

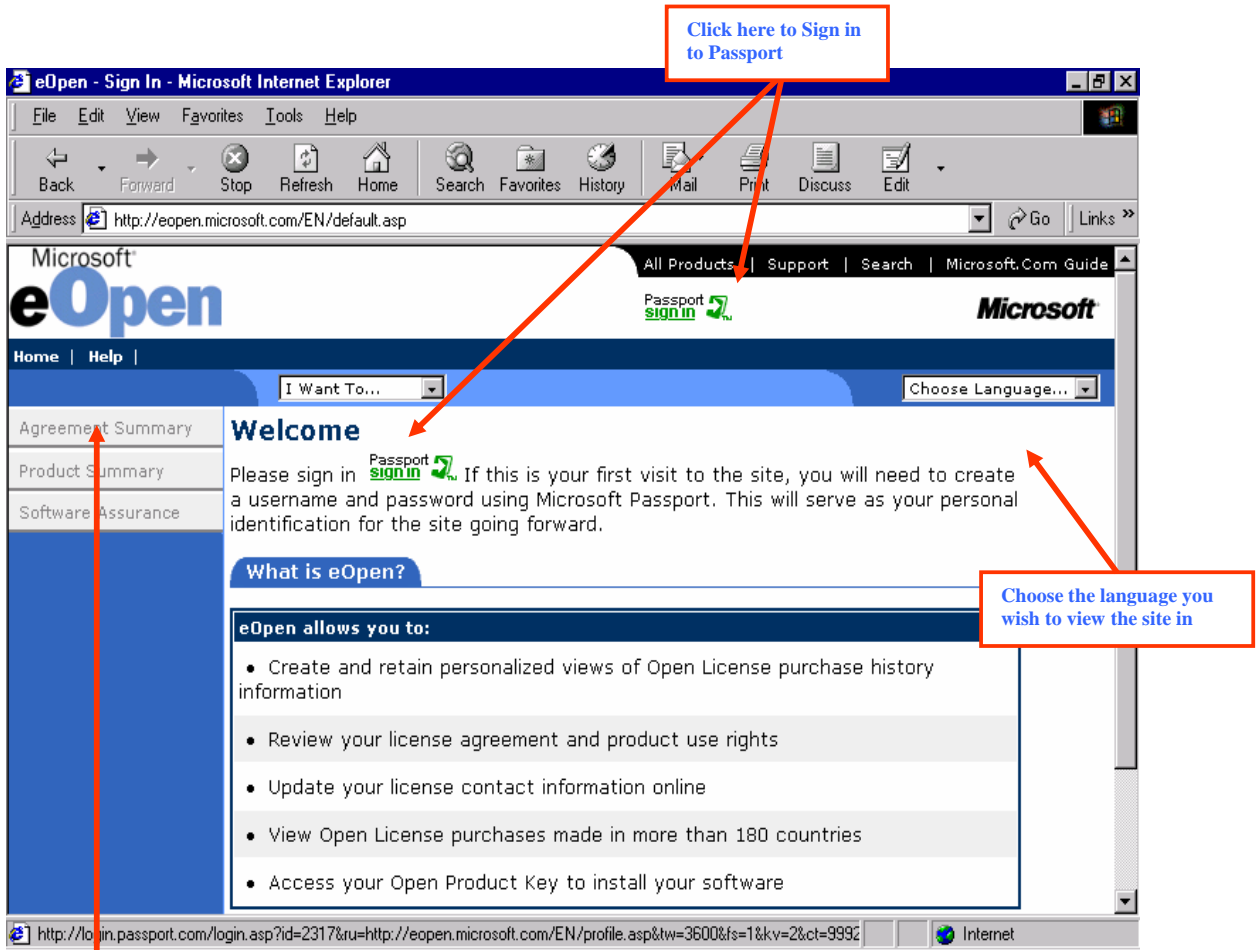


step by step guideline for eOpen customer

1. Home Page	2
2. Passport.....	3
3. My Profile.....	5
4. Notifications	6
5. Agreement Summary.....	7
6. License Detail.....	9
7. Product Summary.....	15
8. Help	19
9. Signing out of Passport	20

1. Home Page

- Accessing the Home Page
 - Launch your Internet Browser
 - Go to the following page <https://eopen.microsoft.com>

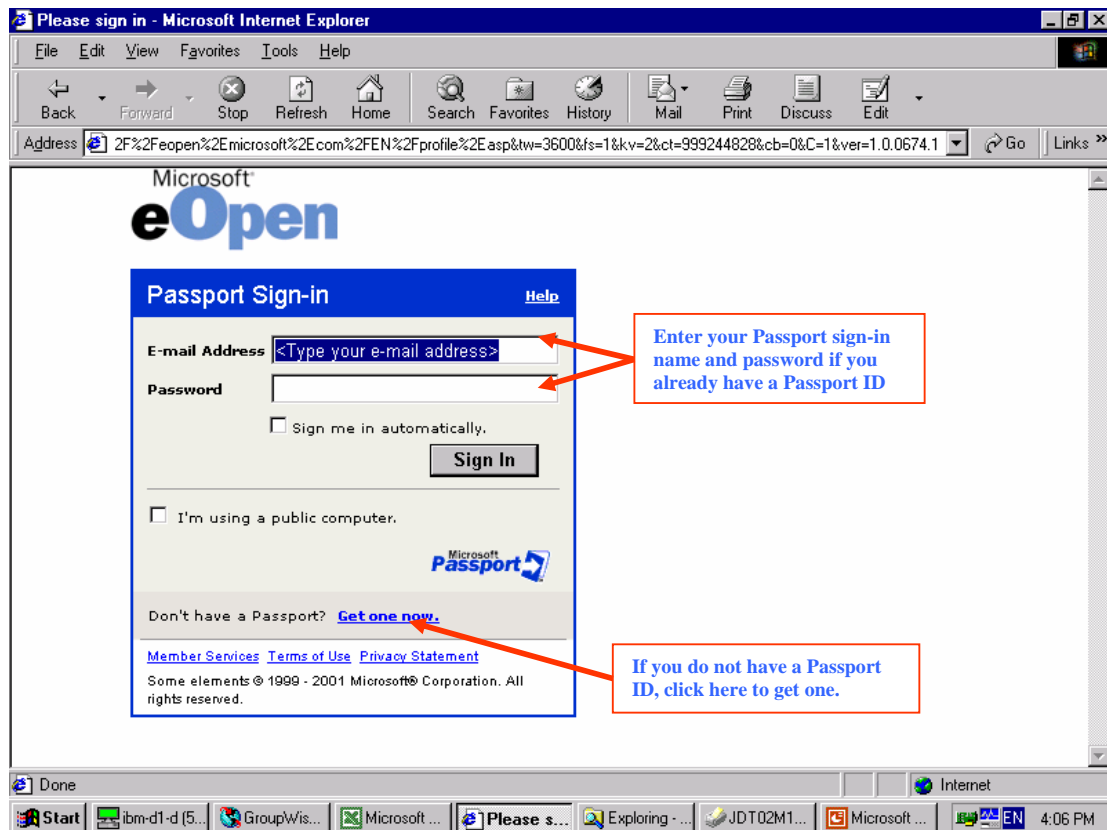


Help or FAQs can be accessed via these Help links prior to signing in without logging in via Passport. The eOpen User Guide could be downloaded from Help or the FAQs

- To select your language of choice, use the drop down box in the top right corner.
- To access your license purchase history and details you need to sign in via "Passport."
- To access Help, click on either link. You are not required to sign in order to view these.

