

eAgreements

Welcome
to eAgreements

Sign in with your Windows Live ID

To Sign in with your Windows Live ID, click on the following link:

[Sign in with your Windows Live ID](#)

If you do not have a Windows Live ID associated with your business email address,

[Create one now...](#)



Training Objectives

- Review the process to electronically sign your Microsoft Volume Licensing Agreement through the eAgreements site.
- Use of the eAgreements site requires a Windows Live Id. Please view Module 2 of this training for more information on Windows Live Id.

Module 1: Customer Signing Process

Accepting & Signing Your Agreement Electronically

Accepting and Signing the Agreement

An *Action Required* e-mail is sent to the signer asking them to complete the agreement process by logging into the eAgreements web site and electronically accepting the agreement.

— Click the link to **“Accept and Sign your Licensing Agreement”**

Dear Don Hall,

Your Microsoft Volume Licensing Agreement has been created by your Microsoft Channel Partner and is ready for acceptance and signature.

Agreement Number: 1111111

Action Required

Please click the link below in order to review and accept your Licensing Agreement.

Note: You will be prompted to sign onto eAgreements using a valid Windows Live ID. If you do not have a Windows Live ID, you are required to create one and will be prompted to do so after you click the link below.

Click the link to Accept and Sign your Licensing Agreement.

<https://vlcmuat.parttest.extranettest.microsoft.com/AgreementWeb/AgreementPackageView.aspx?PackageGuid=7bd1c5ad-099c-4908-a987-b426d12d29df&OrgContactGUID=7705825b-e07b-4465-abdd-54b58bf983cc>

Getting Assistance

If you have questions about the process for reviewing and accepting your License Agreement, please consult your Channel Partner. If you have difficulty with the link above, please contact Microsoft at ea@agreement@MSDirectservices.com. When you speak to a Microsoft representative regarding your Agreement, please reference your Agreement Number.

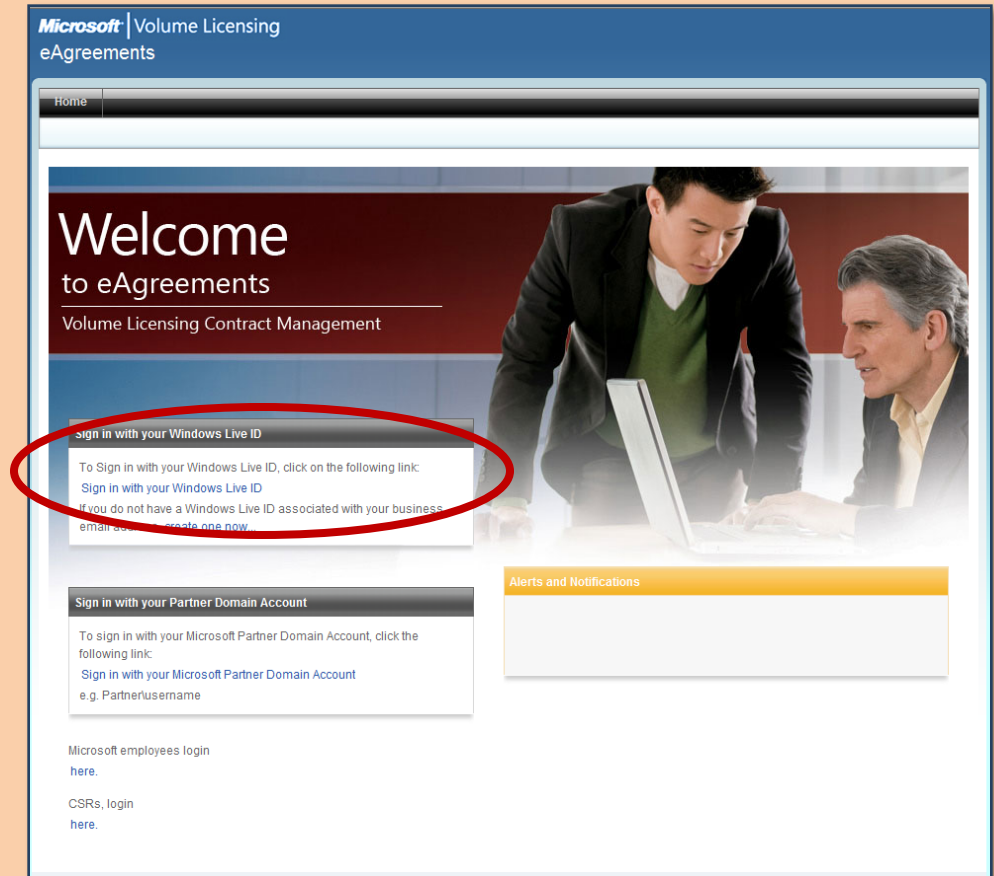
We look forward to your participation in the Microsoft Volume Licensing Program.

