



## **Configuring your PEN Site License**

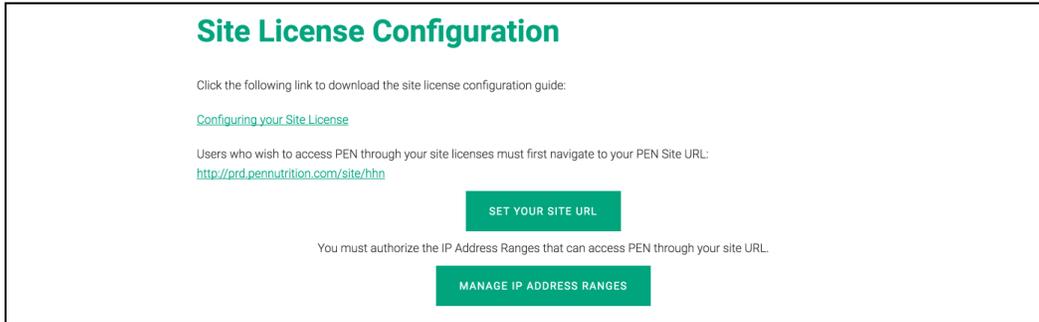
Version 1.3

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## Step 1 - Log into PEN as a PEN Account Administrator

To configure your site license, first log in to PEN at <http://www.pennutrition.com> as a PEN account administrator and click the “My Account” tab.

From the My Account screen you will see that there is a section named "Site License Configuration".



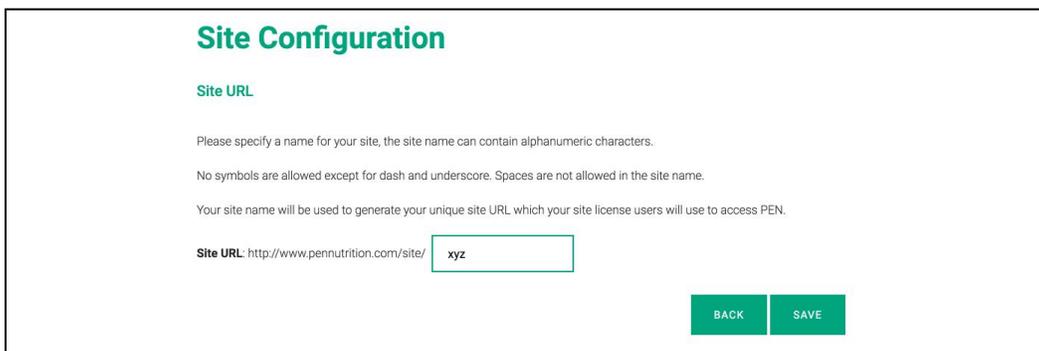
## Step 2 - Set Your Site URL

The next step in configuring your site license is to set your site URL. To do so, click the “Set Your Site URL” button on the My Account screen.

The site URL is the link that all users of your site license will open to access PEN.

All site URLs are of the form <http://www.pennutrition.com/site/<sitename>> where <sitename> is a unique value for the site. For example, company XYZ Inc. could use "xyz" as the sitename, so the site URL would be <http://www.pennutrition.com/site/xyz>

After entering the site name into the textbox, click the “Save” button to return to the My Account screen.



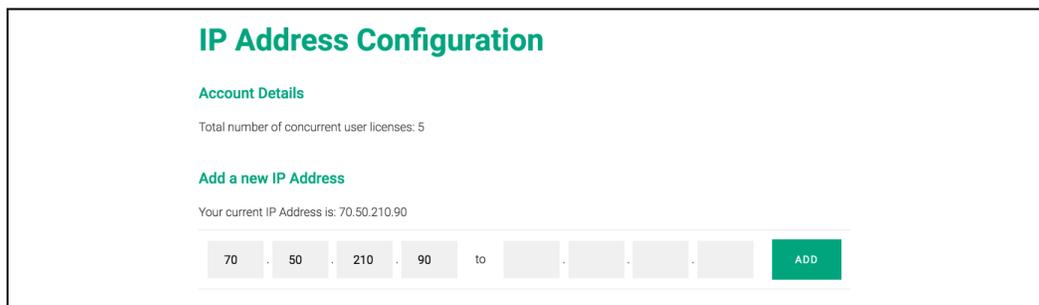
### Step 3- Manage IP Address Ranges

The last step in configuring a site license is the setting of IP Address Ranges.

You must authorize the computers that are allowed to use your site license.

An IP address identifies the location of a computer on the Internet. Ranges of authorized IP address must be entered to identify those computers that can use the site URL as described above.

An organization will typically need to contact its IT department to determine the IP ranges that need to be entered into this screen.



The screenshot shows a web interface titled "IP Address Configuration". Under the heading "Account Details", it states "Total number of concurrent user licenses: 5". Below this is a section titled "Add a new IP Address" with the text "Your current IP Address is: 70.50.210.90". There is a form with four input fields containing the numbers 70, 50, 210, and 90, followed by a "to" label and four more empty input fields. A green "ADD" button is positioned to the right of the second set of input fields.

### Distributing your Site URL

Once the IP ranges are set the site URL can be distributed to the users of the site license. When those users open the site URL they will automatically be authorized based on their IP address and gain access to PEN.