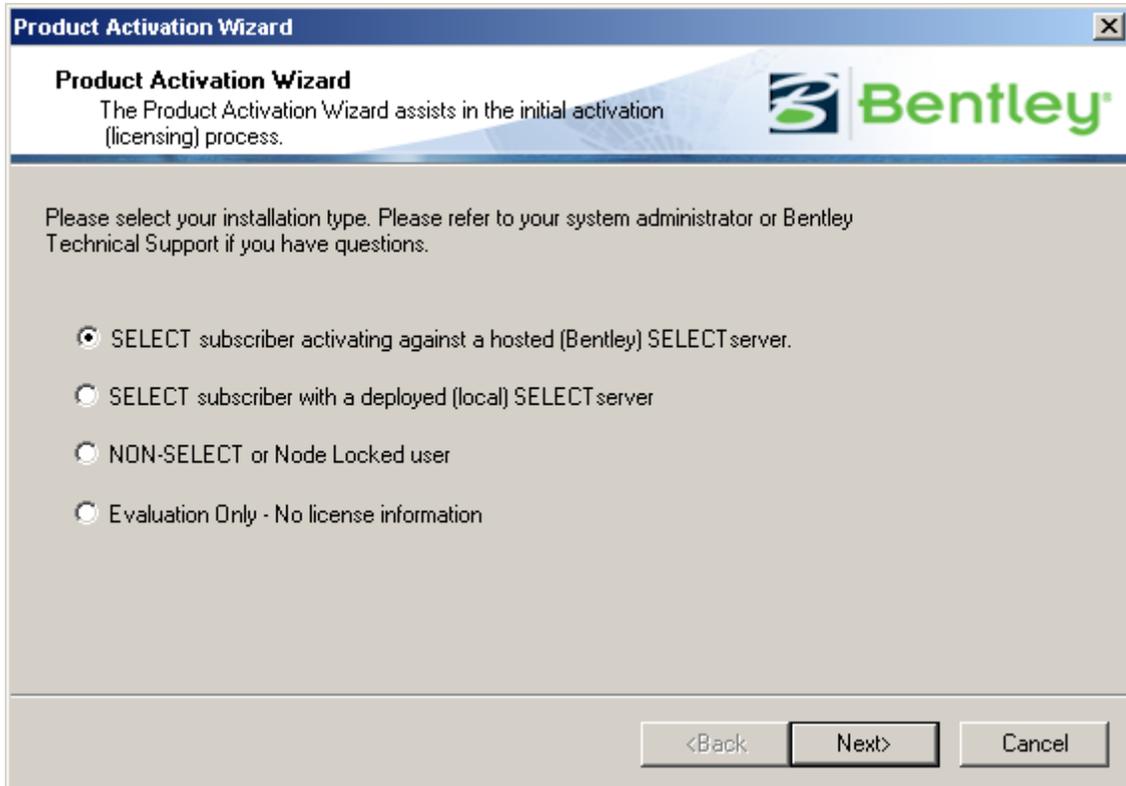


# How do I activate my Bentley Application?

To activate your Bentley Application the user must be connected to the internet.

After a Bentley Application is installed, the user will be prompted to run the Product Activation Wizard. After clicking yes, the Product Activation Wizard initializes and asks the user to choose the type of installation they have:

**SELECT subscriber activating against a hosted {Bentley} SELECT server**



Next, the user is then prompted for the activation information:

