

How to create an Insight Pro Account for 1-YEAR Insight Included Program (Free)

Introduction

This guideline is to show how a **New User** register the **Insight Pro account** to entitle the **1-Year NETGEAR Insight Subscription Included** program for the purchased model.

For the complete list of the NETGEAR devices entitled to the **1-Year NETGEAR Insight Subscription Included** program, please visit

<https://www.netgear.com/business/services/insight/devices/>

Before you start

Prepare for registration

- a) An email address which has not registered any type of Insight account.
- b) Serial Number(s) and MAC address of the newly purchased device(s).

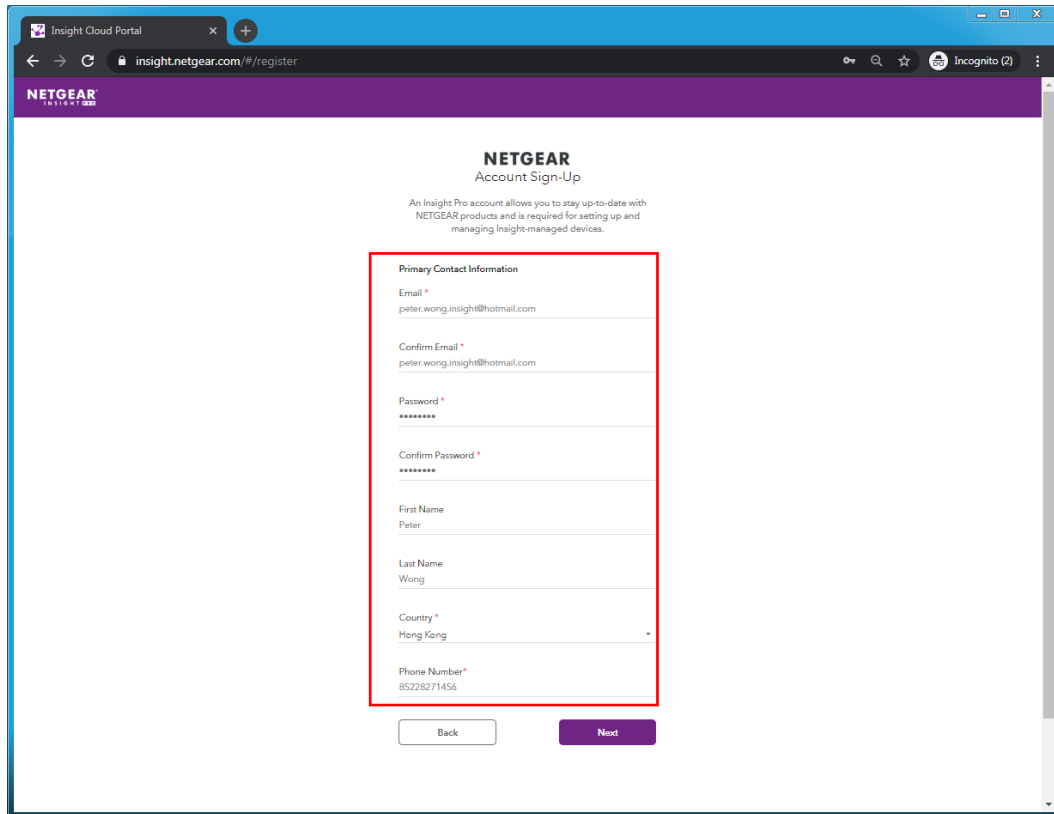
Start the registration

1. Open a browser and go to <https://insight.netgear.com/#/register>
Enter the email and press **Next**.

The screenshot shows a web browser window with the URL insight.netgear.com/#/register. The page features the NETGEAR logo at the top left. The main heading is "NETGEAR Account Sign-Up". Below this, a sub-heading reads: "An Insight Pro account allows you to stay up-to-date with NETGEAR products and is required for setting up and managing Insight-managed devices." A red rectangular box highlights the text input field containing the placeholder "Please enter your email address". Below the input field is a purple button labeled "Next". At the bottom of the page, there are links for "Community", "Terms of Use", "Cancellation Policy", and "Privacy Policy", and a copyright notice: "© 1996 - 2020 NETGEAR®".

