Switching your standalone license from “Machine Activation” to “Online Licensing”
Here is how you can switch your standalone license from “Machine Activation” to “Online Licensing”.

***** This only works with SOLIDWORKS 2018 and newer. *****

STEP 1 - Visit www.mysolidworks.com and log in using your SOLIDWORKS ID account. If you do not have one, you can create one on the next screen.
STEP 2 - Once logged in, click on your name on the top right corner and choose "Admin Portal" from the menu. If you do not have that option, either someone else at your company already is the Admin or you are using a personal email address that is not tied to your company.
STEP 3 - Then click on "Products".
STEP 4 - Click on the product you wish to switch from "Machine Activation" to "Online Licensing".

STEP 5 – On the next screen, make sure you have no active machines. All active machines must be deactivated prior to switching the license to "online". Also, make sure you have only one assigned member, and that this member is the person you want to use the software. Then, check to see if you have external members assigned to the product (if you do, you must contact us, as we have to request that they be removed by SOLIDWORKS).
STEP 6 – Click on the product you wish to switch from “Machine Activation” to “Online Licensing”.

STEP 7 – Once all 3 options are okay, you can click on the link to change to online licensing.
STEP 8 – When you launch SOLIDWORKS it will ask you to activate the software and you will have an error message (it will fail). Close the software and launch it again. You will now have a window that asks you to log in with your email and password.

P.S. Having problems? Contact our support team at 1(844)876-5438.