

Welcome!

Home Use Program for ERAC/HEITBC Members

1500 Derwent Way, Annacis Island
Delta, British Columbia V1W 5A5

11420 - 170 Street
Edmonton, Alberta T5S 1L7

#3, 6143 4th Street SE
Calgary Alberta T2H 2H9

Suite 218, 445 Ellice Avenue
Winnipeg, Manitoba R3B 3P5

Suite 801, 100 Allstate Parkway
Markham, Ontario L3R 6H3

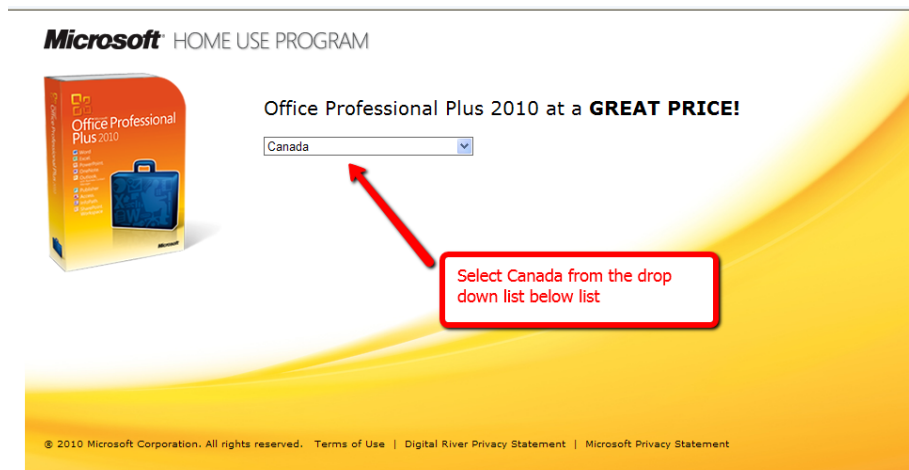
Suite 350, 9816 Hardin Street
Fort McMurray, Alberta T9H 4K3

Suite 150D, #2 Research Drive
Regina, Saskatchewan
S4S 7J7

Home Use Program – Step-by-step Guide

See below for detailed instructions on how to employees can order Microsoft Office for their home computer:

1. Go to <http://hup.microsoft.com/>.
2. When asked to choose your location, select “Canada” from the drop down list



3. Type in your WORK email address. Under the Home Use program rules, personal email addresses such as Hotmail, Yahoo, and Google are not accepted. In the Program Code field, type in **9EC69C230C**. Click the Submit button.



Take Office Home!

For only **\$11.00**

We've got some great news!

Now you can use Microsoft® Office Professional Plus 2010 at home. It's easier to get organized and complete projects with programs you already know and trust. Enter your work email address and find out if you qualify to purchase:

What's Included



Your work email:

somebody@email.ca

Program code:

9EC69C230C

Don't Know Your Program Code? [Click here.](#)

SUBMIT>

- 4. Once you've clicked the submit button, the HUP page will display a message that you'll receive an confirmation email. This email will provide instructions on how to purchase Office software from the store.