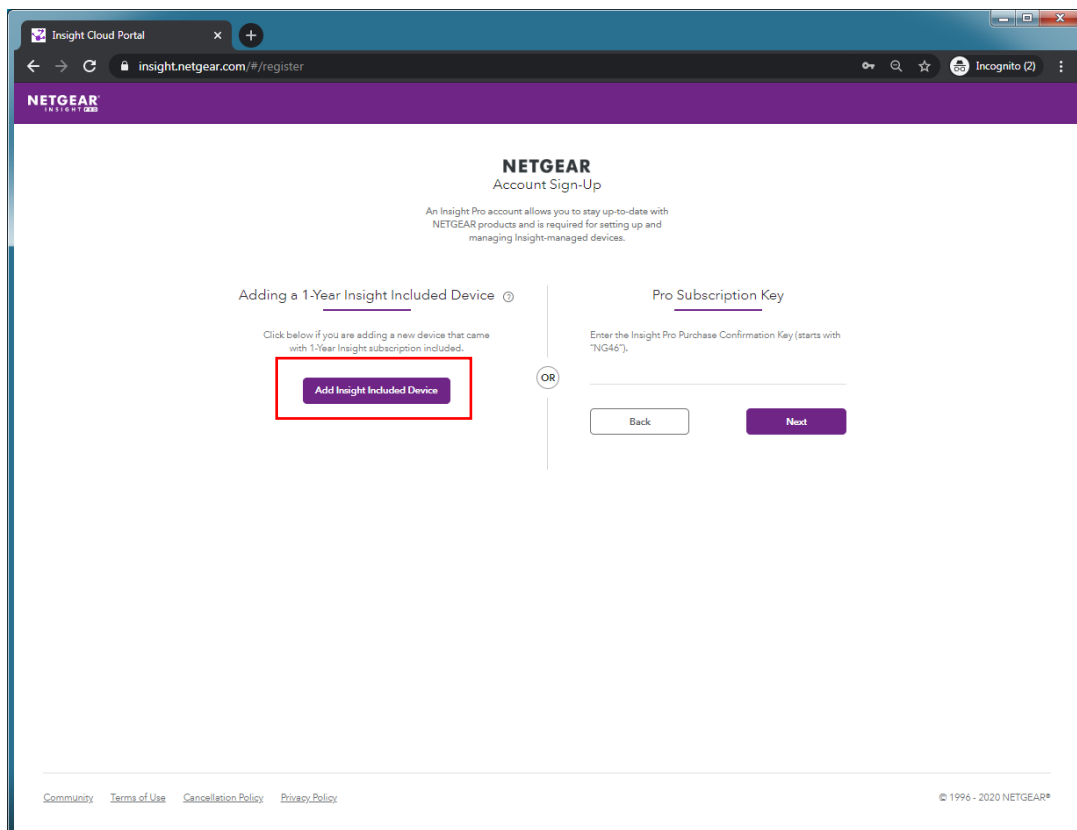
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2. Fill in the Primary Contact Information and press Next.



The screenshot shows the 'NETGEAR Account Sign-Up' page in a web browser. The page title is 'NETGEAR Account Sign-Up'. Below the title, there is a sub-header 'Account Sign-Up' and a paragraph: 'An Insight Pro account allows you to stay up-to-date with NETGEAR products and is required for setting up and managing Insight-managed devices.' The main content is a form titled 'Primary Contact Information' which is highlighted with a red border. The form fields are: Email (peter.wong.insight@hotmail.com), Confirm Email (peter.wong.insight@hotmail.com), Password (masked with asterisks), Confirm Password (masked with asterisks), First Name (Peter), Last Name (Wong), Country (Hong Kong), and Phone Number (85228271456). At the bottom of the form are 'Back' and 'Next' buttons.

3. Press Add Insight Included Device.



The screenshot shows the 'NETGEAR Account Sign-Up' page in a web browser. The page title is 'NETGEAR Account Sign-Up'. Below the title, there is a sub-header 'Account Sign-Up' and a paragraph: 'An Insight Pro account allows you to stay up-to-date with NETGEAR products and is required for setting up and managing Insight-managed devices.' The main content is divided into two sections: 'Adding a 1-Year Insight Included Device' and 'Pro Subscription Key'. The 'Adding a 1-Year Insight Included Device' section has a red box around the 'Add Insight Included Device' button. The 'Pro Subscription Key' section has a text input field and 'Back' and 'Next' buttons. At the bottom of the page, there are links for 'Community', 'Terms of Use', 'Cancellation Policy', and 'Privacy Policy', and a copyright notice '© 1996 - 2020 NETGEAR®'.

