



CBRE DigiVerse

Licensing Guide

To access the CBRE DigiVerse app, users are required to obtain an annual license. Follow the steps below to request and activate your license:

1. Request for a CBRE DigiVerse Account

- Visit the online form at **CBRE DigiVerse Account Request**.
- **Please note:** This link is only accessible to CBRE employees. If you are an L3 user, please ask your country/region CBRE CDMs or Champions to raise the request on your behalf.
- Make sure you provide all the necessary details. If you're registering as a CBRE MT or Country Admin, it's essential to provide the Realm code. For L3 users, ensure you provide the Vendor code, Single point of contact (SPOC) Name, and SPOC Email.

2. CBRE Review & Forwarding

- After you've filled out the form, CBRE D&T team will review your request. Once approved, it will be sent to the 3Point3 labs support team for further processing.

3. Account Activation & Licensing

- If you're a CBRE MT or Country Admin:
 - 3Point3 Labs will issue your license and activate your account right away, provided there are pre-purchased licenses available from CBRE.
- If you're an L3 user:
 - 3Point3 Labs will get in touch with the SPOC (Single Point of Contact) of your company (Vendor) via email.

4. Payment Process for L3 Users

- The SPOC will receive an email with a Stripe payment link.
- Vendors can use this link to make payments using their Mastercard or Visa cards. L3 vendors can add their billing addresses and tax number (if required) on the stripe payment page.
- If the vendor prefers direct bank transfer (via SWIFT), they can request bank details from 3Point3 Labs. If opting for Swift payment, 3Point3 Labs will ask for billing addresses and tax numbers over email.

5. Activation of L3 User Account

- Once 3Point3 Labs confirm the payment, the L3 user account will be activated. After the payment is completed, 3Point3 labs will generate an invoice and share it with the vendor's SPOC.

Note:

1. The official start of the license period is the date when the onboarding email is sent against the license.
2. Licenses are valid for a duration of 365 days (1 year).
3. A reminder email will be dispatched when your license nears its expiration, ensuring you have ample time for renewal.

Should you encounter any issues or have questions during this process, don't hesitate to reach out to CBRE or 3Point3 labs support teams. We aim to facilitate a seamless integration into the CBRE DigiVerse app ecosystem.