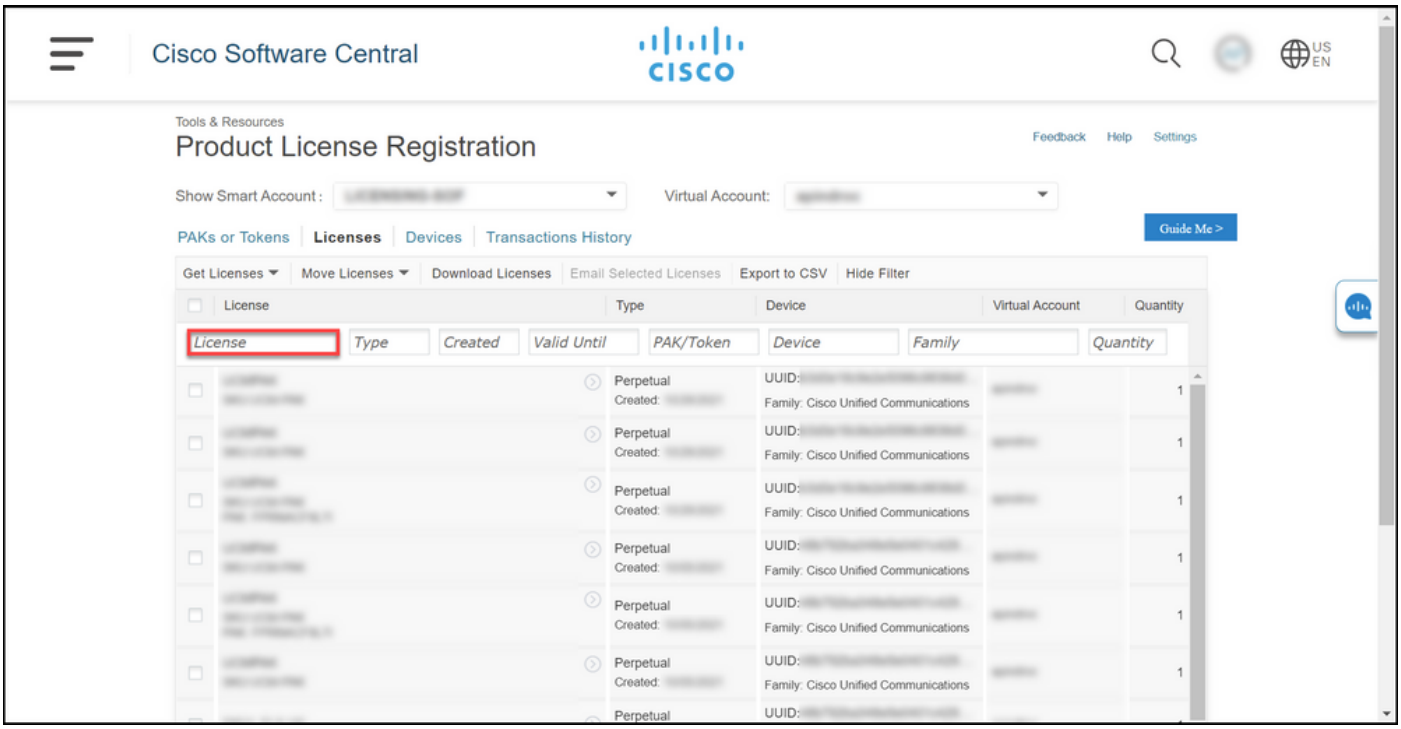
Step result: The system displays the filter.



Step 4:

In the **License** search bar, enter the license number that you need to resend. Press **Enter**.

Step result: The system displays your search results.



Step 5:

Click the check box next to the license that you want to resend, click the blue circled chevron icon, and then from the drop-down list, select **Email license**.

Step result: The system displays the **Resend License** dialog box.