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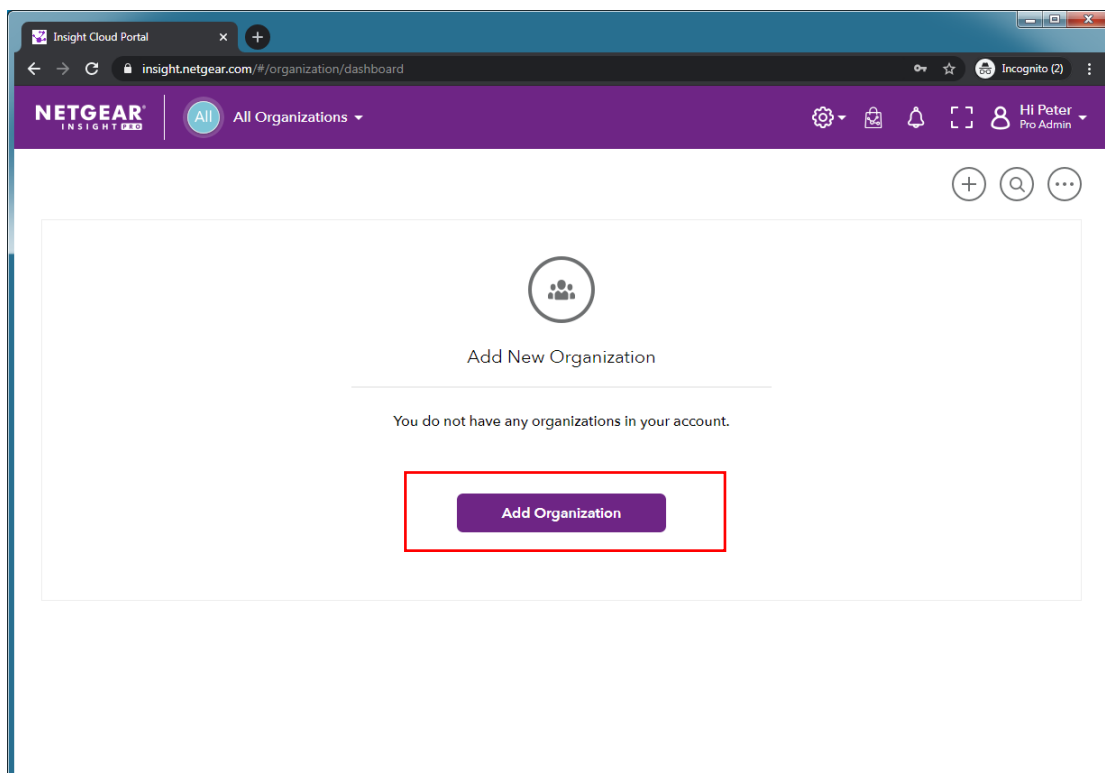
4. Fill in the Business Information and press Sign Up.

The screenshot shows the 'NETGEAR Account Sign-Up' page in a web browser. The form is titled 'Business Information' and is highlighted with a red border. It contains the following fields and options:

- Account Type:** Radio buttons for 'Managed Service Provider' (selected) and 'Small Business Owner'.
- Business Name*:** Text input field containing 'IT Business'.
- Primary Address of Business*:** Text input field containing '52 Hung To Road'.
- City*:** Text input field containing 'Kwun Tong'.
- State*:** Text input field containing 'HK'.
- Zip Code*:** Text input field containing '00000'.
- Country*:** Dropdown menu showing 'Hong Kong'.
- Business Phone Number*:** Text input field containing '85228271456'.
- Send me promotional discounts and other product information.
- By signing up, I agree to the Terms and Conditions.

At the bottom of the form are two buttons: 'Back' and 'Sign Up'.

5. To add the new device into the account, you need to create an Organization and Location first. Press **Add Organization**.



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6. Fill in the Organization Information and press Save.

Insight Cloud Portal

insight.netgear.com/#/organization/createNewOrganization

NETGEAR INSIGHT GEAR

All Organizations

Hi Peter Pro Admin

Organization

Add New Organization

Organization Information

Name of Organization / Business*

Pick Existing Owner
Select an owner

OR

Owner Name

Email Address

Phone Number

Business Phone Number

Logo

Choose a file...

