**Bentley User Registration**

Email Template

**Individual Installation**

*Administrators must notify user to complete the process. Cut and paste from the
email template below to provide your users with download and sign-in instructions.*



Dear Bentley application user,

Our organization must have all users complete the process below to comply with Bentley’s recent sign-in requirement. As our account’s administrator, I have added your email address to begin the registration necessary to complete the task. Please complete the steps below by ***[\_\_\_\_\_\_DATE\_\_\_\_\_\_]***.

1. Click the ‘Get Started’ button below and select the CONNECTION Client you wish to download.
2. Follow the prompt in the download window to run the installation. If the window does not appear, please make sure your pop-up blocker is turned off.
3. When the installation is complete, the sign-in window will appear. Select *Forgot password* to create your password, using your email address as your log-in.
4. Sign in to the CONNECTION Client with your new password.



**You must complete all four steps to successfully complete the registration.** If you experience any technical issues, please contact ***[\_\_\_\_\_\_ADMIN INFO\_\_\_\_\_\_]*** or [**submit a Service Request**.](http://apps.bentley.com/srmanager/CCregistration)