

TEOS

Licenses

2026



How to activate your licenses

Description

This guide explains how you can activate your ordered licenses.
We will handle both flows for existing and new customers.

Requirements

- Have access to the license URL that you will receive after your TEOS license has been processed.

How to activate your licenses

1. Once your TEOS order has been processed, you will receive a reply about your order.

This reply contains the license URL that can be used to activate your licenses.

The license URL should look like this:

<https://portal.teos.solutions/Customer/License/?id=iY45JgN7F5Gtj&+csfY6Fn0T+3UgNfJsSXluNppRzdp55c8xOAtt+IF0g+l8M3/TDcc>

2. **Existing customers: (proceed to step 6 if you are a new customer)**

Open the URL in your browser. Once opened, select 'Existing' for an existing customer.

Press 'Next' to continue.

Select customer type

Please select whether you are a new or existing customer

Type ▼

3. In the following window, a 'Server license key' needs to be entered.

Server license key

Please enter your server license key below to add your ordered licenses to your account

Server license key

You can find this in your TEOS web interface, on the 'Server Management' page.

License information ?

Software Updates and Support End Date

Server ID

- Next to the 'Server license key', you need to select whether you want to add your new licenses or extend existing licenses. This can be selected in the drop-down:

Select 'Extend' to extend existing licenses.

Select 'New' if you want to add your order as new licenses.

This means the new licenses will receive the start date when the order has been processed.

Select 'Save' to continue.

Server license key

Please enter your server license key below to add your ordered licenses to your account

23LK-F5YH-B5F8-ST67

Would you like to extend your current licenses or add them as new licenses?

Extend	▼
Extend	
New	

Save

- Your licenses have now been activated.
Licenses will automatically become available within one hour when you are using TEOS Cloud.

Your local license file needs to be updated in case of an on-premises installation

To do this, please follow the steps described in the following article:

[How to update your licence file – TEOS](#)

6. **New customers:**

Open the URL in your browser. Once opened, select 'New' for a new customer.
Press 'Next' to continue.

Select customer type

Please select whether you are a new or existing customer

Type ▼

New

Existing

Next

7. Choose your kind of hosting; this choice depends on your ordered licenses.

Select 'On-premise' if you have ordered a 'TEM-ENT350' license.

Select 'Cloud' if you have ordered a 'TEM-ENTCL' license.

Press 'Next' to continue.

Select customer type

Please select if you are hosting TEOS Manage on your own server (on premise), or if you would like us to host TEOS Manage for you (cloud).

Hosting ▼

On premise

Cloud

Next

8. Fill out your company details.
In case of TEOS Cloud, fill out the preferred hostname you would like to use to access the web interface.

For example:

If your company name is 'Northvale Dynamics', you can enter: northvaledynamics

This way the URL to reach your web interface will become: northvaledynamics.teoscloud.com

Once filled out, press 'Save' to continue.

Company information

TEOS Licensing		✓	
Licencestreet 1		✓	
1111AA	✓	TEOS	✓
Nederland		▼	
+31612345678			✓
support@teos.support			✓
TEOS Cloud subdomain			

yourcompany.teoscloud.com

Save

9. You have now successfully registered your TEOS order.
For TEOS Cloud, a background process will be started to create your environment.
We advise you to send an email to support@teos.support, they can share the login details.

For on-premises, a license key will be shown. This can be used to install TEOS.
The download links can be found in our knowledge base after you have registered.
The URL for the downloads is: [TEOS Manage - Downloads – TEOS](#)

For technical difficulties, please contact TEOS support: support@teos.support