Server Name: **SELECTSERVER.BENTLEY.COM**

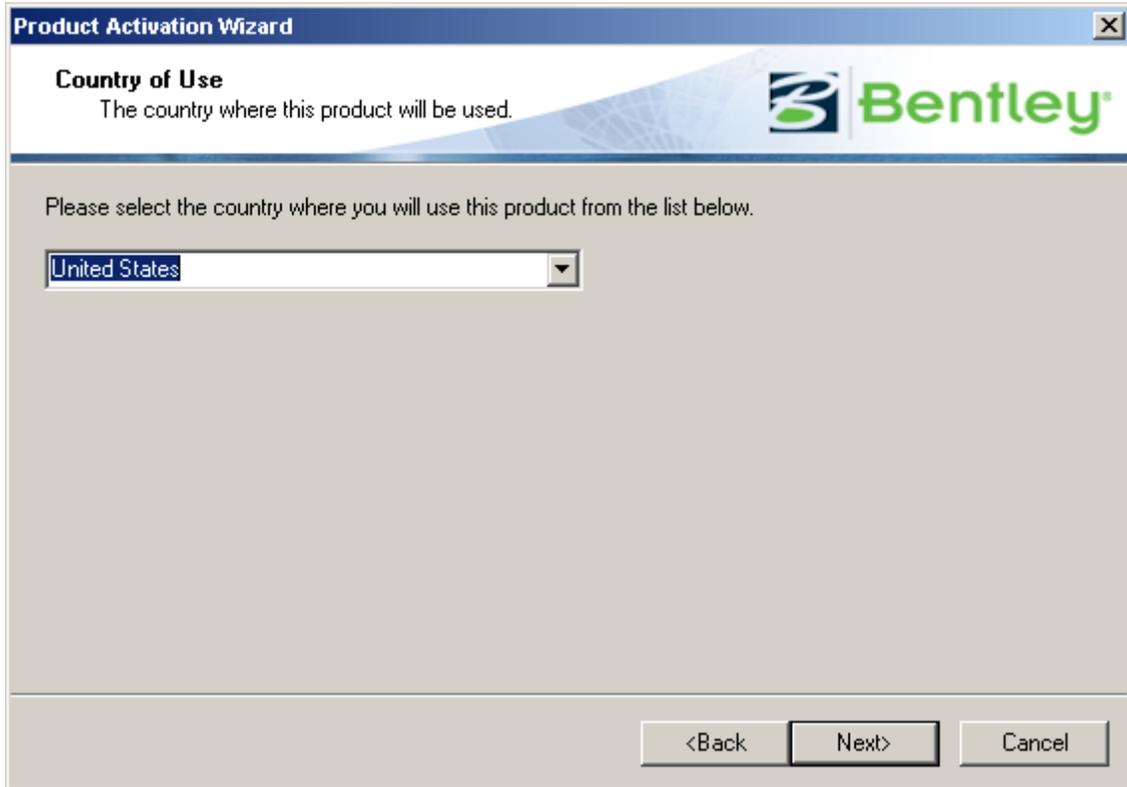
Site Activation Key: **VS-??** (Consultants with active VDOT projects should have received an Activation Key per email)

The user may then choose to Test Connection. This test simply pings the server to verify a connection can be made.

The screenshot shows a Windows-style dialog box titled "Product Activation Wizard". The main heading is "Activating against a SELECT server" with the instruction "Please enter your SELECT server information." and the Bentley logo. Below this, a paragraph explains that for local servers, both server name and site activation key are required, while for Bentley's server, only the key is needed. Two text input fields are present: "Server Name" containing "selectserver.bentley.com" and "Site Activation Key" containing "VS-??". There is an unchecked checkbox for "Use HTTPS (SSL)". Two buttons, "Proxy..." and "Test Connection", are located below the fields. At the bottom, it says "Settings stored for: All Users of this Machine" and has three buttons: "<Back", "Next>", and "Cancel".

Next, user is prompted to select the country where the product will be used.

### United States



The image shows a 'Product Activation Wizard' dialog box. The title bar reads 'Product Activation Wizard'. The main content area is titled 'Country of Use' and includes the instruction 'The country where this product will be used.' The Bentley logo is visible in the top right corner. Below the instruction, a text prompt says 'Please select the country where you will use this product from the list below.' A dropdown menu is present with 'United States' selected. At the bottom, there are three buttons: '<Back', 'Next>', and 'Cancel'.