You will receive an email confirmation

How Do I Buy? Am I Eligible? Other Products

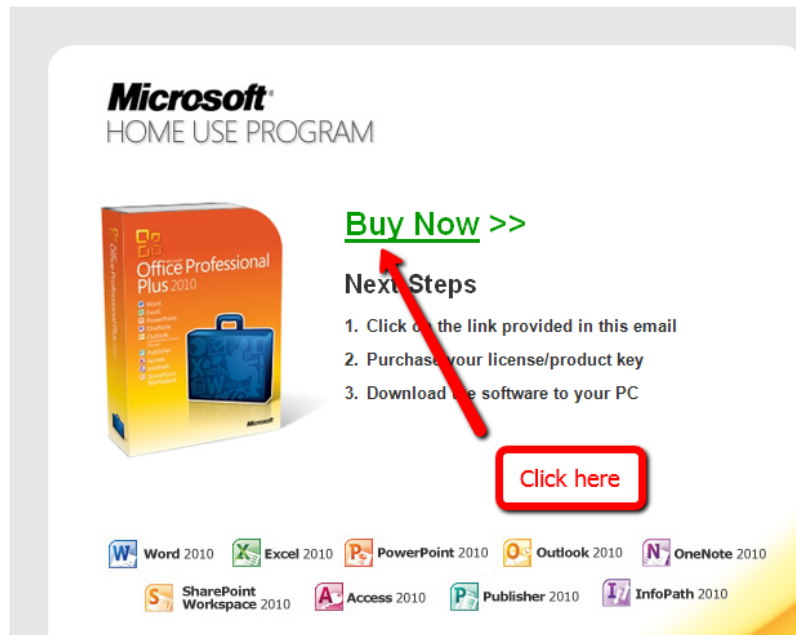
Congratulations! You may be eligible to purchase! You'll receive an email confirmation in just a moment.

To Purchase <ol style="list-style-type: none">1. Check your email inbox.2. Click on the link provided in the email to access our store.3. Purchase your license/product key.4. Choose and purchase back-up media with your order (optional).5. Checkout and download!	If You Don't Receive the Email <ol style="list-style-type: none">1. Check your junk or spam folder.2. Add "hup.ca.en@digitalriver.com" to your email contacts list or whitelist.3. Request your IT department staff add "hup.ca.en@digitalriver.com" to their email whitelist.4. Click here to resend your email.5. If you still don't receive the email, contact Customer Support.
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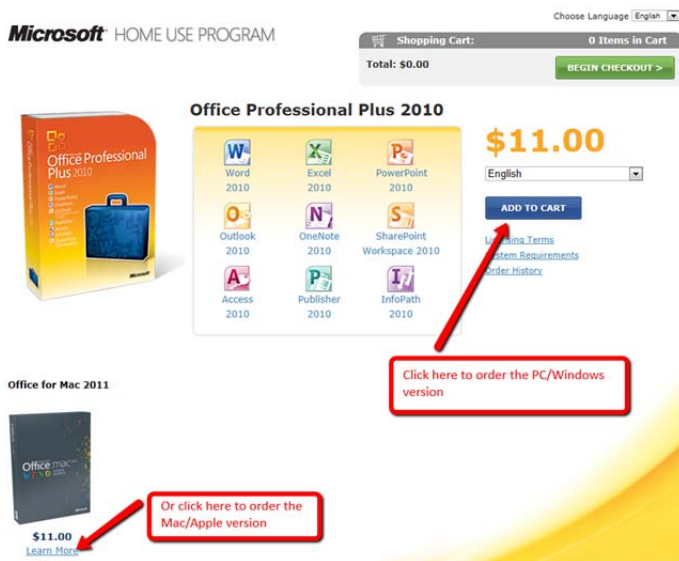
- 5. Click the Buy Now link found in the email to be taken to the online store

Shopper account information, activation required

Microsoft HUP [hup.ca.en@digitalriver.com]
Sent: Wed 19/01/2011 3:53 PM
To: John Green



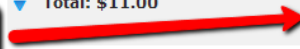
6. Click Add to Cart to order the PC/Windows version of Office Professional Plus 2010. If you have a Mac, scroll down to the bottom of the page and click Learn More to order the Mac version.



7. Click Begin Checkout to proceed with the order

Shopping Cart: 1 Items in Cart
Total: \$11.00
BEGIN CHECKOUT >

Click here



- The price of the software \$11.00 CAD. Once you order the software, you are provided a web link to download the software electronically.

Optional Step: If you would like to order a backup DVD, click Add Backup DVD prior to clicking the the Check Out button. The cost of the backup DVD is \$12.00. Thus, if you choose to order a backup DVD the total cost of the order is \$23.00. The DVD will arrive in 2-3 weeks.