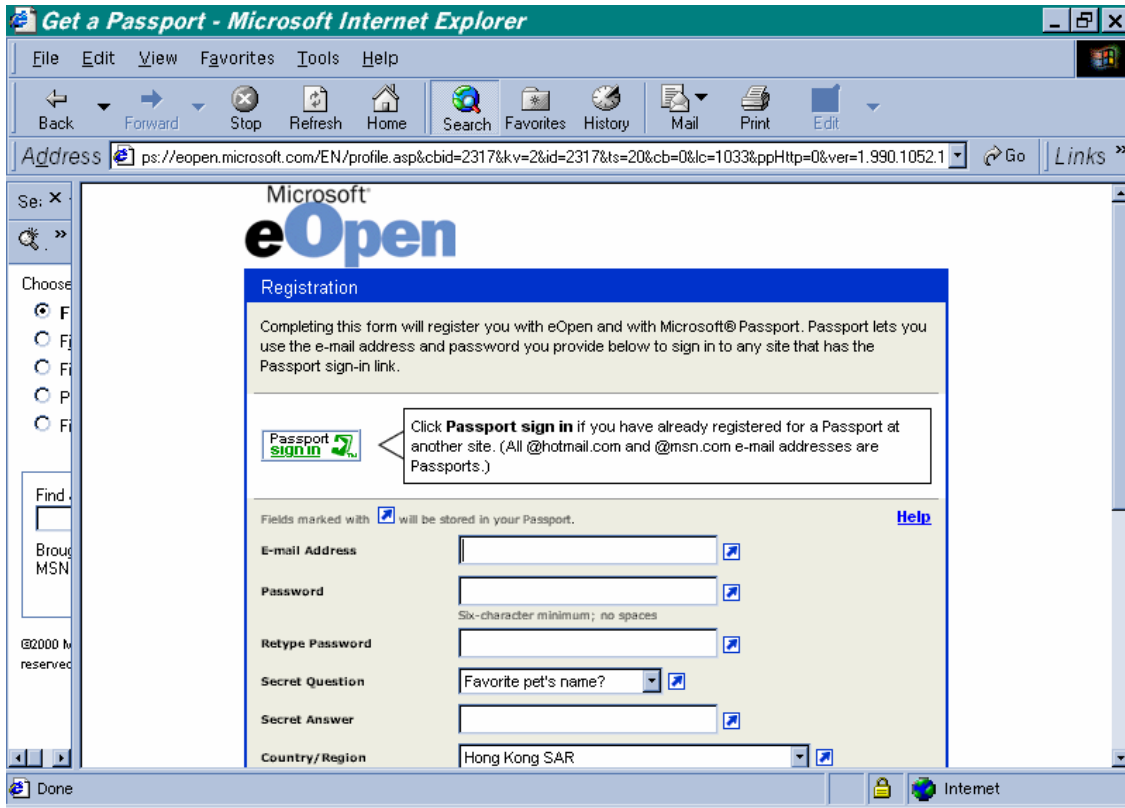
2. Passport

- Sign In using Passport
 - To log into the site, you will need to create a user ID and password using Microsoft Passport. This will serve as your personal identification for the site going forward.
 - Click on the Passport “Sign-In” link
 - If you already have a Passport ID, enter your email address and password in the appropriate boxes and click “Sign-In.”



- If you have already registered on the site, you can now view or add to your Agreement Summary. If you already have a Passport ID, but it is your first time using the site, you will be brought to the “My Profile” page.
- Registering for a Passport
 - If you do not have a Passport ID, and wish to get one, click on the “Passport Sign-In” link

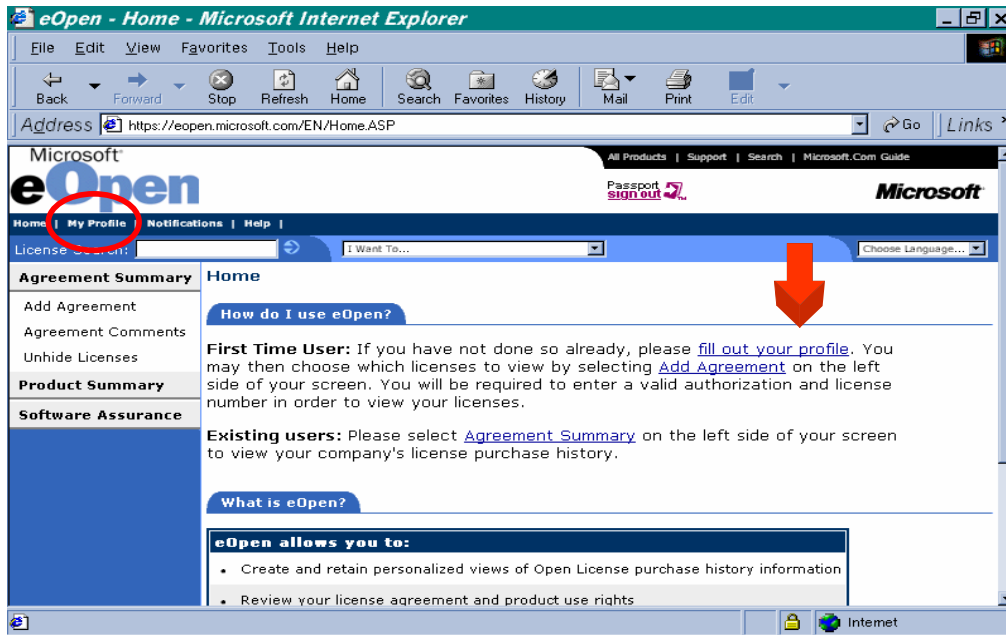
- Then, click on the “Get One Here” link
- Register for a Passport ID by filling in the relevant fields and clicking “Sign Up.”



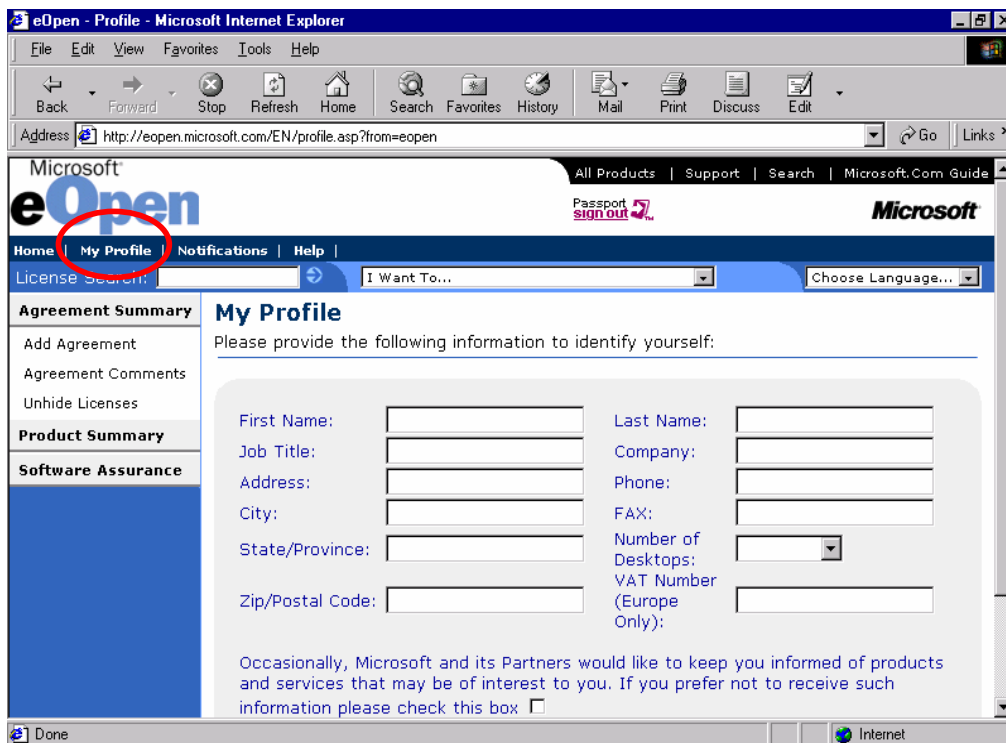
- If you forget your password, you will be prompted to provide the answer to the secret question you provided during the Passport set-up. When a correct answer is provided, the password can be reset. If you also forget the secret answer, please create a new Passport ID.
- After you sign in via Passport, you will be redirected to the “My Profile” page. This will only happen the first time you sign in to eOpen.

