

With Microsoft License Mobility through Software Assurance, you can deploy certain server application licenses purchased under your Volume Licensing agreement in an Authorized Mobility Partner's datacenter.

This guide will take you through the process of verifying your licenses are eligible for License Mobility with Microsoft.

Required Steps for License Mobility

Assess Your Licenses

If you are a Microsoft Volume Licensing customer with eligible¹ application server licenses that are covered by active Software Assurance, you can elect to use License Mobility through Software Assurance.

Work with your licensing procurement team, your Microsoft representative, or your preferred Volume Licensing reseller to understand your license position. You will want to confirm:

- The application server licenses you want to deploy with an Authorized Mobility Partner are eligible as identified in the current Product Use Rights (PUR).
- The application server licenses you want to deploy with an Authorized Mobility Partner have active Software Assurance coverage.

Choose an Authorized Mobility Partner

To use License Mobility, the service provider partner with whom your organization deploys needs to be an Authorized License Mobility through Software Assurance partner. Any current Authorized Mobility Partner can accept your assigned licenses and deploy them as appropriate to your chosen hosted deployment solution.

To find an Authorized Mobility Partner, download the <u>Authorized Mobility Partners</u> list (Word document). This list of authorized partners is kept current with monthly updates. Contact your chosen Authorized Mobility Partner before completing the License Verification form.

You will need to provide the Authorized Mobility Partner name, website address, and email address on the Verification form. Your Authorized Mobility Partner will provide this information.

Verify Your Licenses with Microsoft

Within 10 days of deployment, complete the License Verification form and provide it to your Microsoft representative or preferred reseller partner representative, so he or she can submit your form to Microsoft.

Did you know?

You can deploy your licenses with an Authorized Mobility Partner before you submit your License Verification form, but you must submit the form within 10 days of deployment.

¹ Eligible products are identified in the Microsoft Product Use Rights (PUR) document under the Appendix "Software Assurance Benefits." Microsoft Dynamics ERP (enterprise resource planning) products are not licensed through Volume Licensing and are not licensed online, but there are mobility rules that allow for similar use when deploying in shared environments.

Completing the License Verification Form

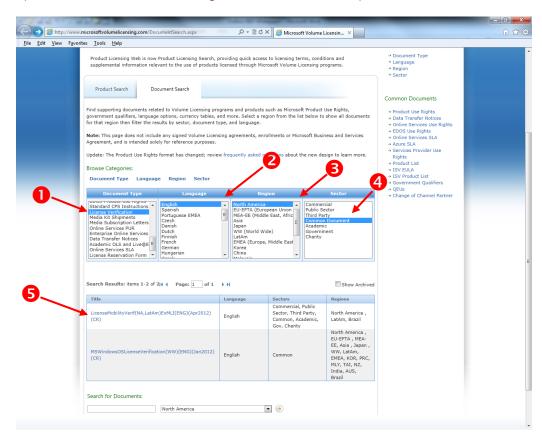
There are three times you should complete and submit a License Verification form:

- 1. When you deploy eligible licenses with an Authorized Mobility Partner.
 - A new form is required each time you deploy additional licenses.
- 2. When you renew your Software Assurance.
- 3. When you renew your Volume Licensing Agreement.

The form can include multiple enrollments or license numbers under a single agreement, provided that they are supported by the same channel partner. However, you should complete a License Verification form for each agreement under which you are using License Mobility (for example, an Enterprise Agreement and a Select Plus agreement).

Where to find the License Verification Form

Go to the Microsoft Product Licensing Search page at http://www.microsoftvolumelicensing.com/DocumentSearch.aspx.



- 1. At the "Document Type" window, scroll down to "License Verification."
- 2. Choose your preferred language.
- 3. Choose your region (choosing "WW (World Wide)" will not bring up the form).
- 4. Under Sector, choose a sector or "Common Document."
- 5. The Search Results box below the categories will show the document "LicenseMobilityVerif" document with the region, language, and publication date. If there are multiple versions of the document, choose the one that corresponds to your region. Below are the first two pages of the License Verification form.

Microsoft Volume Licensing

Microsoft License Mobility through Software Assurance License Verification Form

The purpose of this License Verification Form (the "Form") is to verify that the Microsoft Volume Licensing entity identified below is properly licensed for the Microsoft software products to be deployed with the authorized License Mobility through Software Assurance Partner (Authorized Mobility Partner) identified below. For the purposes of this Form, "entity" can mean the signing entity, Customer, Enrolled Affiliate, Government Partner, Institution, or other party that has entered into the volume licensing agreement identified helping.

Instructions

Entity must complete, sign and submit this Form to Microsoft for verification of licenses that are deployed under License Mobility through Software Assurance. The asterisks (*) indicate required fields. During license deployment at the Authorized Mobility Partner's facility, entity must:

- follow the License Mobility through Software Assurance use rights set forth in the Product Use Rights (PUR), available at http://www.microsoft.com/licensing/about-licensing/product-licensing.aspx, and
- purchase and maintain sufficient license quantities with Software Assurance as required by entity's volume license agreement identified below.