**Product Activation Wizard**

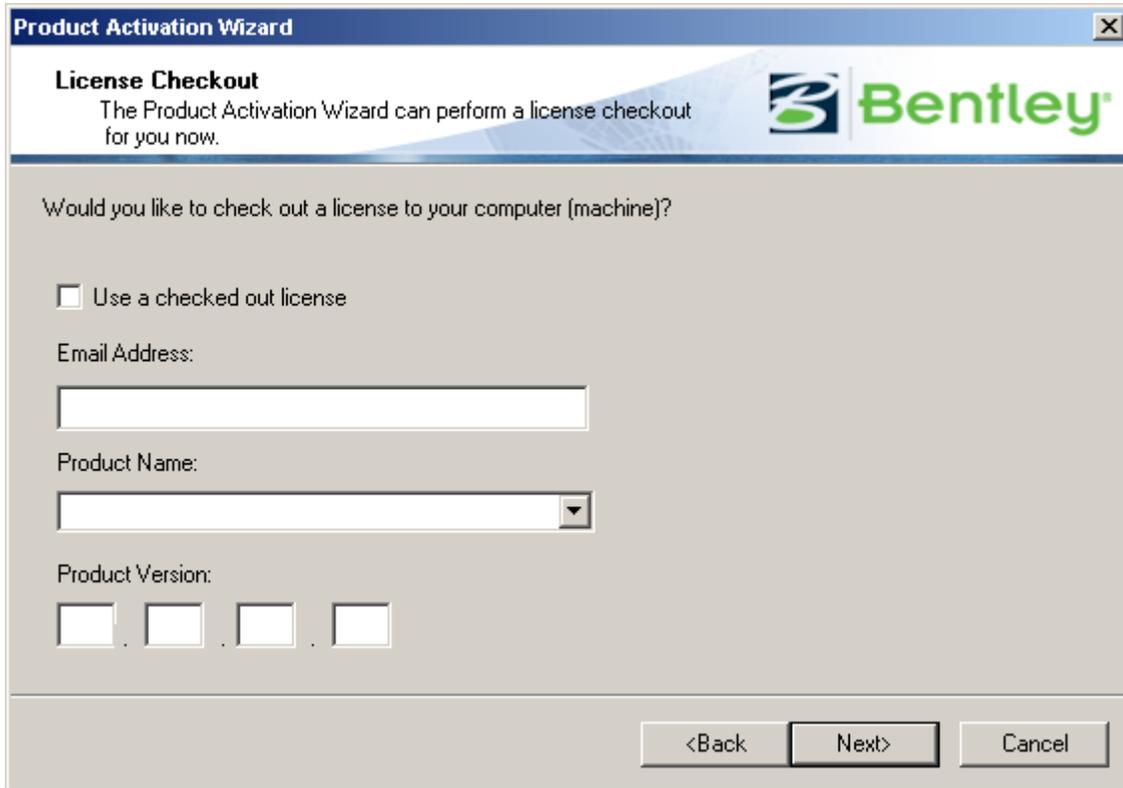
**Country of Use**  
The country where this product will be used.

Please select the country where you will use this product from the list below.

United States

<Back   Next>   Cancel

Next, the user is prompted to check out a license. It is suggested that the user skip this step and check out licenses after the activation is complete. Checking out a license is optional and should only be utilized if a user will be disconnected from the internet for more than 30 days. (Instructions for checking out a license are listed below.)



The image shows a Windows-style dialog box titled "Product Activation Wizard". The main heading is "License Checkout" with a sub-message: "The Product Activation Wizard can perform a license checkout for you now." The Bentley logo is visible in the top right corner. The main question is "Would you like to check out a license to your computer (machine)?". Below this is a checkbox labeled "Use a checked out license". There are three input fields: "Email Address:" (a text box), "Product Name:" (a dropdown menu), and "Product Version:" (four separate text boxes for major, minor, revision, and service pack numbers). At the bottom right are three buttons: "<Back", "Next>", and "Cancel".

**Product Activation Wizard**

**License Checkout**  
The Product Activation Wizard can perform a license checkout for you now.

Would you like to check out a license to your computer (machine)?