3. My Profile

- The first time you log in, you will be asked to fill out your profile.



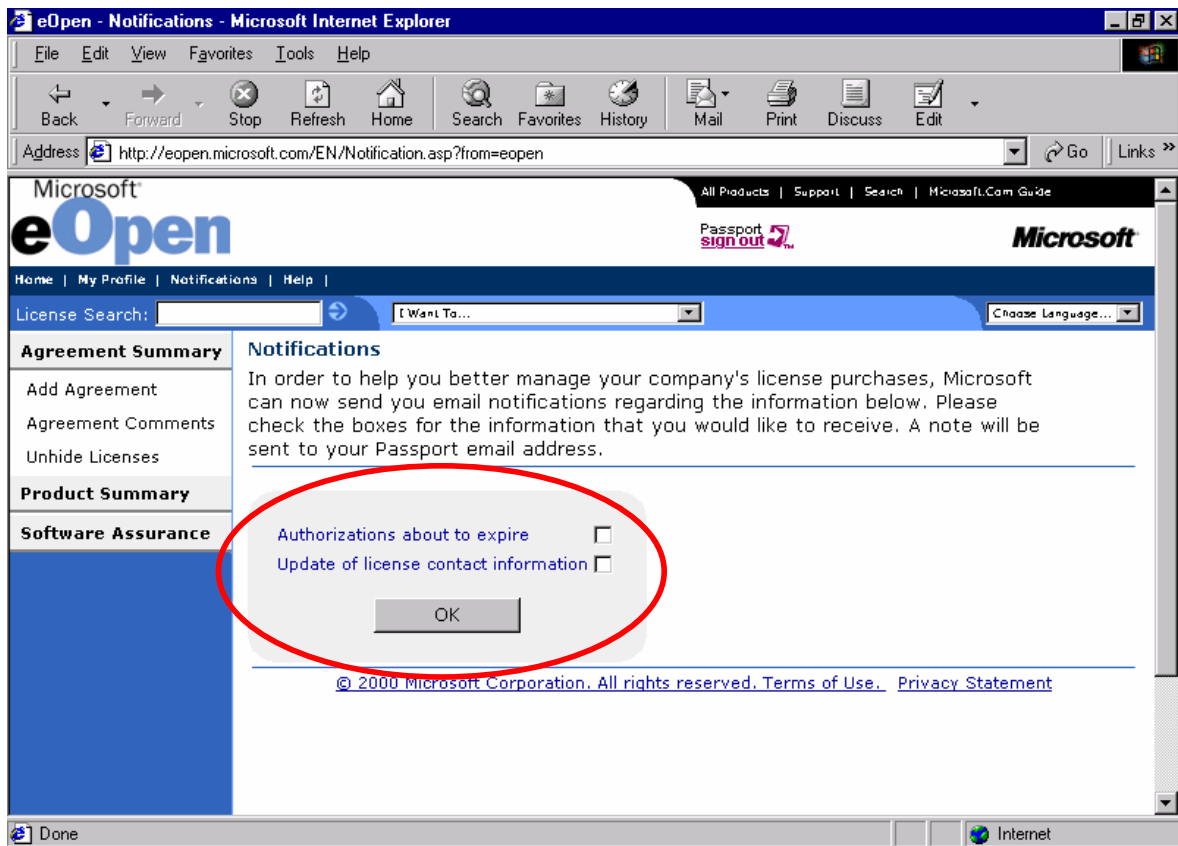
- Fill in the relevant details and click "OK."
- You should go back to this menu to update your information whenever it changes.



- After filling in your profile, you will be directed to the "Notifications" page. This will also only happen the first time you sign in.

4. .Notifications

- This page allows you to select what type of notifications you would like to receive. The notifications will be sent to your Passport email address and will then be posted on this page for your review.
- There are currently two types of notifications:
 - Authorization About to Expire
 - This will be sent 90 days prior to the expiration of any authorization number that you have added to your Agreement Summary.
 - Update of License Contact Information
 - This will be sent when you update your license contact details on the License Detail page.



- Once you have filled out your profile and have chosen which notifications you would like to receive, you will return to the Home Page.

5. Agreement Summary

- In order to add agreements to your view, click **"Add Agreement"** on the left side of your screen.
- Enter a valid authorization number and license number and then click "Add to View." This allows you to see the complete purchase history for that authorization.
 - The Authorization Comment function may be used to help with the identification of your authorization numbers (i.e. Marketing Department). Only you will be able to see this comment. You may add a comment on the Add Agreement page or by clicking "Agreement Comments" on the left side of your screen.

The screenshot displays the 'Add Agreement' page in Microsoft Internet Explorer. The browser's address bar shows the URL <http://eopen.microsoft.com/EN/addagree.asp>. The page header includes the 'eOpen' logo and navigation links for 'All Products', 'Support', 'Search', and 'Microsoft.Com Guide'. A 'Passport sign out' link is also present. The main content area features a form with the following fields:

- Authorization Number:**
- License Number:**
- Comment (Optional):**

Below the form is an **Add to view** button. The left sidebar contains a menu with 'Add Agreement' highlighted, along with 'Agreement Comments', 'Unhide Licenses', 'Product Summary', and 'Software Assurance'. Three red callout boxes provide additional information:

- Callout 1 (left):** This function allows you to add or change comments for authorization numbers in your Agreement Summary view.
- Callout 2 (bottom center):** Add a valid Authorization / License combination one set at a time. This will be reflected in the Agreement Summary.
- Callout 3 (right):** Optional

- Below, the Agreement Summary shows all authorization numbers that you have added to your view using the “Add Agreement” function. **ALL** of the corresponding licenses under the authorization numbers will be shown, unless you choose to hide them from your view.
- You may customize your view by removing authorization or license numbers that you do not wish to see. Use the key at the top of the page as a guide.
- If you would like to see all hidden licenses, click on “Unhide Licenses” on the left side of your screen. To view an authorization that you have removed from your view, you must re-enter the authorization/license combination on the Add Agreements page.
- Click on the license number in order to view the purchase details for that license.

The screenshot shows the Microsoft eOpen Agreement Summary page in Microsoft Internet Explorer. The browser address bar shows <http://eopen.microsoft.com/EN/agree.asp?page=1>. The page title is "eOpen - Agreement Summary - Microsoft Internet Explorer".

The page content includes a navigation menu with "Home", "My Profile", "Notifications", and "Help". Below this is a "License Search" field and a "I Want To..." dropdown. The main content area is titled "Agreement Summary" and contains the following text:

Below are the purchase history details for the authorization numbers in your current view. You may choose to hide certain licenses to personalize your view. Click on the license number to view the license details.