Sincerely,
Microsoft Volume Licensing

Note: Please be aware that this email has been sent to you automatically from an unmonitored email alias, so please do not reply to this message directly. Instead, if you do experience any problems accessing this web site or have any questions please contact your distributor who will quickly and efficiently handle your query.

Sign In

- Click **Sign in with your Windows Live ID.**
- Enter your Windows Live Id email address & Password.
- If you do not have a Windows Live Id or need to change your password, please see Module 2



Customer Signature

- On signing in, the signer is taken to the Contract Package view. Click the **Document Name** to view the contents. Contract documents require Adobe Acrobat Reader to read the .pdf file type. You must download and install this application free from <http://www.adobe.com>.
- Documents can also be printed from Adobe Acrobat Reader by clicking on the printer icon.



The screenshot shows a web interface for a customer signature process. At the top, there is a 'Home' button. Below it, the 'Contract Package' section displays a table with contract details:

Organization Name	BVT	Contract Status	Pending Customer Electronic Signature
Public Customer Number	9#####9	Submitted to Customer	11/6/2008
Contract Package ID	PKGO#####	Submitted By	redmond@garrjor

Below this, a table shows the signing history:

Signed By	Date	Comments
Mu Han	11/6/2008	
Microsoft	11/6/2008	

The main content area is titled 'Contract Signing documents (5)' and lists five documents with hyperlinks and document numbers:

Document Name	Document Number
MBSA Agreement	20001
Agreement	20007
Affiliate Registration Form	20002
Media Election Form	20007
Signature Form	20007

Below this, the 'Additional documents (1)' section shows one document:

Document Name
sdfsdfs

At the bottom, there is a section for 'Representations and warranties' with 'Accept' and 'Reject' radio buttons. The footer contains 'Contact Us | Terms Of Use | Trademarks | Privacy Statement' and the Microsoft logo with '© 2008 Microsoft'.

Those documents that constitute the legal Terms and Conditions are listed in the *Contract Signing Documents* section.

Additional documents that do not require signature are listed in the *Additional Documents* section.

Accepting

- To accept your contract package, review the documents and acknowledge your review by clicking **I Accept**.
- If you do not agree with the terms of the contract package click **I Reject**.

Representations and warranties. By signing below, Customer attests they have received copies of the contract document(s) listed above, and the parties agree to be bound by the terms of the contract(s) and document(s) identified above, and Customer represents and warrants that (1) Customer has read and understands the terms therein, including all documents it incorporates by reference and any amendments to those document(s) and (2) agrees to be bound by those terms.

I Accept I Reject

Accepting

- Select **I Acknowledge Reviewing The Agreement**
- Enter your **Name** exactly as it appears on the form
- Enter your **Job Title**
- Click **Submit**

Can't view PDF?, click here to download the PDF viewer <http://www.adobe.com>

Representations and warranties. By signing below, Customer attests they have received copies of the contract document(s) listed above, and the parties agree to be bound by the terms of the contract(s) and document(s) identified above, and Customer represents and warrants that (1) Customer has read and understands the terms therein, including all documents it incorporates by reference and any amendments to those document(s) and (2) agrees to be bound by those terms.

I Accept I Reject

I Acknowledge Reviewing The Agreement.