Use a checked out license

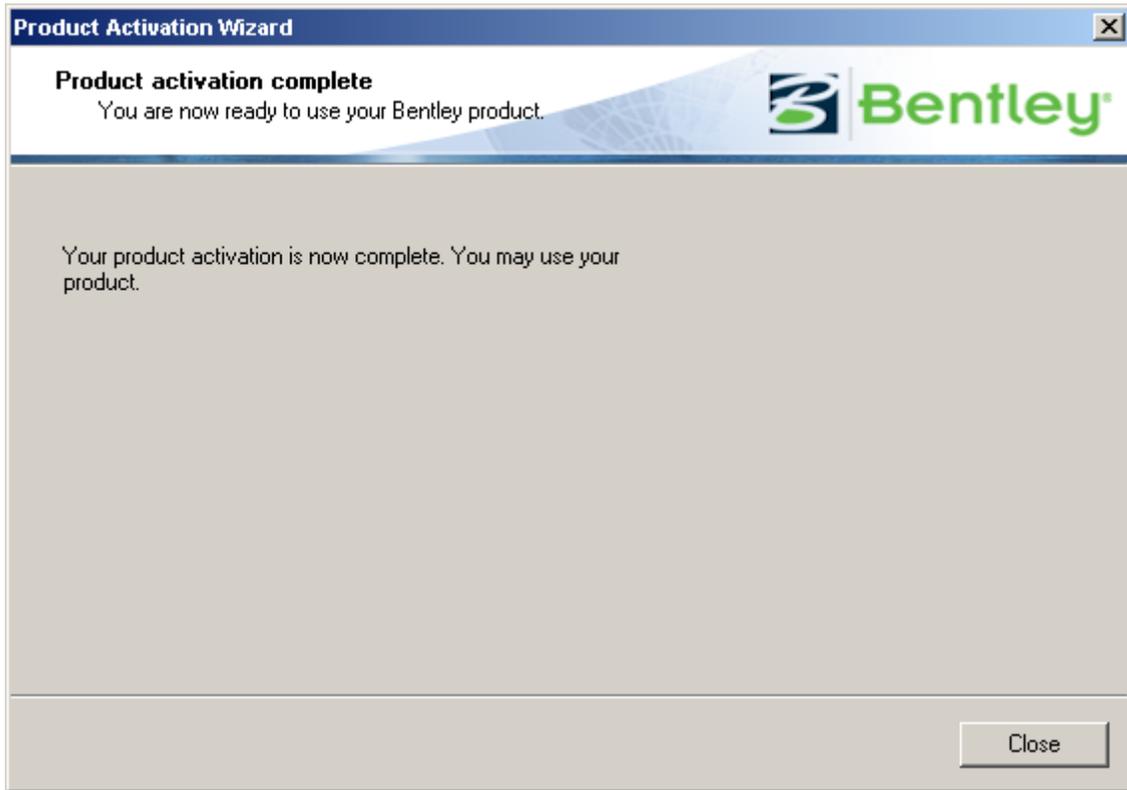
Email Address:

Product Name:

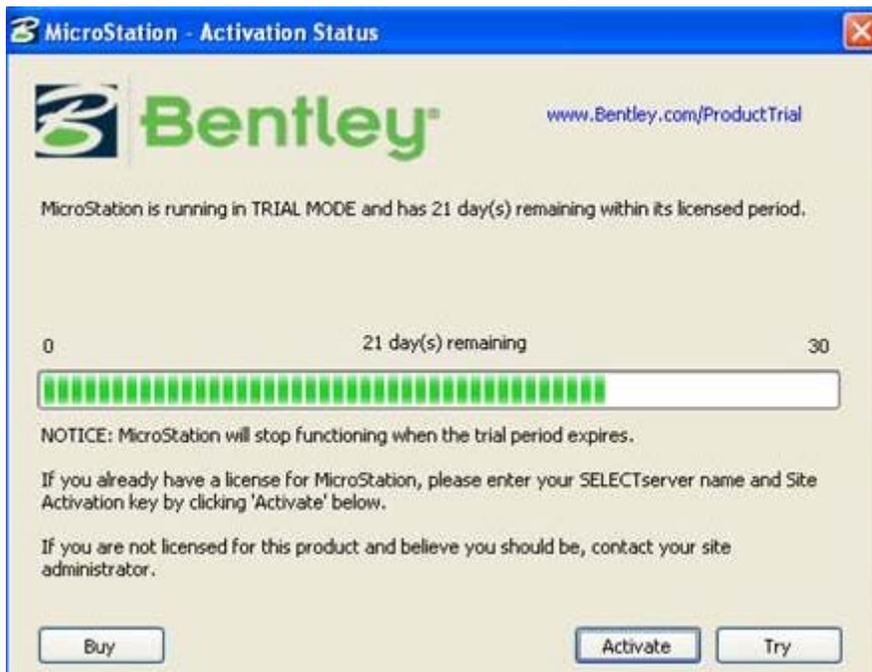
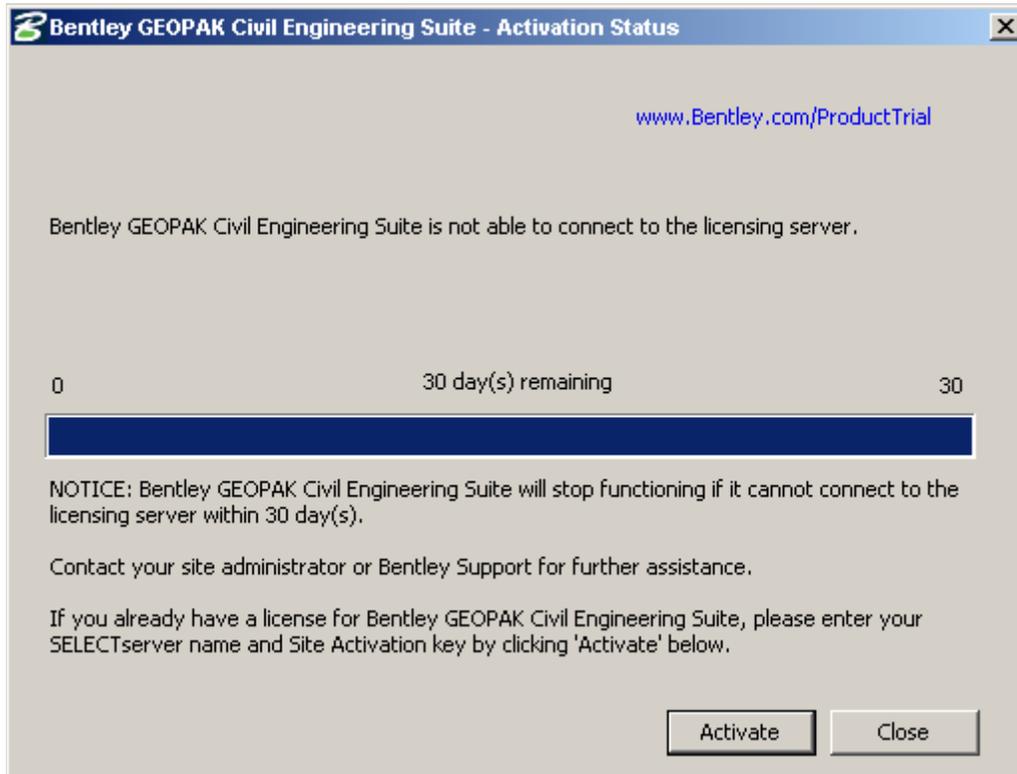
Product Version:  
 .  .  .

<Back    Next>    Cancel

Next, an activation summary dialog box is followed by a success dialog box to indicate activation has been completed.



If user get the error message that the **Bentley Product is not able to connect to the licensing server** or **MicroStation is running in TRAIL Mode** make sure the computer is connected to the internet and that **Bentley.com** is a trusted website.