✗ Click to hide license from view | Click to view Agreement | ✗ Remove this authorization from view

Page 1 of 1 Lines per Page 12 Refresh

Authorization: 1402-20 ZS0308 Status: Active ✗
 Start Date: 2001-08-21 End Date: 2003-08-31
 Program: Corporate Pool: Not Applicable Level: No Level

License	Licensee	Reseller	Order Date
✗ 1402-20	(HK) LTD	Computers Ltd	2001-08-21

Callout boxes provide the following instructions:

- "Each section shows indicate all licenses purchased under a specific Authorization number." (points to the Authorization field)
- "Click here to hide a specific authorization number from view" (points to the ✗ icon next to the authorization number)
- "Click here to hide a specific license number from your view." (points to the ✗ icon next to the license number in the table)
- "View the agreement document by clicking on this icon." (points to the document icon)

6. License Detail

The License Detail page provides specific purchase details about a particular license. To view other licenses purchased under the same authorization number, click on the *View License Details* box. Details such as the date of purchase, the reseller name, product and quantity purchased, etc are shown in this view. This page also shows who has accepted the online agreement and when it was accepted.

The screenshot shows the Microsoft eOpen License Detail page. The browser window title is "eOpen - License Detail - Microsoft Internet Explorer". The address bar shows the URL: <http://eopen.microsoft.com/EN/license.asp?license=14000020>. The page content includes a navigation bar with "Home", "My Profile", "Notifications", and "Help". Below this is a "License Search" field and a "Choose Language..." dropdown. The main content area is titled "License Detail (14000020)". It contains a table with the following information:

Authorization:	14000020S0308	License:	14000020
Status:	Active	Customer:	(HK) CO. LTD
Order Date:	2001-08-21	Contact:	MR [REDACTED]
Online Acceptance By:		Address:	RM 3 [REDACTED] HONG KONG
Online Acceptance Date:			[REDACTED] CONNAUGHT ROAD [REDACTED],
Reseller:	[REDACTED] Computers Ltd		HONG KONG,
Program:	Corporate		Hong Kong
Pool:	Not Applicable		
Level:	No Level		

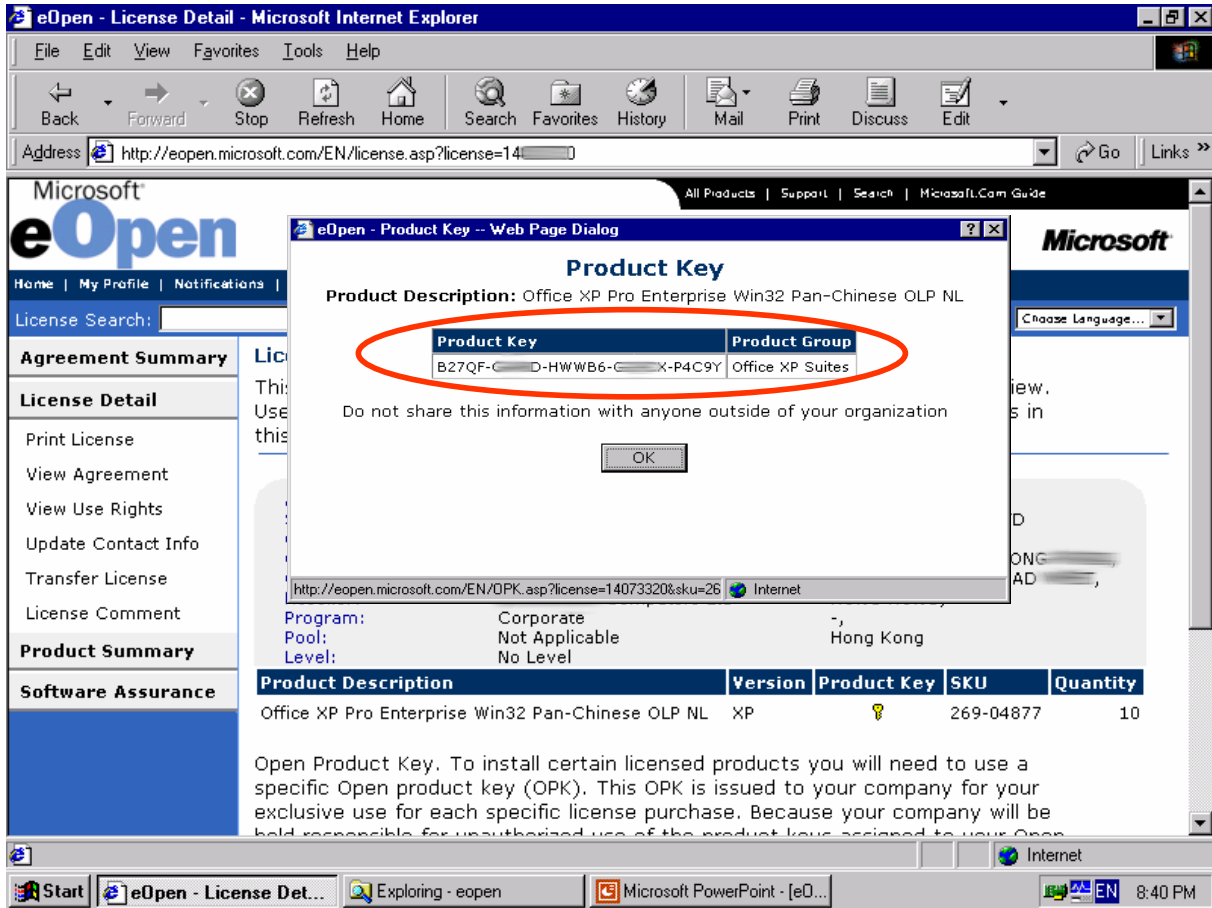
Below the table is a "Product Description" table with the following columns: Product Description, Version, Product Key, SKU, and Quantity. The first row is:

Product Description	Version	Product Key	SKU	Quantity
Office XP Pro Enterprise Win32 Pan-Chinese OLP NL	XP	[Key Icon]	269-04877	10

The "Product Key" column in the table is circled in red. Below the table is a paragraph explaining the Open Product Key (OPK): "Open Product Key. To install certain licensed products you will need to use a specific Open product key (OPK). This OPK is issued to your company for your exclusive use for each specific license purchase. Because your company will be held responsible for unauthorized use of the product keys assigned to your Open License, you agree to use your best efforts to keep a secure record of this product key including not disclosing this product key to any unauthorized third party."

need to use a specific Open Product Key (OPK). This OPK is issued to your company for your exclusive use for each specific license purchase. Because your company will be held responsible for unauthorized use of the product keys assigned to your Open License, you agree to use your best efforts to keep a secure record of this product key including not disclosing this product key to any unauthorized third party.

- The Open Product Key will be displayed for products that require activation only.
- Click on the key icon and the OPK number will be displayed as a pop-up box.



Print License:

Print a formatted version of your license details. Format of license is as shown below. Please note that the license printed from eOpen website is not a legal document. The legal version of the license is the electronic version on the eOpen website.