Organization Policy

Email Notifications
 Admin Business Owner Manager

Mobile App Push Notifications
 Admin Business Owner Manager

Email Reports
 Admin Business Owner Manager

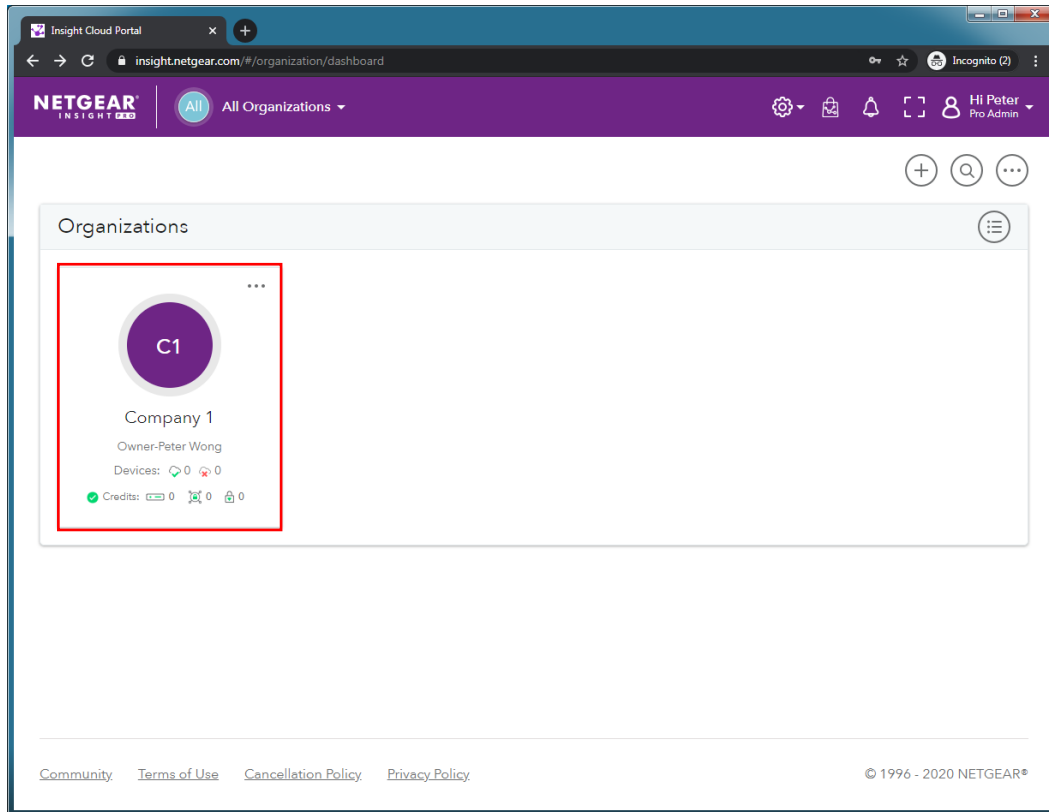
Device Ownership
 Admin Business Owner

Scheduled Reports
 Weekly Monthly

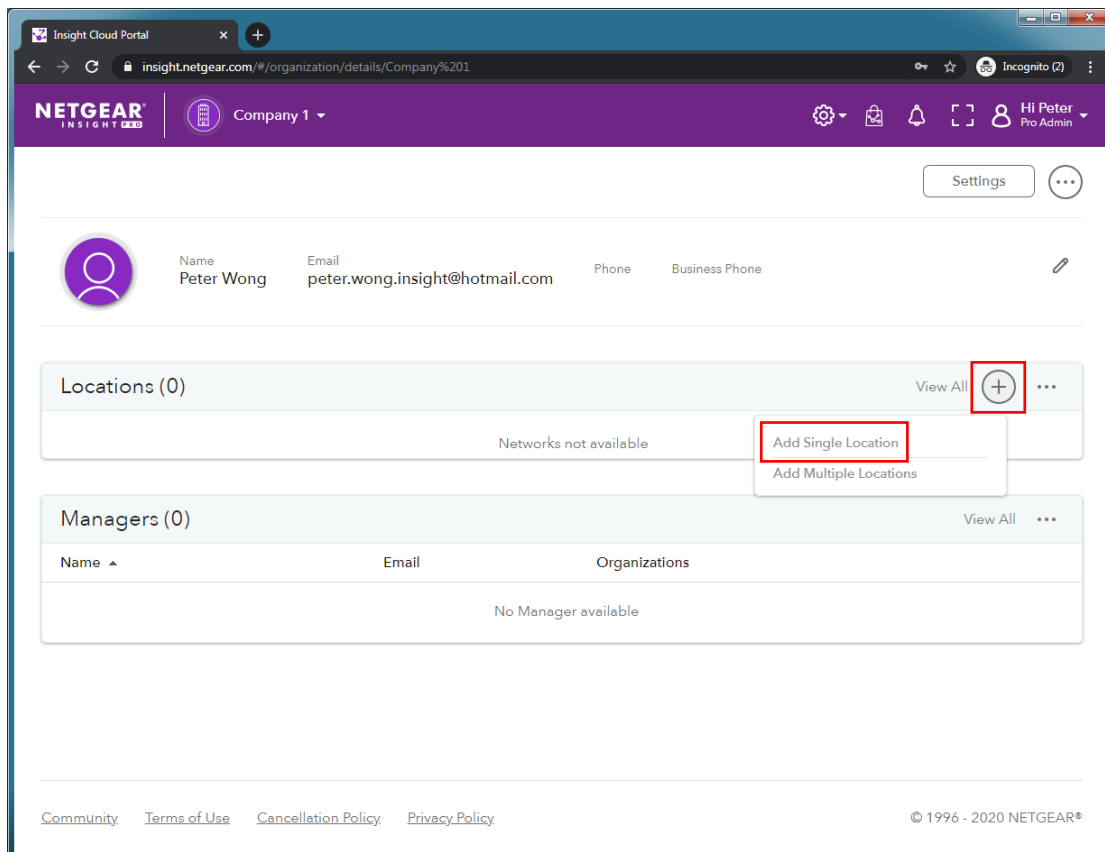
Cancel Save

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7. Now the Organization has been created. Next, we need to create a location.
Click the **organization name** that you have just created.



8. Press **' + ' icon** under **Locations** and choose **Add Single Location**.



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9. Fill in the location details and press Save

Insight Cloud Portal

insight.netgear.com/#/organization/details/Company%201

NETGEAR INSIGHT BUSINESS

Company 1

Name Peter Wong Email peter.wong

Locations (0)

Managers (0)

Name

Setup a New Network Location

