Transferring or Replacing Licenses

https://campus.barracuda.com/doc/79467004/

Barracuda WAF-as-a-Service allows you to easily transfer licenses between different accounts or replace the license you are using in your account.

You might want to **transfer** a license between accounts if:

- You have multiple accounts and accidentally applied the license to the wrong account.
- Your organization has multiple departments, with separate accounts, and you want to transfer licenses between them.
- You are a Barracuda Networks reseller or MSP and want to transfer a license you purchased from one of your customers to another.

You might want to **replace** the license you are using in your account if:

- Your trial license expired and you want to replace it with a full license.
- Your current license expired and you purchased a new one instead of renewing it.
- You upgraded your license, perhaps because your bandwidth needs increased, and you were issued a new serial number.
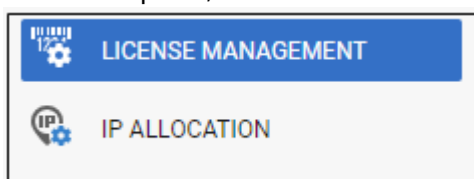
License Management Screen

You will access this screen several times to transfer or replace licenses.

To access the License Management screen:

1. Log into https://waas.barracudanetworks.com/ with your Barracuda Networks credentials.
2. At the top of the screen, click **Resources**.

3. In the left pane, select the **License Management** option.

Information Required

The following two pieces of information are required to transfer or replace a license:

- The serial number associated with the license
- Your linking code (also known as activation key or popkey)

If you ordered directly from Barracuda Networks, this information is included in the email you received immediately after placing your order. If you ordered through a reseller, your reseller will provide you with this information.

Transferring a License Between Accounts

Important: After you remove the license from Source Account, if it does not have any other valid licenses, it will be disabled after a grace period. Ensure you do not have any resources in Source Account that you wish to continue using, or ensure it has another valid license.

To transfer a license between Source Account and Destination Account:

1. Log into https://waas.barracudanetworks.com/ with your Barracuda Networks account credentials.
2. In the upper right corner of the screen, click the **Account Selector** and select the name of your source account. (Note that it will not be called Source Account.)
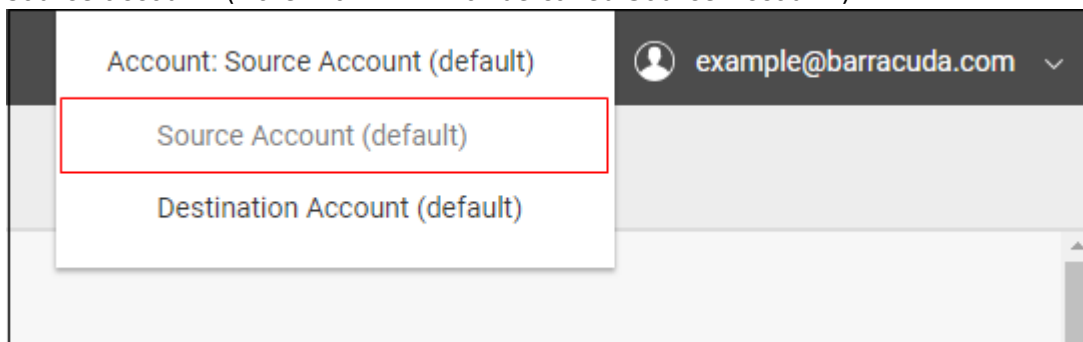

3. Access the **License Management** screen, as described in the **License Management Screen** section above**.**
4. Find the license you want to transfer by finding the card with the correct serial number.