The screenshot shows the eOpen License Detail page in Microsoft Internet Explorer. The browser's address bar displays the URL: <http://eopen.microsoft.com/EN/printlic.asp?license=14000000>. The page content is as follows:

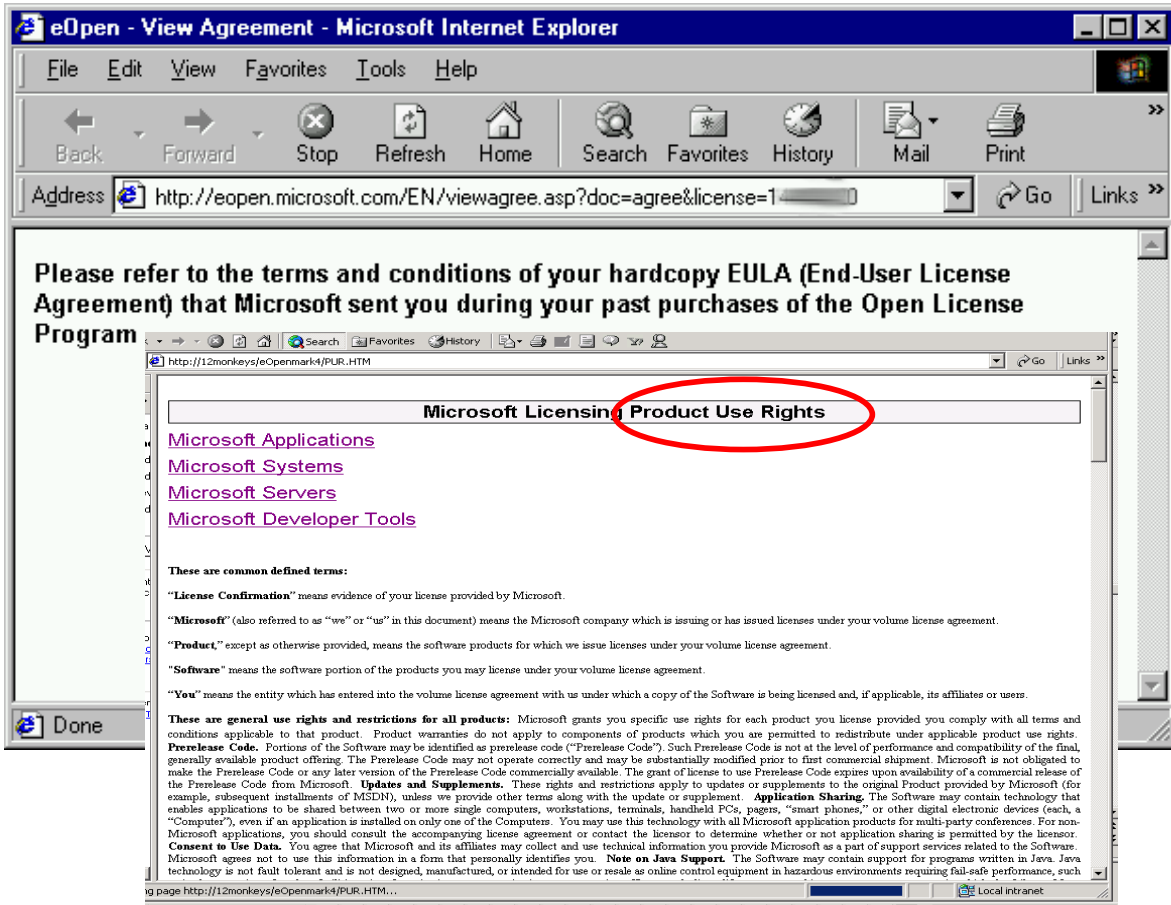
Authorization: 14000000ZS0308 **License:** 14000020
Comment: **Comment:**
Status: Active **Customer:** (HK) CO. LTD
Order Date: 2001-08-21 **Contact:** MR. MA
Online Acceptance By: **Address:** RM 34 HONG KONG,
CONNAUGHT ROAD,
HONG KONG,
Hong Kong
Online Acceptance Date:
Reseller: Computers Ltd
Program: Corporate
Pool: Not Applicable
Level: No Level

Product Description	Version	SKU	Quantity
Office XP Pro Enterprise Win32 Pan-Chinese OLP NL	XP	269-04877	10

This is not a legal license document.

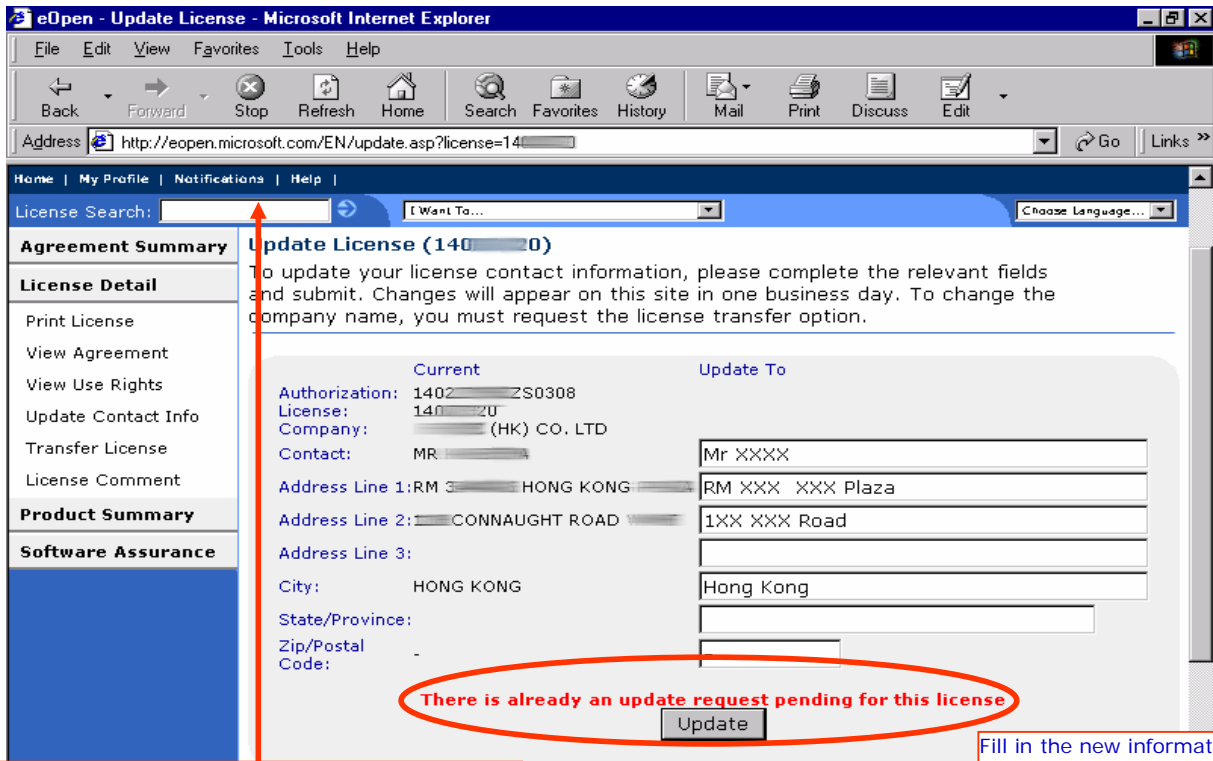
Date 2001-8-31

View Agreement & Product Use Rights: - View the Agreement & Product Use rights corresponding to each license.



Update Contact Info:

- Update contact name and company address
 - Fill in the new information and then click "Update." Updated information will be shown on the eOpen site in approximately one business day.
- If you have requested to receive email Notifications from Microsoft when your details are updated, you will receive the update notification via email to your Passport email address. The update will also be posted to your profile on the "Notifications" page.