A network location in Insight constitutes a grouping of your devices within one single physical location and within one single LAN or VLAN.

Location Name *

Location A

Device Admin Password *

Street

City

State

Zip Code

Country *

Hong Kong

Time Zone *

UTC+08:00 (Asia/Hong_Kong)

Add Location Image

Choose a file...

Cancel Save

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10. The location has been created and we can now add the new devices.

Click the **Location** name that you have just created under **Locations**.

Recommend to add ≤ 50 AP on each location.

Insight Cloud Portal

insight.netgear.com/#/organization/details/Company%201

NETGEAR INSIGHT BUSINESS

Company 1

Name Peter Wong Email peter.wong.insight@hotmail.com Phone Business Phone

Locations (1)

View All + ...

Location A

0/0 Devices

0 Connected Clients

1 Alerts

Managers (0)

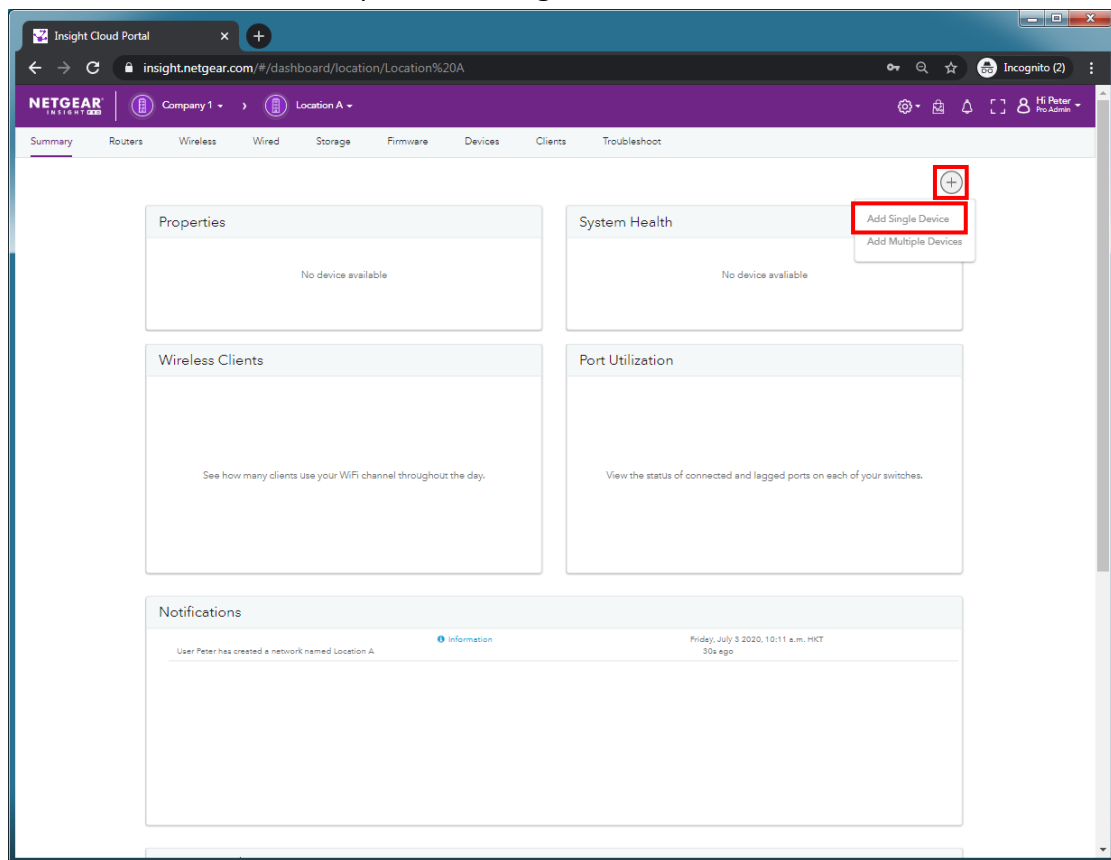
View All ...

