

The background of the cover features a photograph of two men in business suits standing on a balcony or high-rise ledge, looking out over a city skyline. The man on the left is smiling and has his hands clasped, while the man on the right is looking forward with a serious expression. The scene is set against a bright, clear sky. The foreground is dominated by large, overlapping, curved shapes in various shades of blue and white, creating a sense of depth and movement.

Microsoft License Mobility through Software Assurance

CUSTOMER VERIFICATION GUIDE

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 [Authorized Mobility Partners](#) 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>.

The screenshot shows the Microsoft Product Licensing Search website. The page has a navigation menu on the right with categories like Document Type, Language, Region, and Sector. Below the navigation is a 'Browse Categories' section with four dropdown menus: Document Type, Language, Region, and Sector. Red callouts are placed as follows:

- 1**: Points to the 'License Verification' option in the Document Type dropdown.
- 2**: Points to the 'English' option in the Language dropdown.
- 3**: Points to the 'North America' option in the Region dropdown.
- 4**: Points to the 'Common Document' option in the Sector dropdown.
- 5**: Points to the first search result in the 'Search Results' table.

The search results table is as follows:

Title	Language	Sectors	Regions
LicenseMobilityVerif(NA,LatAm)ExMLI(ENG)(Apr2012) (CR)	English	Commercial, Public Sector, Third Party, Common, Academic, Gov, Charity	North America, LatAm, Brazil
MSWindowsOSLicenseVerification(WW)(ENG)(Jan2012) (CR)	English	Common	North America, EU-EFTA, MEA-EE, Asia, Japan, WW, LatAm, EMEA, KOR, PRC, MLY, TAI, NZ, India, AUS, Brazil

At the bottom of the page, there is a 'Search for Documents:' section with a text input field containing 'North America' and a search button.

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 below.

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:

- initial deployment of licensed products under License Mobility through Software Assurance
- deployment of products not previously verified through a Form
- 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 (select program name)	Agreement Number*	Enrollment Number(s)*	Software Assurance Expiration Date(s)*
<Choose Agreement>			

Open License Programs (complete for Open License programs only)	Authorization Number*	License Number(s)*	Software Assurance Expiration Date(s)*
<Choose Agreement>			

Open Value Programs (complete for Open Value programs only)	Agreement Number*	Software Assurance Expiration Date(s)*
<Choose Agreement>		

Select Programs (complete for Select Plus programs only)	Public Customer Number*	Software Assurance Expiration Date(s)*
<Choose Agreement>		

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> or at a successor site identified by Microsoft. Microsoft will be unable to complete verification if entity selects an unauthorized service provider.

Authorized Mobility Partner Name*

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:

- 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
- 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
 - 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.

The screenshot shows the 'Relationship Summary' page in the VLSC. The title 'Relationship Summary' is circled in red. Below the title, there is a filter view section with dropdown menus for 'Parent Program' (set to 'All') and 'Status' (set to 'All'), and a 'Go' button. A table displays licensing information with columns: Licensing ID, Orders, Organization, City, Country, End Date, Status, Parent Program, and MBSA. A red circle with the number '1' and an arrow points to the first row of the table, which contains the following data:

Licensing ID	Orders	Organization	City	Country	End Date	Status	Parent Program	MBSA
Standard Enrollment 12345678	1	Fabrikam, Inc.	Hometown	United States	2013-11-30	Active	Enterprise 6 77777777	N/A

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.

Enrollment Details

Enrollment ID : 7777777777
 Parent Program : Enterprise 6 12345678
 MBSA : NA
 Technet Administration : [click here](#)
 Manage MSDN Subscriptions : [click here](#)

Status : Active
 Start Date : 2011-02-12
 End Date : 2013-11-30
 Renewal Date : 2016-11-30

Organization : Fabrikam, Inc.
 Location : 1 Right Road
 Hometown : United States

Relationship Summary FAQ

Offerings | Contacts | Licenses | Product Keys | Order Confirmations

Licenses

Below is the effective quantity of licenses you are entitled to use by product and version for this Enrollment

[Download all license information](#)

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.

License Summary

The table below shows the effective quantity of licenses across all active and inactive Microsoft Licensing IDs for which you have authorization to view information. The Relationship Summary displays the specific Licensing IDs that are included in the License Summary below, prior to filtering.

[Add Open License](#)
[License Summary FAQ](#)
[Get a Quote for more licenses](#)
[Filter Licensing IDs included in this summary](#)
[View Relationship Summary](#)
[Download all license information](#)

Product Pool	License Product Family	License Version	Effective Quantity	Unresolved Quantity	Active SA Quantity
Applications	Streets and Trips	2011	1	0	1
Applications	TechNet Direct	2006	20	30	0

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.

Exhibit A

Licenses available for deployment: indicate, in the table below, which products (including quantities) with active Software Assurance entity will deploy with its Authorized Mobility Partner.

Product	Edition	Selected for Verification	Quantity to Deploy	Verified (MSFT Only)
Exchange Server				
Exchange Server	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Exchange Server	Enterprise	<input checked="" type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Exchange Server Standard for Small Business		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Lync Server				
Lync Server	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Lync Server	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Microsoft Dynamics				
Microsoft Dynamics CRM Server		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SharePoint Server				
SharePoint Server	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SharePoint Server	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SharePoint Server for Internet Sites	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SharePoint Server for Internet Sites	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SQL Server				
SQL Server (Per Processor)	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SQL Server (Per Processor)	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SQL Server (Per Processor)	Datacenter	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SQL Server (Per Processor)	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SQL Server (Server/CAL)	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
SQL Server (Server/CAL)	Datacenter	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center				
System Center Data Protection Manager		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Essentials		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Essentials with SQL Server Technology		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Configuration Manager		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Configuration Manager with SQL Server Technology		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Operations Manager		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Operations Manager with SQL Server Technology		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Service Manager		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Service Manager with SQL Server Technology		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Virtual Machine Manager		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows Embedded Device Manager		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Windows Embedded Device Manager with SQL Server Technology		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Server Management Suite	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Server Management Suite	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Server Management Suite	Datacenter	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Essentials Server Management License		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Essentials Plus Server Management License Suite		<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Configuration Manager Server Management License	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Configuration Manager Server Management License	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Data Protection Manager Server Management License	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Data Protection Manager Server Management License	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Operations Manager Server Management License	Standard	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
System Center Operations Manager Server Management License	Enterprise	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

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.

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

Entity	Microsoft Affiliate
Name of Entity (must be legal entity name)* [Redacted]	Microsoft Licensing, GP
Signature* _____	Signature _____
Printed First and Last Name* [Redacted]	Printed First and Last Name [Redacted]
Printed Title* [Redacted]	Printed Title [Redacted]
Signature Date* [Redacted]	Signature Date [Redacted] <small>(date Microsoft Affiliate countersigns)</small>

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.

Prepared By: Name of Preparer
 Email of Preparer

Submitting the Verification Form

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 [Frequently Asked Questions](#) (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

The Microsoft logo is displayed in its characteristic bold, italicized, sans-serif font. The word "Microsoft" is written in black, with a registered trademark symbol (®) at the end.