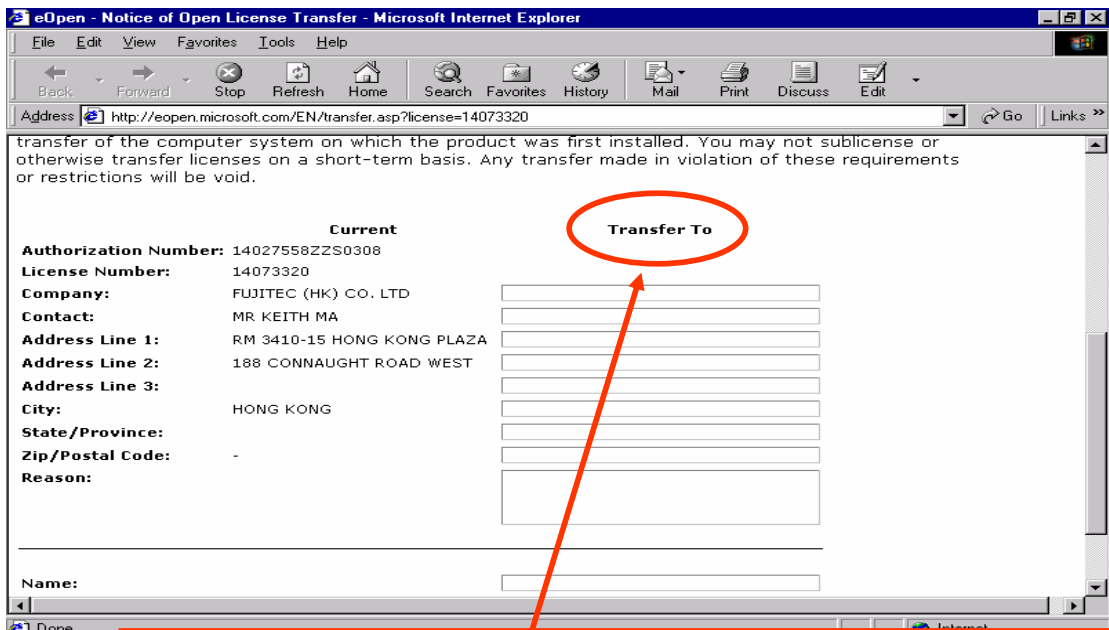
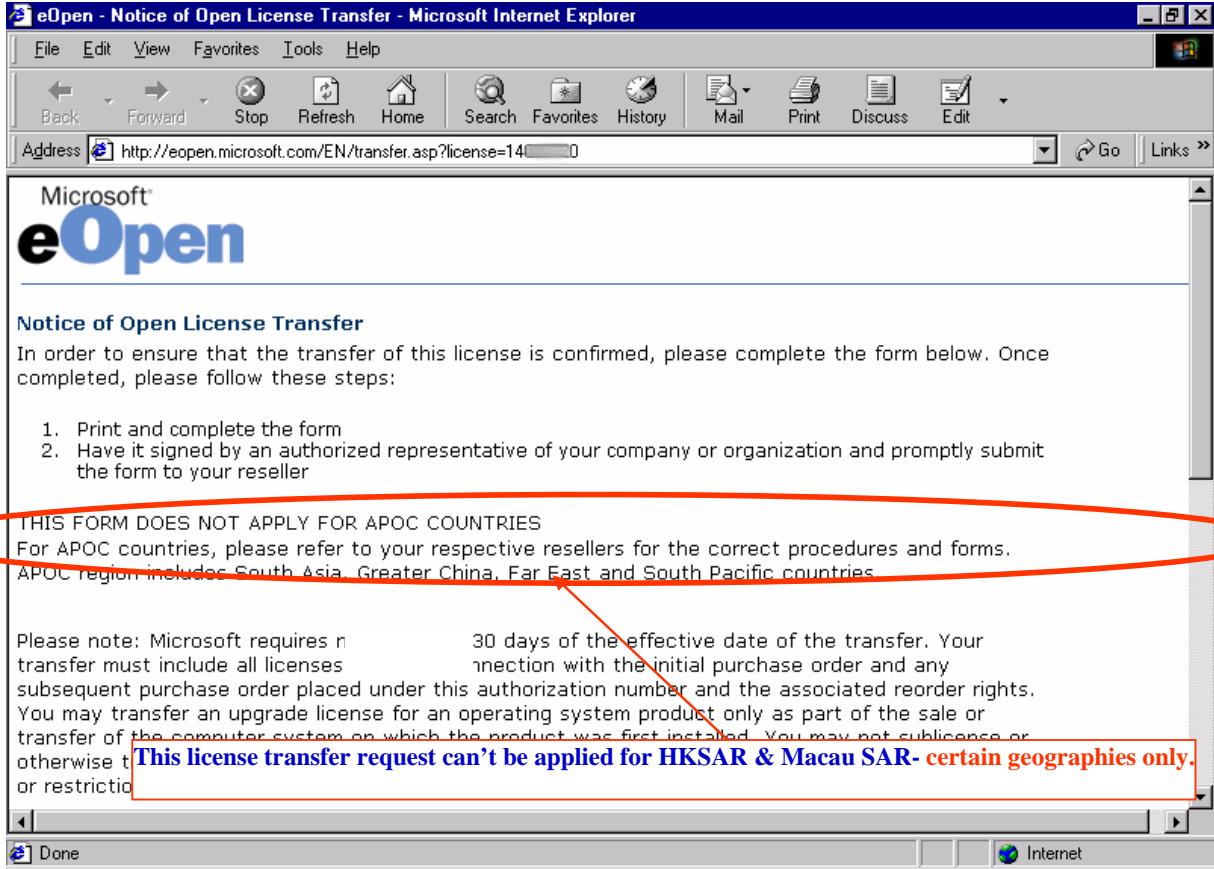


If you have requested to receive email Notifications from Microsoft when your details are updated, you will receive the update notification via email to your Passport email address. The update will also be posted to your profile on the "Notifications" page.

Fill in the new information and then click "Update." Updated information will be shown on the eOpen site in approximately one business day.

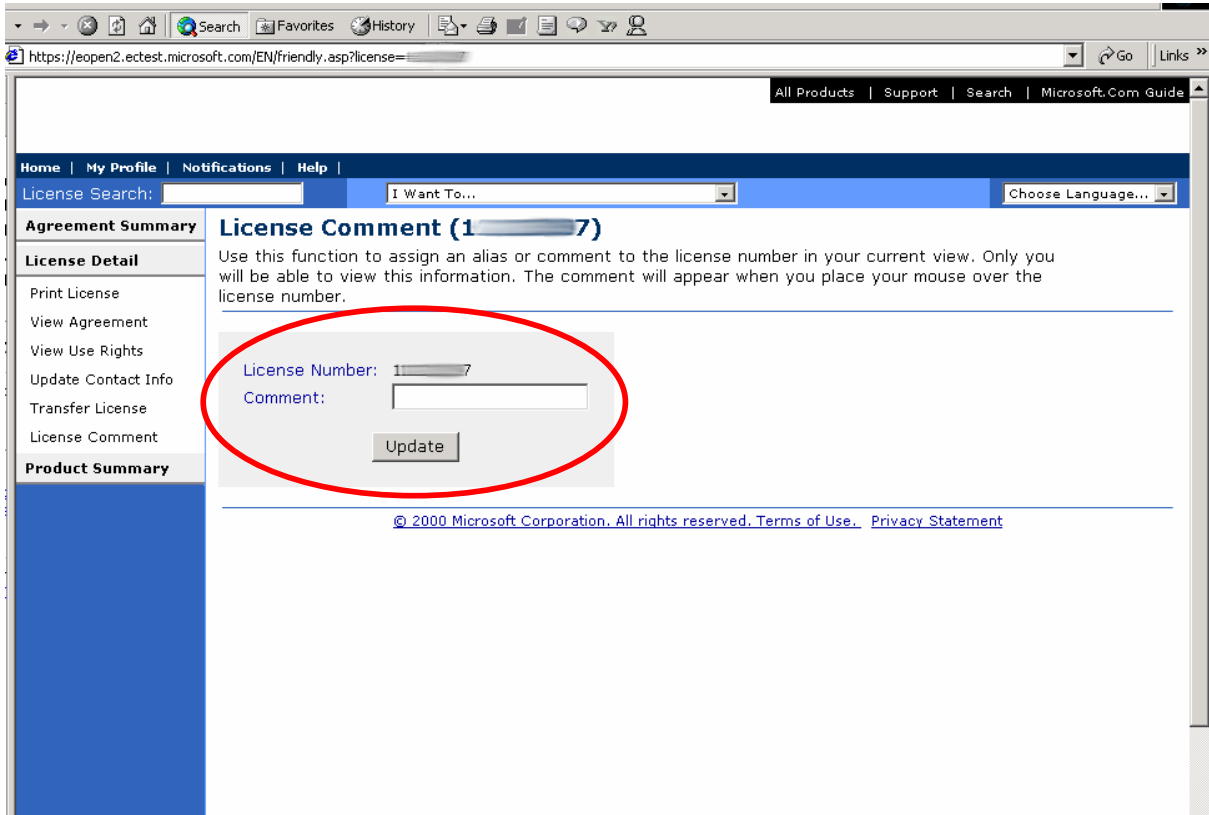
Transfer License:

