



## **Configuring your PEN Site License**

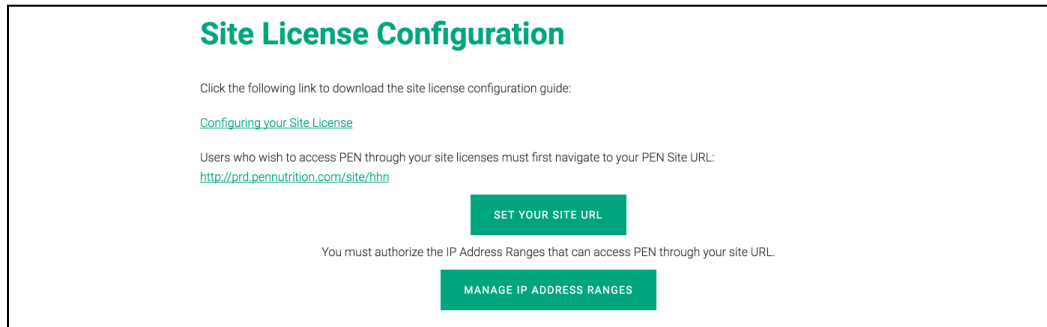
Version 1.3

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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".



The screenshot shows the 'Site License Configuration' page. At the top, the title 'Site License Configuration' is in green. Below it, a message says 'Click the following link to download the site license configuration guide:' followed by a green link 'Configuring your Site License'. Another message states 'Users who wish to access PEN through your site licenses must first navigate to your PEN Site URL:' followed by a green link 'http://prd.pennutrition.com/site/hhn'. There are two green buttons: 'SET YOUR SITE URL' and 'MANAGE IP ADDRESS RANGES'. A note between the buttons says 'You must authorize the IP Address Ranges that can access PEN through your site URL.'

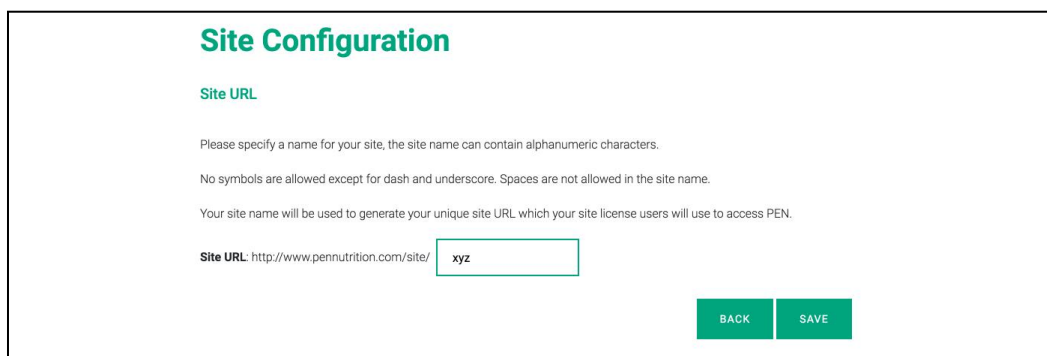
## Step 2 - Set Your Site URL

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.



The screenshot shows the 'Site Configuration' page. The title 'Site Configuration' is in green. Below it, the section 'Site URL' is in green. A message says 'Please specify a name for your site, the site name can contain alphanumeric characters.' followed by 'No symbols are allowed except for dash and underscore. Spaces are not allowed in the site name.' and 'Your site name will be used to generate your unique site URL which your site license users will use to access PEN.' There is a text input field with 'xyz' entered. Below the field, the text 'Site URL: http://www.pennutrition.com/site/' is followed by the input field. At the bottom right, there are two green buttons: 'BACK' and 'SAVE'.

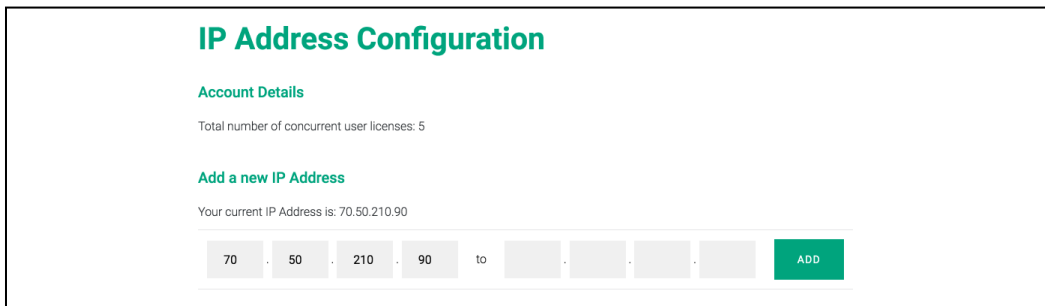
### Step 3- Manage IP Address Ranges

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.



**IP Address Configuration**

**Account Details**

Total number of concurrent user licenses: 5

**Add a new IP Address**

Your current IP Address is: 70.50.210.90

70 . 50 . 210 . 90 to . . . . **ADD**

### 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.