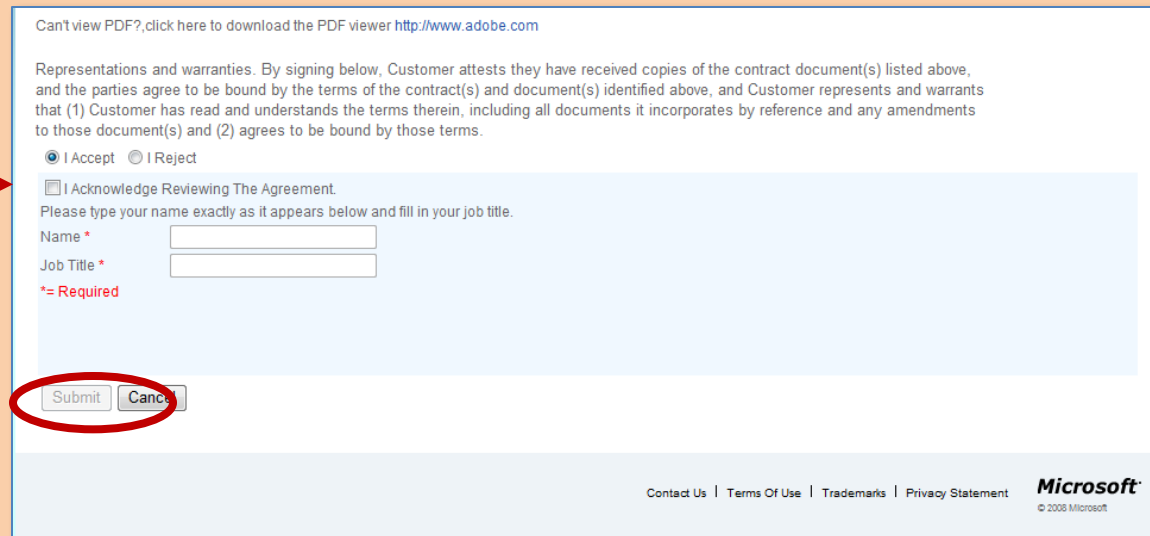
Please type your name exactly as it appears below and fill in your job title.

Name *

Job Title *

*= Required

Contact Us | Terms Of Use | Trademarks | Privacy Statement **Microsoft**
© 2008 Microsoft



Escalation Paths

- For technical issues with the eAgreements tool such as error messages or failure of the application to respond, please send an email with details of the issue to the Microsoft support centre at eagreeNA@microsoft.com
- For questions regarding Microsoft Volume Licensing programs, please contact your Microsoft Channel Partner or refer to information available on <http://www.microsoft.com/licensing/default.aspx>.

Windows Live Id

Need a Windows Live Id?

Have a Windows Live Id, but Forgot
Your Password?

What is a Windows Live Id?

- What is Windows Live ID?
 - A single sign on that allows access to many Microsoft sites.
 - It's free to access Windows Live Id. After you sign up and create credentials, you can sign in on any site that displays the Microsoft Passport or Windows Live ID sign in logo.



