License Mobility through Microsoft Software Assurance

Verification Guide for Customers

Microsoft

Customer Verification Guide

Microsoft Volume Licensing

License Mobility through Microsoft Software Assurance

With License Mobility through Microsoft Software Assurance, you can deploy certain server application licenses purchased under your Volume Licensing agreement to Microsoft Azure or 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 eligible**[1] 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 or Microsoft Azure are eligible as identified in the current Product Use Rights (PUR).

▶ The application server licenses you want to deploy with an Authorized Mobility Partner or Microsoft Azure have active Software Assurance coverage.

Choose a deployment method

To use License Mobility through Software Assurance, you need to deploy on Microsoft Azure or with an Authorized Mobility Partner. Any current Authorized Mobility Partner can accept your assigned licenses and deploy them as appropriate to your chosen hosted deployment solution.

The Authorized Mobility Partners list includes all authorized partners and is kept current with monthly updates. It can be found at www.microsoft.com/en-us/licensing/licensing-programs/software-assurance-license-mobility.aspx#tab=2. Contact your chosen Authorized Mobility Partner before completing the License Verification form.

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

> **Did you know?**
>
> You can deploy your licenses before you submit your License Verification form, but you must submit the form within 10 days of deployment.

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.

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[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.

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Complete 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, a Microsoft Products and Services Agreement, or a Select Plus agreement).

Where to find the License Verification form

Go to the Microsoft Product Licensing Search page at www.microsoftvolumelicensing.com/DocumentSearch.aspx. You will see the following:
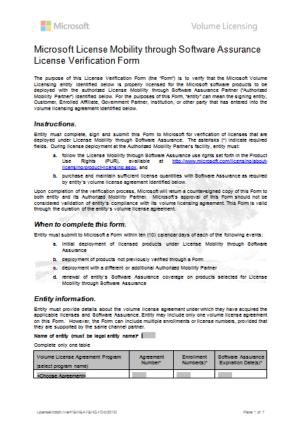

1. At the "Document Type" window, scroll down to "License Verification."

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.

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Completing the Verification form

Click the link (shown in step 5 above) to open the Verification form.

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, Microsoft Products and Services Agreement, Select Plus, Campus and School Agreement, Open Value, or Enrollment 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
    - o "Microsoft Azure" can be selected as the hosting partner
- ▶ The number of eligible licenses your will be deploying with License Mobility

Microsoft Volume Licensing

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 www.microsoft.com/licensing/servicecenter.

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

Microsoft Products and Services Agreement (MPSA)

Customers who purchase licenses under the MPSA can view their license information through the Microsoft Volume Licensing Center (MVLC). MVLC is at licensing.microsoft.com.

The Microsoft Product Terms (PT)

Application server products eligible for License Mobility through Software Assurance are identified in the PT document found at www.microsoft.com/licensing/about-licensing/product-licensing.aspx.

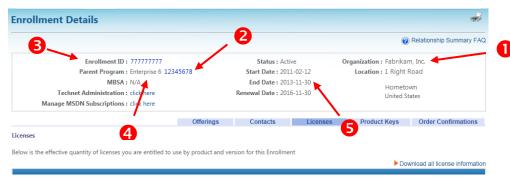## Completing the Verification form

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)

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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.

Microsoft Volume Licensing

Submitting the Verification form

Once you have completed the License Verification form, make a copy for your records. You have the option to submit the License Verification form directly to Microsoft via email. If you are using this option, please ensure that:

- Only one form is submitted per email submission
- Email subject line should be "LM Submission <Your Entity Name>"
- All sections are completed accurately

You may also send the License Verification form 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 www.microsoft.com/licensing/contact-us.aspx.

Once Microsoft receives 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, an email will be sent 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 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. www.microsoft.com/licensing/servicecenter.

▶ 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

Customers with a **Microsoft Products and Services Agreement** use the Microsoft Volume Licensing Center (MVLC) to manage agreements. The MVLC is at licensing.microsoft.com.

For more information on License Mobility through Microsoft Software Assurance, see the License Mobility page at www.microsoft.com/licensing/software-assurance/license-mobility.aspx.