

## Activation Guide – Trimble SketchUp Subscription.



### **Congratulations on purchase of SketchUp subscription license!!**

- This license activation guide will take you through steps to activate the subscription license purchase.
- Request you to go through the license activation guide once before starting license activation process.

From: donotreply@trimble.com <donotreply@trimble.com>

Sent: 12 March 2022 09:18 PM

To: [\[Redacted\]](#)

Subject: Start using your product today!

Once your license is processed, you will receive this email from Trimble.

STEP - 1



Transforming the way the world works

Hello [\[Redacted\]](#),

Exciting news! Your order [\[Redacted\]](#) was successfully processed and is ready for you to use. Use the link below to login in to your account management portal to manage your products.

ProductName	ProductDescription	Quantity	Account owner
<a href="#">[Redacted]</a>	<a href="#">[Redacted]</a>	<a href="#">[Redacted]</a>	<a href="#">[Redacted]</a>

Note - This step is only applicable for email Ids which already has a Trimble account created.

Manage Your Account

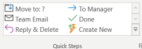
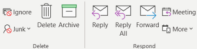
Click "Manage Your Account"

Skip to STEP-6

Thank you,  
Trimble

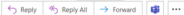
If you do not have a Trimble account created with your email Id, you might have received an invitation mail from Trimble to create account. FOLLOW STEP - 2

File Message Help



## Trimble Invitation - Create Account

STEP - 2



Wed 20-04-2022 18:24

NR no-reply@account.trimble.com  
To: [Normal Gassner](#)**Mail received from Trimble after license is processed.**

Retention Policy Archive New (10 years)

Expires: 17-04-2032

If there are problems with how this message is displayed, click here to view it in a web browser.

**Welcome to Trimble!**

Create a Trimble ID to access all things Trimble.

Hi [Normal Gassner](#),[Rishabh Bharti](#) has invited you to create a Trimble ID. Your Trimble ID will give you access to Trimble products and services.[Click here](#) to accept the invitation. This link will expire in 60 days.Thanks,  
The Trimble Team**Accept the invitation from Trimble using "Click here" hyperlink and proceed with Trimble account creation.**

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[Privacy Policy](#) | [Terms and Conditions](#)

Trimble Inc., 10368 Westmoor Drive

Westminster, CO 80021

**Note - This step is only applicable for email ids which does not have a Trimble account created.**

**Create a Trimble Account using the Email ID mentioned in CIF.**

**If already created, you can proceed to login.**

< Cancel

 Trimble

STEP - 3

### Create a Trimble ID

Already have an account? [Sign In](#)

First Name

Last Name

Email

Send Code

**Click on Send Code.**

File **Message** Help

## Your Trimble Identity Verification Code

**STEP - 4**

NR

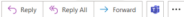
no-reply@account.trimble.com

Retention Policy Archive New (10 years)

Expires: 17-04-2032

Follow up. Start by 20 April 2022. Due by 20 April 2022.

If there are problems with how this message is displayed, click here to view it in a web browser.



Wed 20-04-2022 15:35



## Your Trimble Identity Verification Code

The Trimble Identity verification code you requested is:

**995793****A mail will be received with Verification Code.**

This code will expire in 60 minutes.

Thanks,  
The Trimble Team



< Cancel

STEP - 5



## Verify your identity

A verification code has been sent to your email. Please enter the code below to continue.

Verification Code

[Resend Code](#)

[Use a different email](#)

**Use your Verification Code  
received in Email.**



STEP - 6

## Sign In

New user? [Create a Trimble ID](#)

Username

name@email.com

Next

or



Sign in with Google



Sign in with Apple

Login with your Email Id used to create Trimble Account.



Kathleen Burke

kathleen.burke@trimble.com

Edit Profile

## My Products

Access plans and products assigned to you.

Only Admin Account has options for My Products, Members & Plan Settings.

STEP - 7



### No products yet!

You currently have no plans or products assigned to you.

Admin - Kathleen Burke - My Products  
Purchased via: My Vendor Name

Make sure to select the correct profile with "Purchased via your vendor name"