Upon completion of the verification process, Microsoft will return a counter-signed copy of this Form to both entity and its Authorized Mobility Partner. Microsoft's approval of this Form should not be considered validation of entity's compliance with its volume licensing agreement. This Form is valid through the duration of the entity's volume license agreement.

When to complete this form.

Entity must submit to Microsoft a Form within ten (10) calendar days of each of the following events:

- a. initial deployment of licensed products under License Mobility through Software Assurance
- b. deployment of products not previously verified through a Form
- c. deployment with a different or additional Authorized Mobility Partner
- renewal of entity's Software Assurance coverage on products selected for License Mobility through Software Assurance

Entity information.

Entity must provide details about the volume license agreement under which they have acquired the applicable licenses and Software Assurance. Entity may include only one volume license agreement on this Form. However, the Form can include multiple enrollments or license numbers, provided that they are supported by the same channel partner.

Name of entity (must be legal entity name)*

Complete only one table

Volume License Agreement Program	Agreement	Enrollment	Software Assurance
(select program name)	Number*	Number(s)*	Expiration Date(s)*
<choose agreement=""></choose>			

(complete for Open License programs only)	Number*	Number(s)*	Expiration Date(s)*
<choose agreement=""></choose>			
Open Value Programs	Agreement	Software Assurance Expiration Date(s)*	
(complete for Open Value programs	Number*		
only)			
<choose agreement=""></choose>			
Select Programs	Public Customer	Software Assurar	ice Expiration Date(s)*
(complete for Select Plus programs	Number*		

Authorized Mobility Partner information.

Entity must select an Authorized Mobility Partner from the list provided at http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://www.microsoft.com/licensing/software-assurance/license-mobility.aspx#tab=2">http://wicense-mobility.as

Authorized Mobility Partner Name*

only)
<Choose Agreement>

Authorized Mobility Partner Website URL*

Authorized Mobility Partner Email Address*

Licenses available for deployment (see table in Exhibit A).

Entity must indicate, in the table provided in Exhibit A, which products (including quantities) with active Software Assurance they will deploy with its Authorized Mobility Partner. Products not listed in the table are not available for License Mobility through Software Assurance. Products not selected by entity will not be verified by Microsoft for License Mobility through Software Assurance.

If verification cannot be completed by Microsoft for any of entity's indicated product(s), then entity must purchase the required licenses and Software Assurance to meet the requirements for License Mobility through Software Assurance and submit a new Form. If available, entity may alternatively purchase software services from their Authorized Mobility Partner. If entity does not implement either of the previous options, entity will be considered non-compliant within the terms of their volume licensing agreement identified above.

By participating in License Mobility through Software Assurance, entity consents to the following:

- a. the disclosure of the information in this Form to its Authorized Mobility Partner
- voluntary survey requests and communications related to License Mobility through Software Assurance
- its Authorized Mobility Partner providing information to Microsoft upon request, with respect to products entity has deployed under Licensed Mobility through Software Assurance, in order to verify compliance.
- d. its Authorized Mobility Partner terminating non-compliant deployments under License Mobility through Software Assurance, after notification to entity by Microsoft

Entity warrants that the information provided on this Form is true and correct

Required Information

To complete the form, you need to know:

- Your organization's legal name (as shown on your Microsoft Volume Licensing agreement)
- Your Agreement Type (for example, Enterprise Agreement, Select Plus, Campus and School Agreement, Open Value, or OVS for Education Solutions)
- Your Agreement Number, Authorization Number (for Open License), or Public Customer Number (for Select License)
- Your agreement's Enrollment Number or License Number for Open License (not applicable for Select License)
- The enrollment's Software Assurance expiration date(s)

- The number of eligible licenses you have on the enrollment
- Your Authorized Mobility partner name, website address, and email contact
 - o Use the contact information provided to you by your Authorized Mobility Partner
- The number of eligible licenses your will be deploying with License Mobility

Where to Find the Required Information

The Microsoft Volume Licensing Service Center

The Volume Licensing Service Center (VLSC) includes agreement information to help you complete the License Verification form. The VLSC is where Microsoft Volume Licensing customers can view their licensing information. A Windows Live ID and a valid business e-mail are required for registration if you are a new user. The VLSC is at http://www.microsoft.com/licensing/servicecenter.

For information on how to sign up for and login to the VLSC, download the VLSC User Guide at http://www.microsoft.com/download/en/details.aspx?id=10585 or view several training videos at http://www.microsoft.com/licensing/existing-customers/manage-my-agreements.aspx.

The Microsoft Product Use Rights (PUR)

Application server products eligible for License Mobility through Software Assurance are identified in the Microsoft Product Use Rights document found at http://www.microsoft.com/licensing/about-licensing/product-licensing.aspx.