- This license transfer request can be used for certain geographies only.
- Fill in the details on the transfer request and follow the instructions.



License Comment:

- To help you more quickly identify a license number, you may use the “Comment” function. This allows you to assign an alias or comment to the license number in your current view (i.e. Marketing Dept). Only you will be able to view this information. The comment will appear on the License Detail page when you place your mouse over the license number.



7. Product Summary

- This is a summary of product licenses across authorization numbers in your current view.
 - You may sort your view by pool, description, or SKU by clicking on the column name.
 - To view the authorization and license numbers within the product summary, expand the selected product line by clicking on +.

The screenshot shows the Microsoft eOpen Product Summary page. The left navigation menu includes 'Agreement Summary', 'Product Summary' (selected), 'View as Excel', 'View as Text', 'View as XML', and 'Software Assurance'. The main content area contains the following text:

Product Summary

Below is a summary of all purchases across authorization numbers in your current view. You may sort your view by pool, description, or SKU by clicking on the column name. To view the authorization and license numbers within the product summary, expand the selected product line by clicking +

Please note that the quantity shown in the right column does not reflect the number of products your organization is licensed to use. For a detailed explanation, please see "What is the Product Summary?" in the Help section.

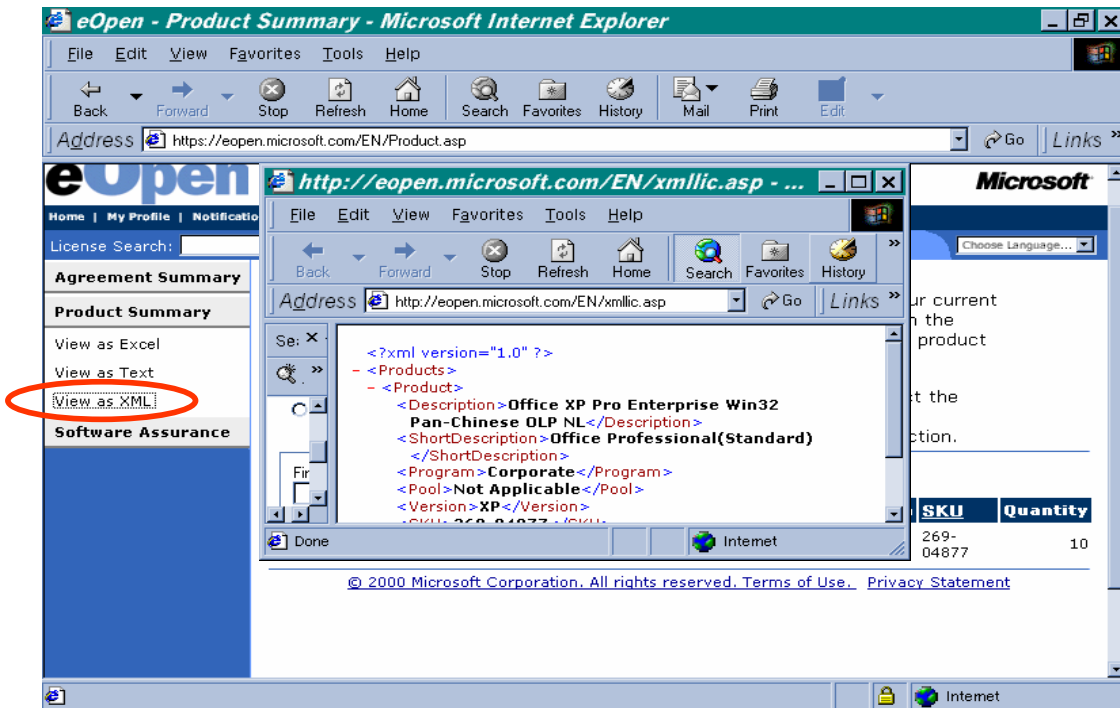
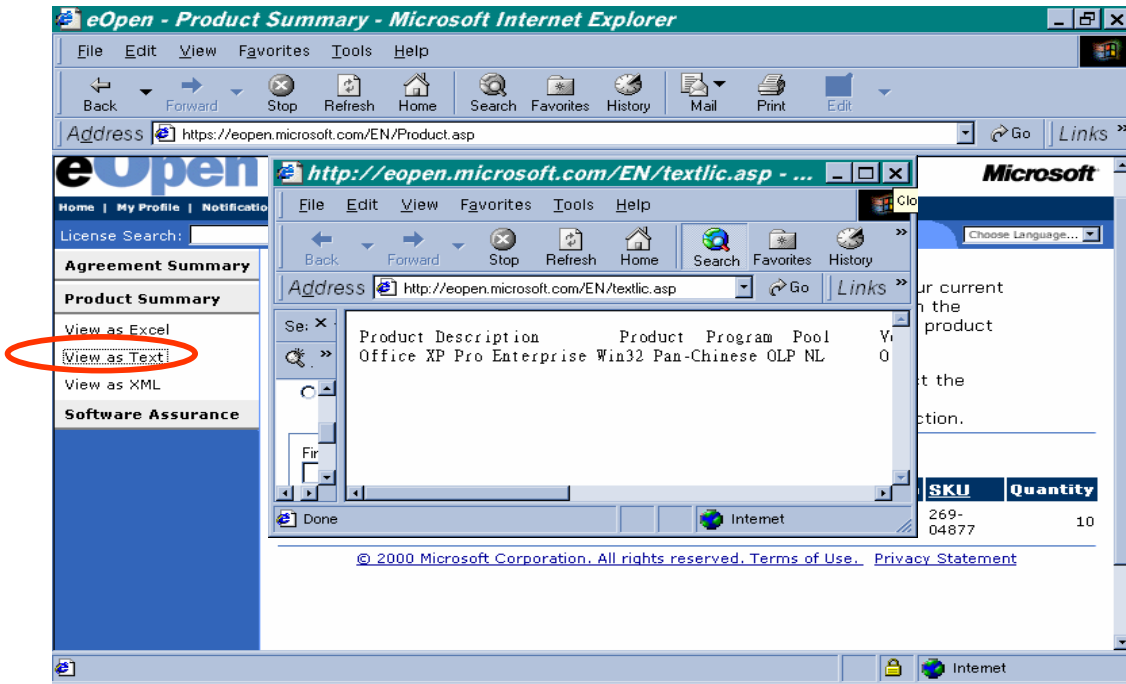
Click +/- to hide/show license details