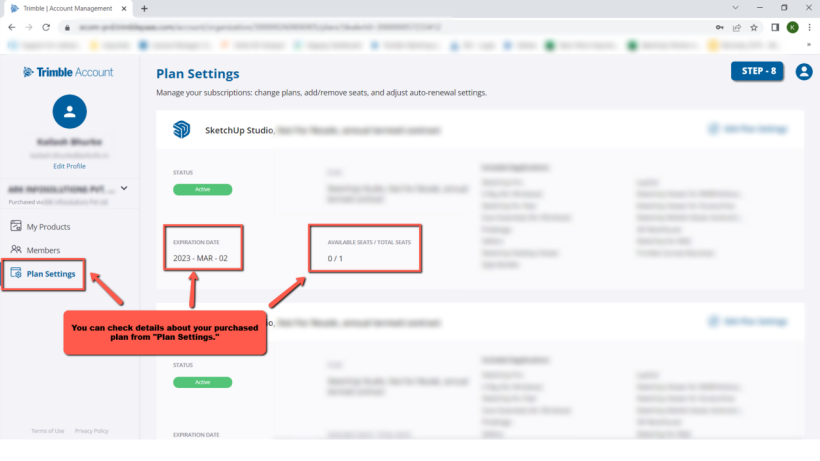
My Products

Members

Plan Settings

Initially My Products will show no license. As we have not assigned license to the user yet.







William Wheeler

Edit Profile

## Members

Manage the users in your account.

Search by name, email or product access

To add a new user Click the drop down menu and select "Add New User"

STEP - 9



- Add New Users
- Add New User
- Bulk Add (.csv)

<input type="checkbox"/>	NAME ^	ROLE	PRODUCT ACCESS	STATUS	
<input type="checkbox"/>	William Wheeler	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...
<input type="checkbox"/>	John Doe	Admin	Full	Active	...

My Products

My Products

Members

Plan Settings


Under "Members" you can assign license to your users.

## Members

Manage the users in your account.

Search by name, email or product access

Add New Users 













**John Smith**  
Account Administrator

Edit Profile

My Products

**Members**

Plan Settings

<input type="checkbox"/>	NAME ^	ROLE	PRODUCT ACCESS	STATUS	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	
<input type="checkbox"/>	John Smith	Account Administrator	Full Access	Active	

### Add New User

Email\*

**Add Email Id for your new user and click on Next.**

## Members

Manage the users in your account.

Search by name, email or product

NAME ^

**Add First & Last Name for User.**

**Click on Role to assign the role to user.**

**Click on Product access to select a product for user.**

### ADD NEW USER

#### User Details

Email\*

First Name\* Last Name\*

Role

Product User

Product Access

Add User

### ADD NEW USER

#### User Details

Email\*

Account Owner  
Only users with verified emails can be assigned an account owner role.

Secondary Account Owner  
Only users with verified emails can be assigned an account owner role.

Company Admin  
Access to User Management (all users).

**Product User** ✓  
Access to plans and products assigned to them only.

Product Access

Add User

### ADD NEW USER

#### User Details

Email\*

First Name\* Last Name\*

<input type="checkbox"/>	Trimble	Trimble	211	Available
<input type="checkbox"/>	Trimble	Trimble	211	Available
<input checked="" type="checkbox"/>	Trimble	Trimble	211	Available
<input type="checkbox"/>	Trimble	Trimble	211	Available
<input type="checkbox"/>	Trimble	Trimble	211	Available

Add User

**After clicking drop down menu for Role you get a set of Roles which you can select and assign.**

**After clicking drop down for Product Access, you can select and assign available product to user.**

STEP - 11



### Members

Manage the users in your account.

Search by name, email or product

Add New Users

ADD NEW USER

#### User Details

Email\*

First Name\*      Last Name\*

Role

Product Access

Add User

Click on Add User to create the user.

### Trimble Account

## Members

Manage the users in your account

Search by

NAME ^

UK

KG

Add New Users

### Success!



[Redacted] has been successfully added.

Done



**You will be able to see this message when user is added successfully.**

	STATUS	
	Active	...
	Invited Expires Jun 19 resend invite	...

Trimble | Account Management x +

Trimble Account

Members

Manage the users in your account.

STEP - 14

Search by name, email or product access

Add New Users

<input type="checkbox"/>	NAME ^	ROLE	PRODUCT ACCESS	STATUS	
<input type="checkbox"/>	UK	Product User		Active	...
<input type="checkbox"/>	KG	Product User		Invited Expires Jun 19 resend invite	...

← Prev 1 2

**New Users are successfully Added.**

**If status for the license for any user shows "Invited", it simply means that user does not have a Trimble Account and an invite from Trimble is shared on users email to create a Trimble account.**

**To create a Trimble Account follow STEP -2 to STEP - 6**

Terms of Use Privacy Policy

Access plans and products assigned to you.

## SketchUp Studio

STATUS

EXPIRATION DATE

Your professional 3D modeler with everything you need to steer your projects ahead with confidence including analysis, project management, and rendering tools.

Active

25 - MAY - 2022

View Included Applications

My Products

Once user creates and logs into their user Trimble account, they will see just one option for "My Products"

From "View Included Application", user can download all the applications included with their Subscription.



**Activation Guide – Trimble SketchUp Subscription.**



**Thank-You!!**