How can I transfer devices from one local Virtual Account (VA) to another in Cisco License On-Prem (CLP) deployment?

Introduction

This document outlines the step-by-step process for transferring one or multiple devices from one local virtual account to another within the same On-Prem account in a Cisco License On-Prem (CLP) deployment.

Video

The purpose of this content is to share information for educational and/or informational use. You may choose to watch the video or read the content below-both provide the same material, so feel free to engage with whichever format you prefer.

Prerequisites

Before you start, ensure that you have the following:

- A Cisco Smart Account
- A valid CCO User ID and password with access to the relevant Smart or Virtual Account.
- Admin access to Cisco License On-Prem (CLP) portal.

Steps

Step 1: Access the Cisco License On-Prem (CLP) portal at: https://<IP_Address>:8443/admin/#/mainview.

Step 2: Navigate to the *Licensing workspace* from the left-hand menu.

Step 3: Select the appropriate On-Prem Account from the *On-Prem Account* tab, where you have the devices which you wish to transfer.

Step 4: Once the account is selected, additional tabs will appear in the left-hand menu. Navigate to the *Devices* tab and select *Device Inventory*.

Step 5: You will be directed to the *Device Inventory page*, which displays all devices and information associated with the selected On-Prem account.

Step 6: Select the device(s) you wish to transfer by checking the box next to the device name. You may use the *Search bar* or *Filters* to locate specific devices.

Step 7: Initiate the transfer using one of the following methods:

- **Single Device**: Click the *three-dot icon* in the rightmost column of the device row and select *Edit local Virtual Account assignment*.

- **Multiple Devices**: Select the desired devices and click the More Actions button located in the top-right corner of the dashboard and select *Edit local Virtual Account assignment* from the drop-down.

Step 8: You will be redirected to the *Edit Local Virtual Account Assignment* page. Select the target virtual account from the *Target Virtual Account* dropdown menu and click *Next*.

Step 9: Review the transfer details carefully and click *Submit*.

Step Results: A confirmation page will be displayed, indicating that the device(s) have been successfully reassigned to the target local Virtual Account.

Troubleshooting

For External Customer/Partner Use Only: Follow these instructions to resolve your issue. If you need further assistance, please initiate a request for License Support via Cisco Support Case Manager.