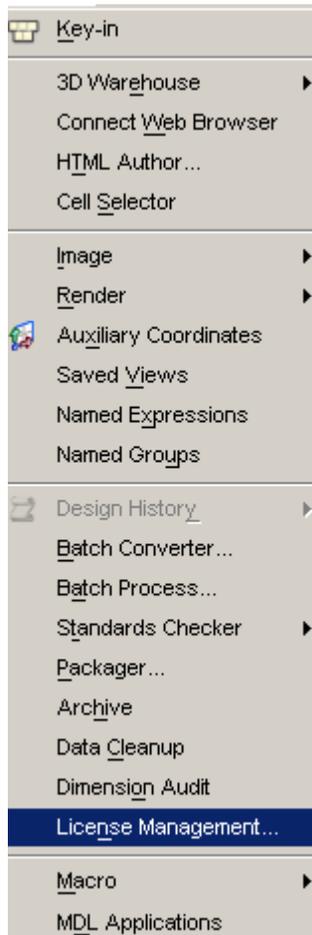


# How do I check out a license for my Bentley Application?

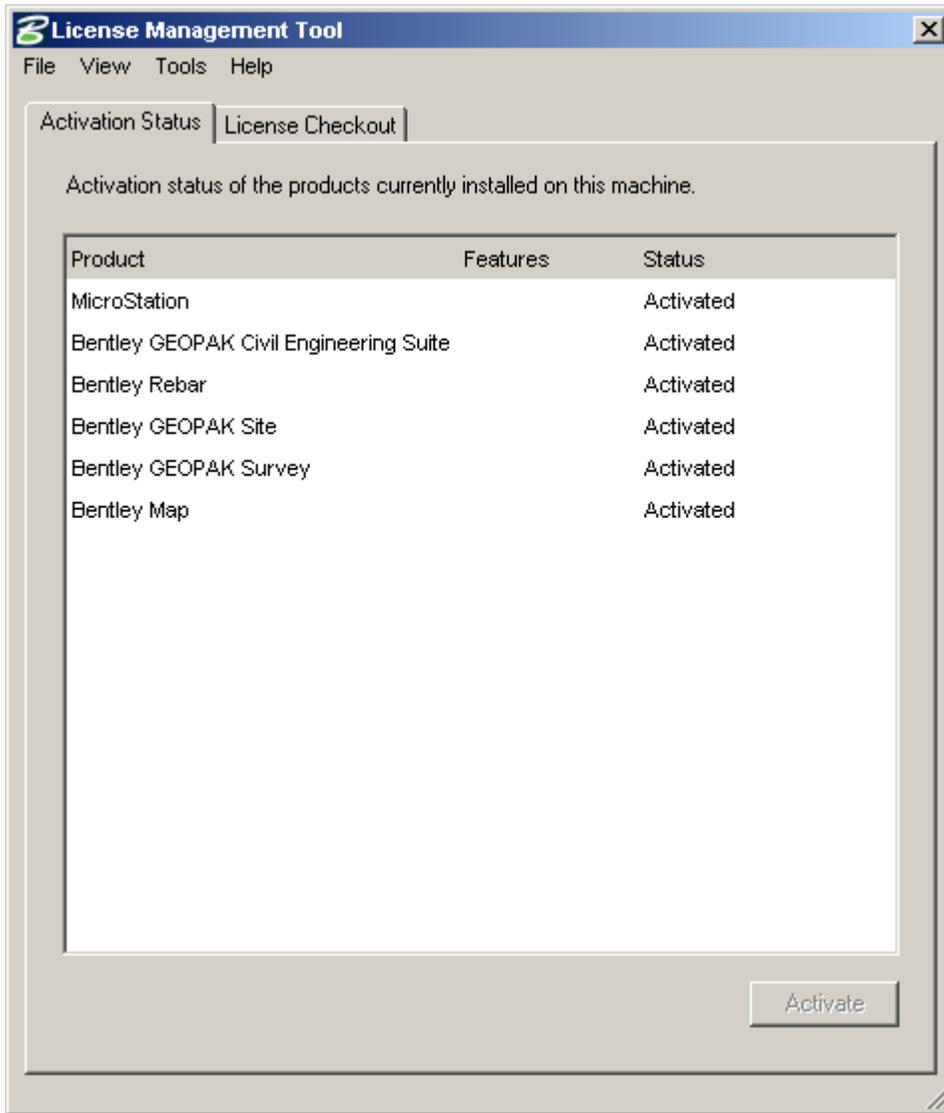
This step is optional and should only be utilized if a user will be disconnected from the internet for more than 30 days.