5. Click the dots ⋮ next to the serial number, and select **Remove License**. Confirm that the license was removed.
6. In the upper right corner of the screen, click the **Account Selector** and select your destination account. (Note that it will not be called Destination Account.)
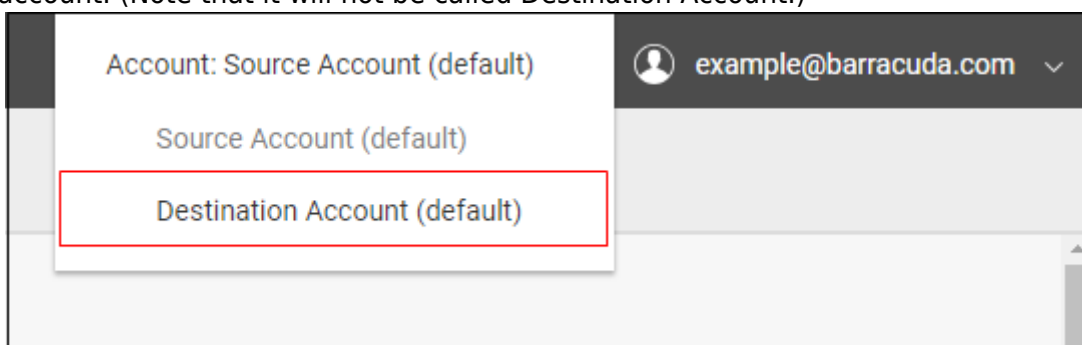
7. Access the **License Management** screen, as described in the **License Management Screen** section above.
8. Click **Add License**.
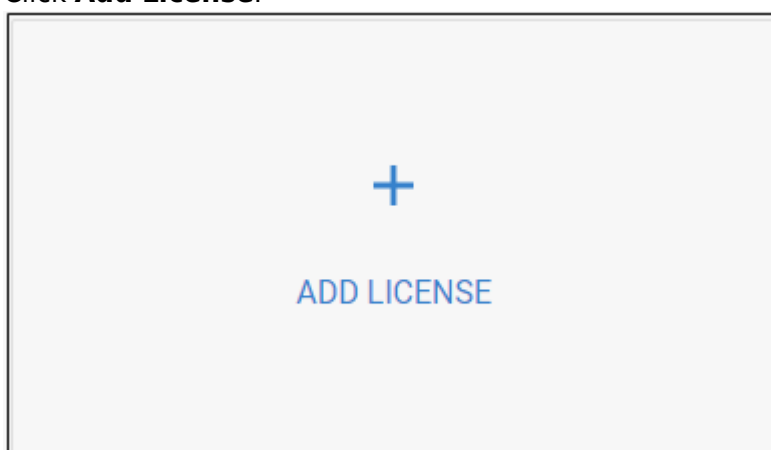
9. Enter the Serial Number and Linking Code for the license. Click **Add**.

Replacing a License within a Single Account

> **Important: Complete the replacement process – adding the new license after removing the old license – within 14 days** to avoid application downtime and to ensure your application configuration is fully maintained.

To replace the license you are using with a new license:

1. Log into https://waas.barracudanetworks.com/ with your Barracuda Networks account credentials.
2. Access the **License Management** screen, as described in the **License Management Screen** section above.
3. Find the license you want to replace by finding the card with the correct serial number.

4. Click the dots ⋮ next to the serial number, and select **Remove License** . Confirm that the license was removed.
5. Click **Add License** .
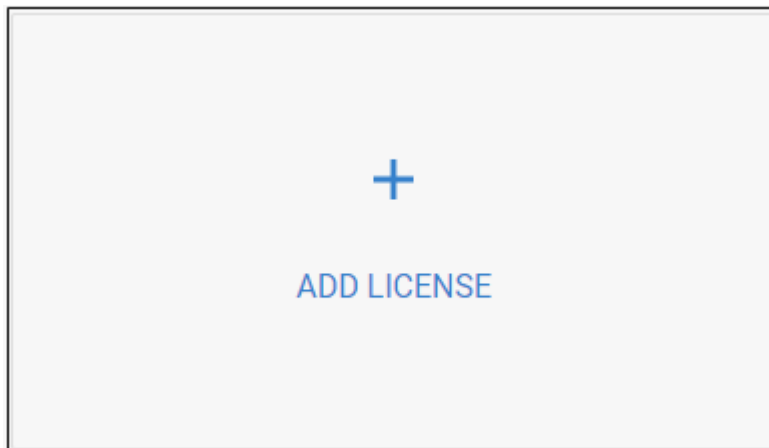
6. Enter the Serial Number and Linking Code for the replacement license. Click **Add** .

Figures

1. resources.png
2. licenseManagement.png
3. sourceAccount.box.png
4. serialNumber.png
5. dots.png
6. destAccountBox.png
7. addLicense.png
8. addLicense123.png
9. serialNumber.png
10. dots.png
11. addLicense.png
12. addLicense123.png