Product Description	Program	Pool	Version	SKU	Quantity
+ Office XP Pro Enterprise Win32 Non-Chinese OLP NL	Corporate	Not Applicable	XP	269-04877	10

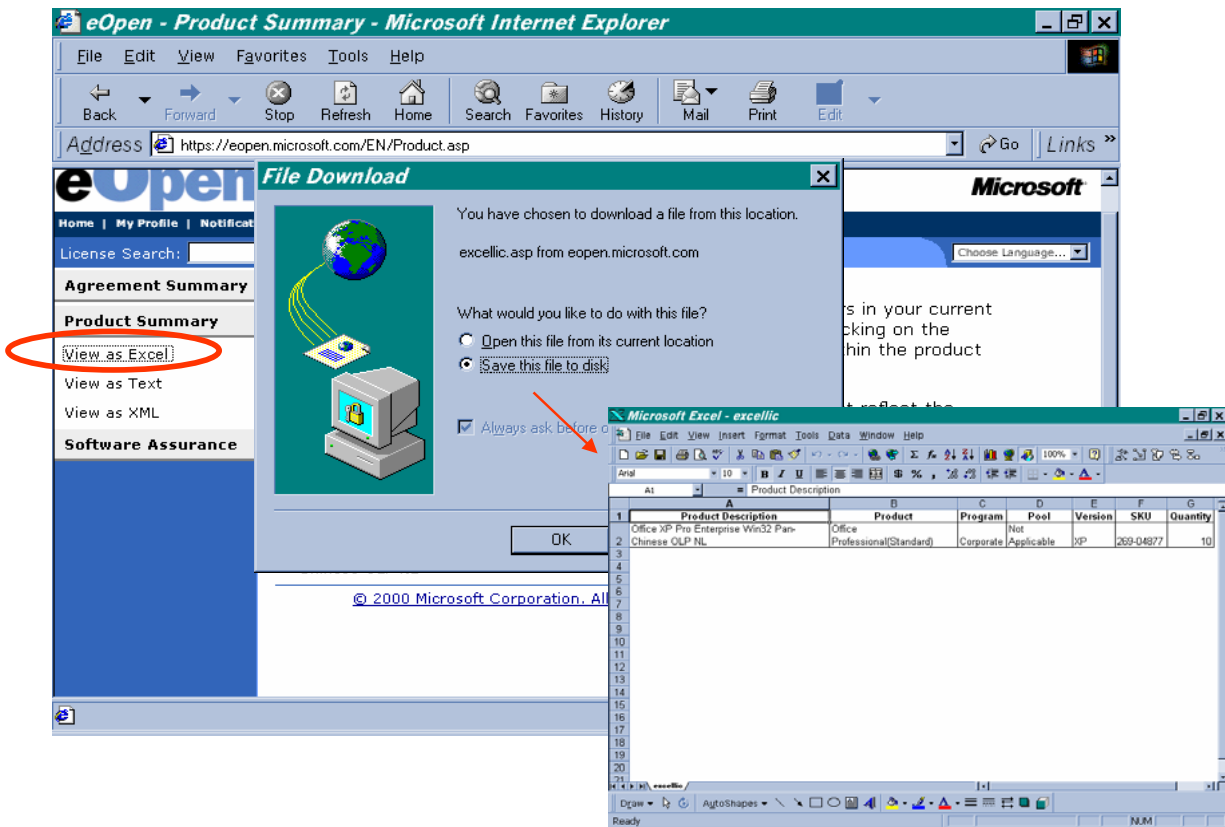
© 2000 Microsoft Corporation. All rights reserved. [Terms of Use.](#) [Privacy Statement.](#)

- The distribution of the products across the different licenses should be the sum total of that particular SKU/ product
- The License Detail page can also be accessed by clicking on the license number.

- If you would like to download into a local drive or view the product summary in different formats (Excel, Text or html), use the menu on the left side of the screen

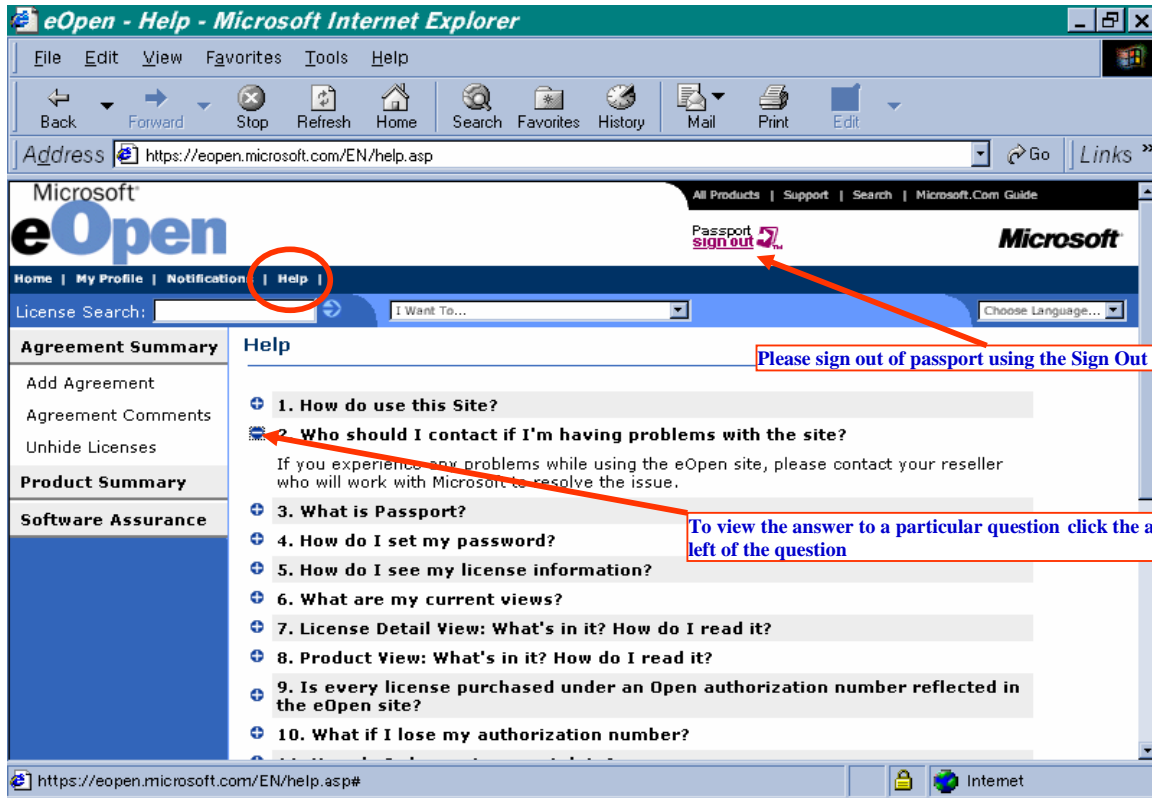


- You may either view the summary in its current location or save it to a disk as illustrated below.



8. Help

- Viewing Answers to Frequently Asked Questions
 - To view the answer to a particular question click the arrow to the left of the question



9. Signing out of Passport

- Please sign out of passport using the Sign Out icon
- The following screen will then be shown