Name	Email	Organizations
No Manager available		

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11. Press the '+' icon , and press **Add Single Device**



12. Input the product **Serial Number** and **MAC Address** in the pop-up box. Both information can be found at the bottom of the device or on the packaging box.

✕
Add New Device


Production_WiFi_System

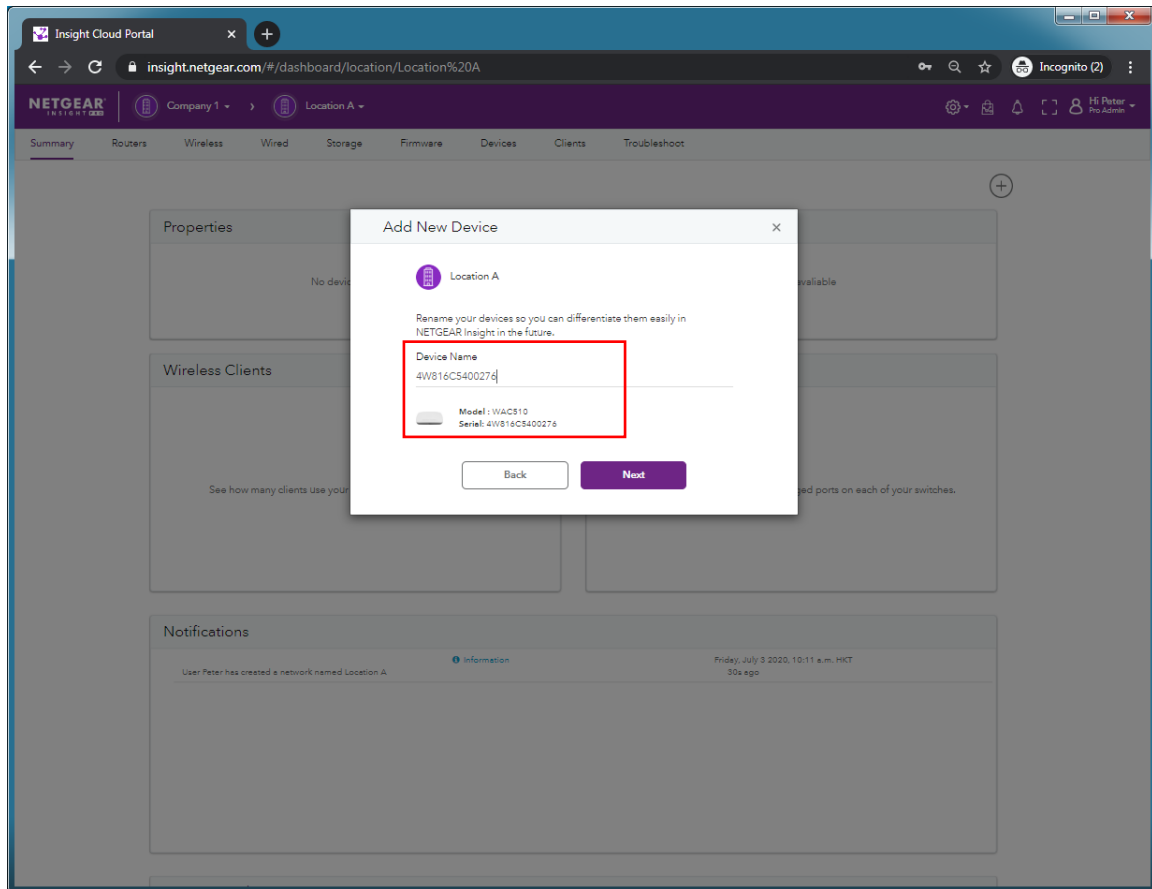
Serial Number

MAC Address

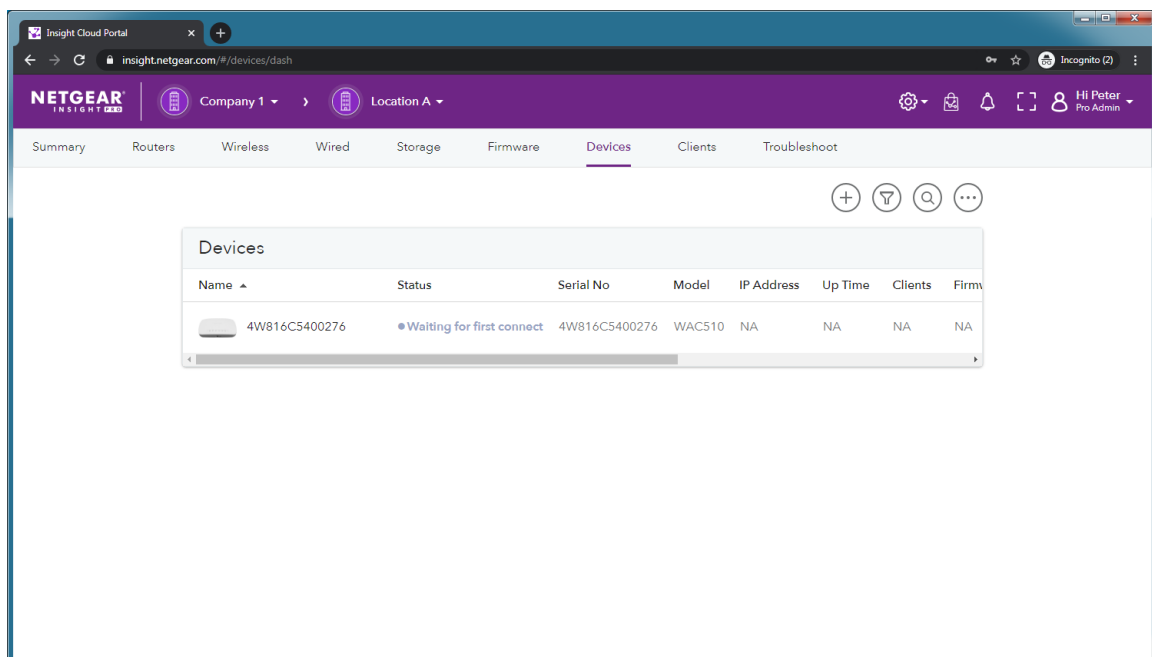
Cancel
Go

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- 13.** NETGEAR Insight will detect the Serial Number and show the corresponding model. Press **Next** once confirmed the model is correct. You may also rename the device.