Completing the Verification Form

Provide Your Organization's License Information

Most of the required information for the License Verification form specific to your Microsoft Volume Licensing agreement can be found in the VLSC, with the exception of the Authorized Mobility Partner information and your channel partner information (the Large Account Reseller or other partner that sold you the Microsoft licenses). The first screen to view is the Relationship Summary.



1. From the Relationship Summary screen, click on the Enrollment number to show the Enrollment Details.

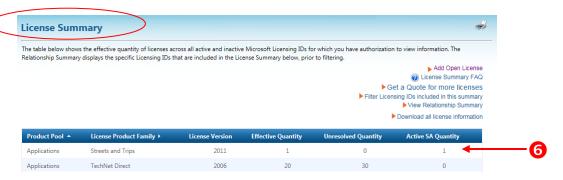
If you have more than one Enrollment, choose the one with the licenses you are moving to an Authorized Mobility Partner with License Mobility. You can include each enrollment or license number under which you have licenses deployed with License Mobility as long as they are under the same master agreement and supported by the same channel partner.



The Enrollment Details page shows you most of the information required for the License Verification form.

- 1. Legal Entity Name (as shown on your agreement and listed in the VLSC)
- 2. Agreement Number
- 3. Enrollment Number
- 4. Program Type
- 5. Software Assurance expiration date (usually the same as Enrollment end date)

The License Summary page will show you the active Software Assurance licenses.

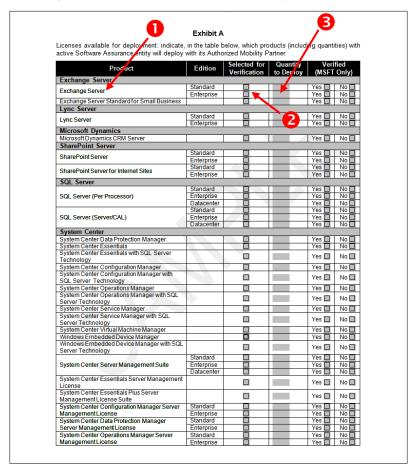


6. Eligible Software Assurance quantity

Indicate the Products You Will Deploy

Once you have completed the required contact and agreement information, you can specify which licenses you are deploying with License Mobility.

In Exhibit A of the License Verification form, you will indicate which licenses will be deployed. In this example, Exchange Server Enterprise Edition will be deployed.



- 1. Find the product(s) to be deployed from the list
- 2. Check "Selected for Verification" at the appropriate product edition
- 3. Input the quantity to deploy

Do this for every product you will be deploying with License Mobility under this enrollment.

Entity

Name of Entity (must be legal entity name)*

Signature*
Printed First and Last Name*
Printed Title*
Signature Date*

Entity: Please send your completed Form to your channel partner or Microsoft Account Manager (as applicable).

Channel Partner/Account Manager: Submit completed Form to Microsoft at the following address for verification.

Microsoft Licensing, GP
Dept. 551, Volume Licensing 6100 Neil Road, Suite 210
Reno, Nevada 89511-1137
USA

When the Form is verified and counter-signed by Microsoft, entity and Authorized Mobility Partner will receive a confirmation copy.

Finally, your authorized representative must sign and date the completed form.

Submitting the Verification Form

Prepared By: Name of Prepare

Once you have completed the License Verification form, make a copy for your records and send it to your channel partner (or Microsoft Account Manager). Your channel partner will submit the form to Microsoft for verification.

If you do not know who your channel partner is, contact your procurement department or whoever signed the original Microsoft Volume Licensing agreement. You can find contacts for your organization in the VLSC under the "Contacts" tab for each enrollment (Licenses > License Summary > Enrollment). You can also contact Microsoft Volume Licensing support at http://www.microsoft.com/licensing/contact-us.aspx.

Once Microsoft Receives the Form

After Microsoft reviews the form, there are two possible outcomes:

- 1. If your organization is verified as eligible for specific licenses, Microsoft will confirm your eligibility and communicate your verification status to you and your chosen Authorized Mobility Partner.
- 2. If your organization is not verified as eligible for specific licenses, the form will be returned to you with information on why the verification was not granted. You can make the necessary revisions and resubmit the form as many times as required to have your licenses verified by Microsoft.

Help With the VLSC

- Find Volume Licensing information at http://www.microsoft.com/licensing/, including video demonstrations for the VLSC, the VLSC User Guide, and additional program details.
- For self-help with the VLSC, you can consult <u>Frequently Asked Questions</u> (FAQs) for each page of the site
- Support contact details are available in the **Help** section of VLSC.

Use the VLSC to Manage Your Agreement

The VLSC is a great resource for you to:

- Download products and keys
 - Access all your licensing information in one location
 - View your relationship summary and license summary details
 - Review the status of your enrollments
 - Activate and consume Software Assurance benefits