Open microstation.

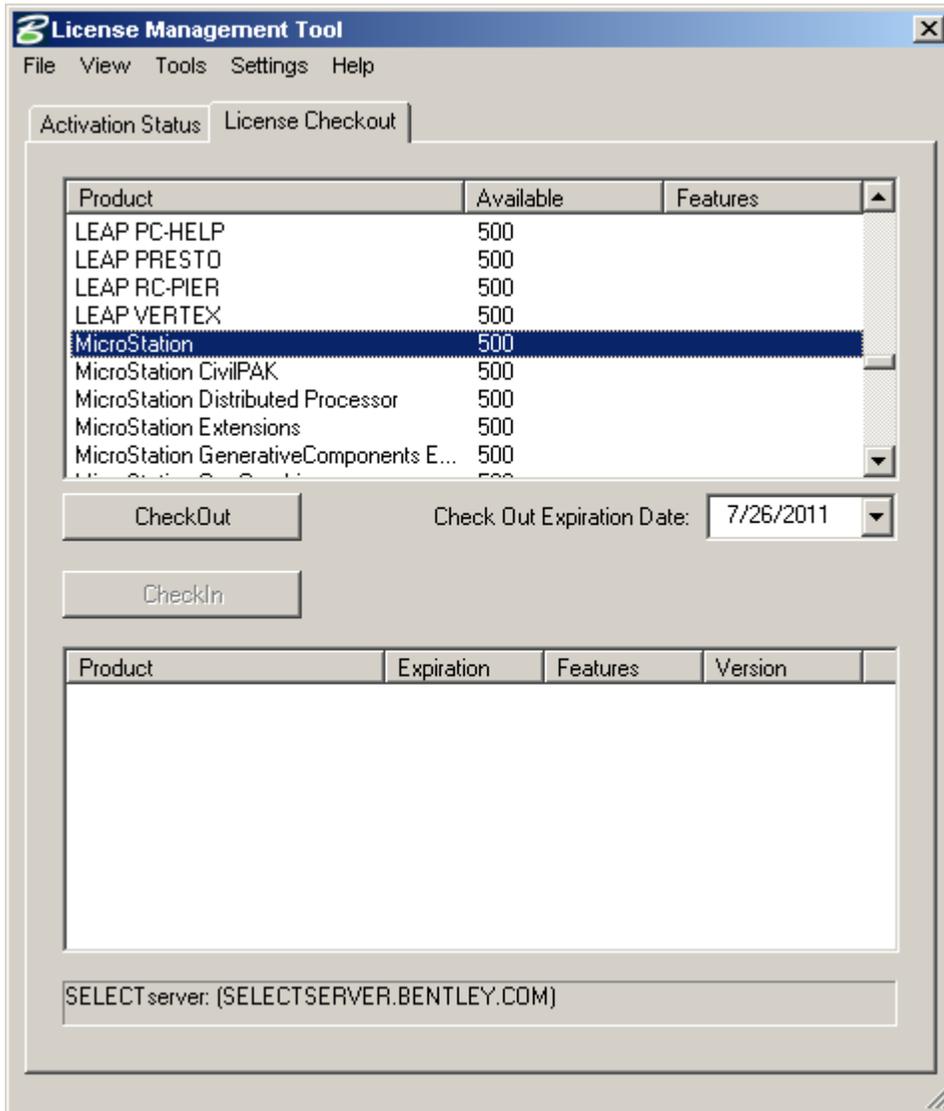
Click on the Utilities menu and select License Management.



A License Management tool box will display. Click on the License Checkout tab.



A list of available Bentley Products will display. Highlight the Bentley Product and click CheckOut.



Enter Email address and click OK. The license checkout is complete.

Checkout Settings

Email Address: \_\_\_\_\_  
Please enter an email address to use for checkout:

VDOT@VDOT.Virginia.gov

Remember this email address

Version(s): \_\_\_\_\_

Product	Features	Version
MicroStation		08.11.07.180

OK Cancel