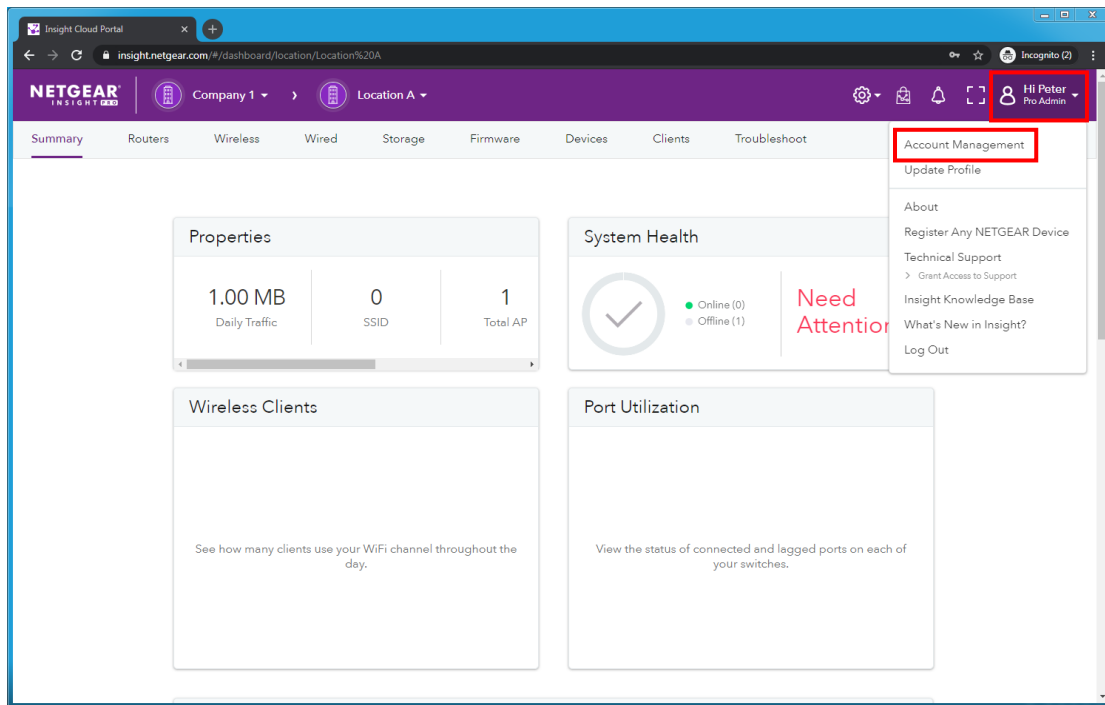


- 14.** Your device is now added into the location and synchronizing the configurations. Insight will detect the devices firmware and update to the latest firmware on the first initialize, please be patient to wait the devices to connected status.

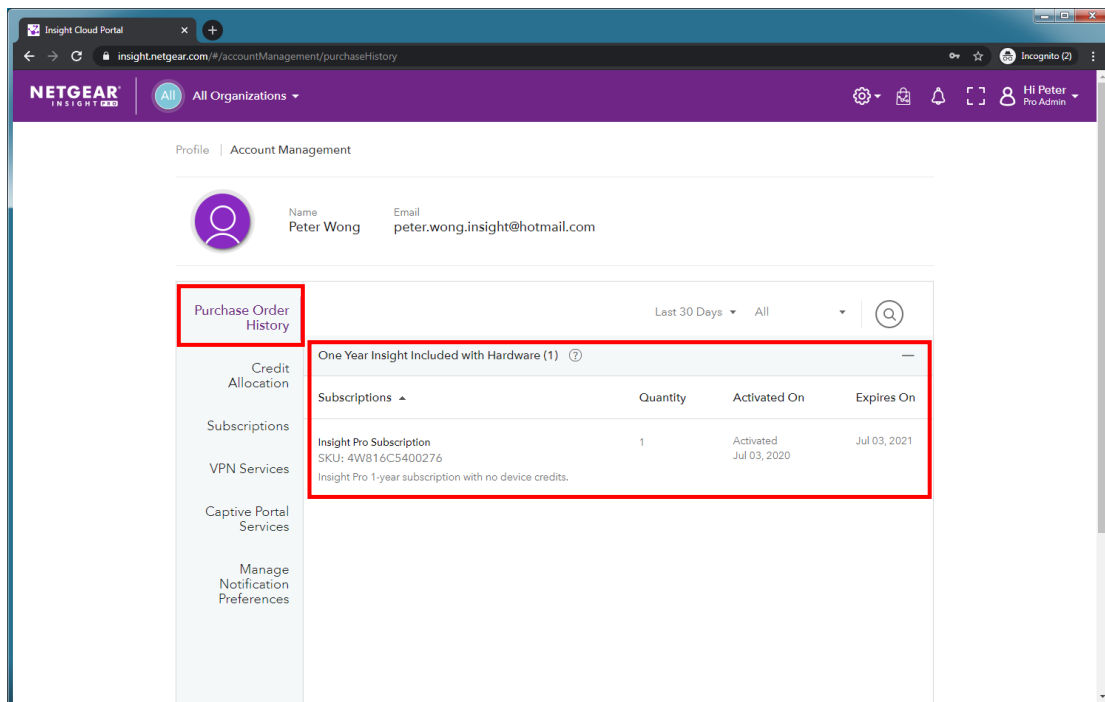


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15. To check the license status, click the **User Account Name** at the top right corner, and press **Account Management**.



16. Click **Purchase Order History**. The subscription license type, activation date and expiry date will be shown.



-END-