Step 6:

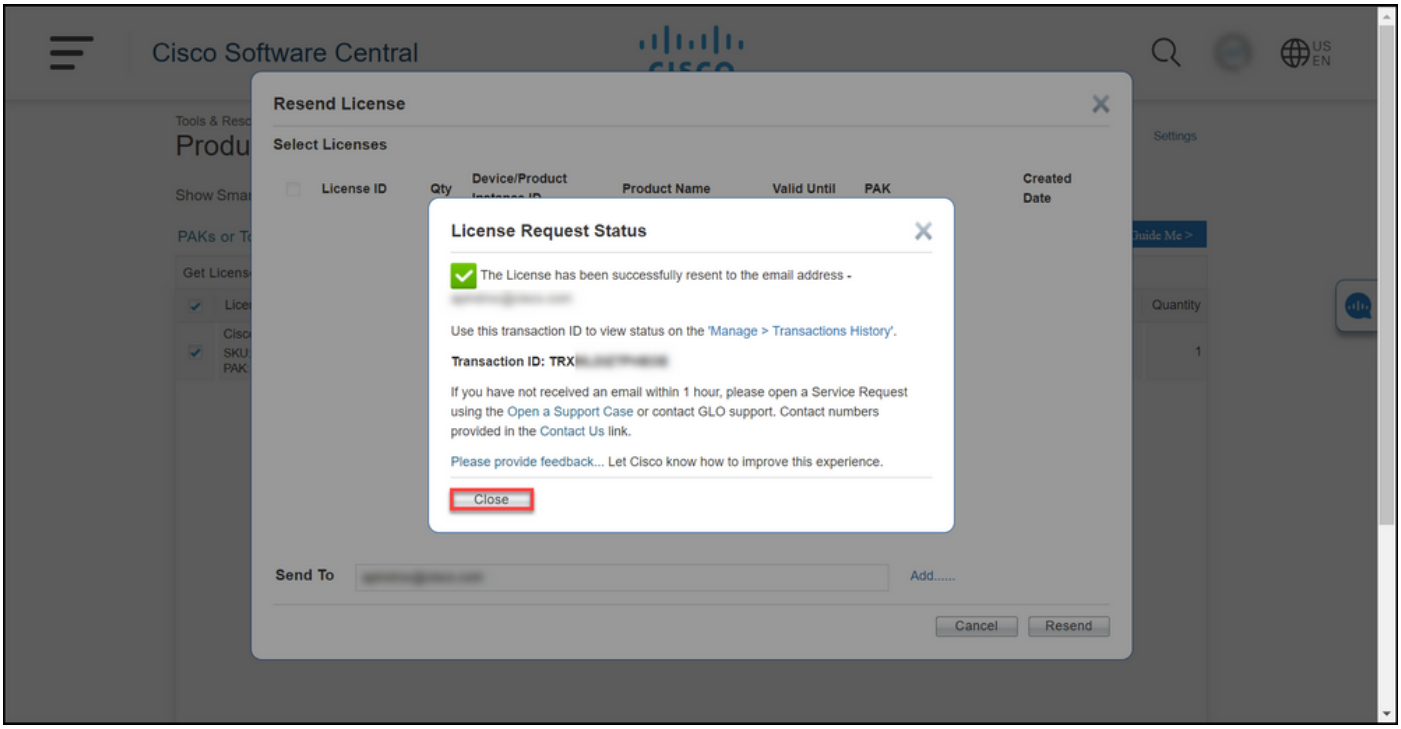
In the **Resend License** dialog box, in the **Send To** field, enter the email address of the recipient. If you want to add multiple recipients, click the **Add** button. Click **Resend**.

Step result: The system displays the **License Request Status** dialog box.



Step 7:

In the **License Request Status** dialog box, the system informs you about successful resend. The person who you resent the license to should also receive the Cisco software license key to their email within an hour from your resending. Click **Close**.



Troubleshooting

If you experience an issue during the process of resending licenses, open a case in[Support Case Manager (SCM)](#).

Next Steps

After you receive a license key file, refer to the product configuration guide for license installation and guidance.