Shopping Cart Billing Confirm Thank You

Your Shopping Cart

Optional: Order a backup DVD

Product Name	Quantity	Price
Microsoft Office Professional Plus 2010 English	1 Remove	\$11.00

ADD BACKUP DVD>

Sub Total: \$11.00

Please allow 3-4 weeks for the delivery of the Backup DVD.

Click "Checkout"

CHECKOUT>

Continue Shopping

Add a Language Pack for Microsoft Office Professional Plus 2010 for \$11.00

Arabic

ADD LANGUAGE PACK>

- The Office software can only be purchased with your credit card (Visa or Master Card). Enter your billing details in the required fields.

Microsoft HOME USE PROGRAM

Sign In > Shopping Cart > **Billing** > Confirm > Thank You

Billing Info


* All fields in Bold are required

First Name John	Last Name Doe	
Title System Admin		
Street 123 Anywhere Street		
Street 2 		
City Edmonton	Province Alberta	Postal code T5S1L7
Country Canada	(Recommended) To have a copy of your order confirmation sent to your personal email address enter it here:	
Billing Phone 780-426-4444	john.doe@hotmail.com	

Microsoft Office account benefits can include informational communications about our services. You may unsubscribe at any time by following instructions in the communications that you receive.

I want information about other Microsoft Office products and services. Microsoft Office account benefits can include informational communications about our services. You may unsubscribe at any time by following instructions in the communications that you receive.

Payment Method

Payment Method: Visa		Security Code 123 What is this?
Credit Card Number: 4520123412341234	Expiration Date: 10 / 2010	Name on Credit Card: John Do

 Continue

- Click the Continue button to confirm your order details and click continue again to complete your order. You will receive email with an order confirmation and download link for your software.

Home Use Program FAQ

1. What is the Home Use Program?

The Microsoft Home Use Program (HUP) is setup to allow employees to purchase a single licensed copy of the Microsoft Office Professional 2010 Suite or Office 2011 for Mac to install and use on their home computer.

The cost for the electronic download for HUP software is \$11 plus GST. The cost for the backup DVD is \$12 plus GST and shipping. The functionality of the products available via HUP matches those of retail versions, and provides all the benefits you would receive if you bought it at the store.

2. How do we order from the HUP program?

Home Use Program: www.microsofthup.com Program Code = **9EC69C230C**

3. My email and Program Code are not recognized when I try to sign into the HUP website?

Please ensure you are signing in using your work email address. To validate you are an eligible employee, Microsoft must verify your email domain and program code is from an eligible, participating Microsoft customer. If the problem persists, contact your Volume License Administrator at your organization. It is possible that your email domain may not have been registered with the Home Use Program.

4. I never received the email from Microsoft to view the HUP Store

Check your junk or spam folder. You can try adding hup.ca.en@digitalriver.com to your email contacts list or white list or request your IT department to add hup.ca.en@digitalriver.com to their email whitelist. Go back to the website and re-enter your email address and program code **9EC69C230C**.


6. Can these purchases be deducted from my payroll?

No. Orders are placed directly with Microsoft and at this time, payment can only be made with a Visa or MasterCard only. The charge will appear on your credit card as: "DR*OfficeUS"

7. Where will it be shipped?

The order will be ship to the address you entered under billing information.

8. What happens after March 31, 2015?



As long as the user is still employed by the Institution and the Microsoft Enterprise Agreement has been renewed, users of Office under the HUP can still continue using the software. If either of the above conditions is no longer in place, the user will need to uninstall the HUP software from his/her home computer.

9. How many products can I purchase?

You are allowed to purchase one of each product available from the online store.

10. How do I download the software?

- a. Go to the confirmation email you received after purchasing.
- b. Click the download link.
- c. Save the file to your “Desktop”. Do not change the file name.
- d. After the download has completed, double-click on the file icon to start the installation.
- e. When prompted, use the product key listed on your confirmation page and email to activate your software.

11. My product key is not working?

First, make sure you have entered the product key correctly. Your product key can be found in your confirmation email. Please remember that product keys are case sensitive and must be entered exactly as they appear. If it is still not working, contact Acrodex