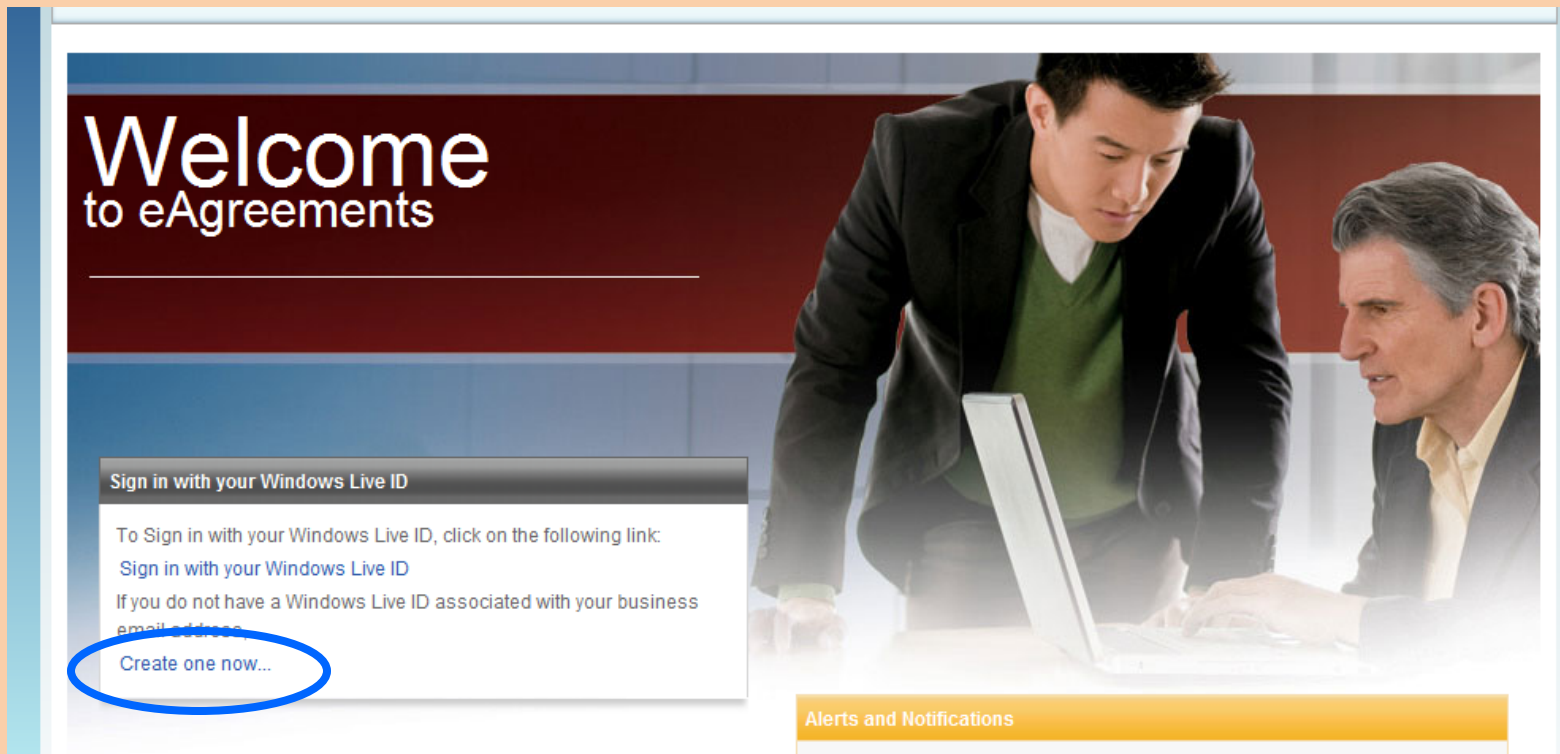
Microsoft Passport Network



Windows Live ID

Create a Windows Live ID

- If you do not have a Windows Live ID, click on the **“Create One Now.”** link.



The image shows a screenshot of a web page titled "Welcome to eAgreements". The page features a background image of two men in business attire looking at a laptop. On the left side, there is a sign-in box with the following text:

Sign in with your Windows Live ID

To Sign in with your Windows Live ID, click on the following link:
[Sign in with your Windows Live ID](#)

If you do not have a Windows Live ID associated with your business email address,
[Create one now...](#)

The link "Create one now..." is circled in blue. At the bottom of the page, there is a yellow bar with the text "Alerts and Notifications".

Sign Up

- Click on **Sign Up** to create a new Windows Live ID

sign up



Hotmail

The smart way to do email - fast, easy and reliable



Messenger

Stay in touch with the most important people in your life



SkyDrive

Free, password-protected online storage

Don't have a Windows Live ID?

Sign up

One Windows Live ID gets you into **Hotmail**, **Messenger**, **Xbox LIVE** — and other Microsoft services.

Choose Email Address

- You can create a Windows Live Id using your existing business email address (recommended)
- Or you can create a free MSN Hotmail email address.
- Choose the appropriate radio button and click **Continue.**

Do you have an e-mail address?

If you have an e-mail address, you can use it to sign in to Windows Live ID sites. If you don't have an e-mail address, you can get a free MSN Hotmail e-mail address.

- Yes**, use my e-mail address
- No**, sign me up for a free MSN Hotmail e-mail address

Continue

Cancel

Choose Password

- Enter your **E-mail address**
- Choose a **password** to use with your Windows Live ID.
- Re-enter the password

Create credentials

Enter an e-mail address and password to use for your Windows Live ID. Choose a question and secret answer to help you reset your password if you forget it.

Create your e-mail address and password

E-mail address:

The address can contain only letters, numbers, periods (.), hyphens (-), or underscores (_).

Password:

Six-character minimum with no spaces

[Learn how to create a strong, memorable password.](#)

Password strength:

	Not rated	
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Retype password:

Create a Strong Password

Create a strong password

A strong password is one that's difficult for others to determine by guessing or by using automated programs. A strong password is an important first step in protecting your personal information. A strong password:

- Contains seven to sixteen characters.
- Uses three of the following four types of characters:
 - Uppercase letters (A, B, C).
 - Lowercase letters (a, b, c).
 - Numerals (1, 2, 3).
 - [Special characters](#).
- Isn't a common word or name, or a close variation on a common word or name.

Your password can't contain:

- Spaces or non-English characters.
- The portion of your e-mail address before the @ symbol.
- Your question or secret answer.

Notes

- Passwords are [case sensitive](#).

Choose a Question & Answer

- Select a **Question** from the drop down menu.
- Enter your **Secret Answer**

Create your password reset option

If you forget your password, you can provide the secret answer to reset it. [Learn more about resetting your password](#)

Question:

Secret answer:

Five character minimum; not case sensitive

Verification

- For security purposes, enter the characters that you see on the screen. This ensures that a person is creating the account rather than an automated program.
- The letters/numbers are not case sensitive and there are no spaces.

Verification

Enter the characters you see

[New](#) | [Audio](#) | [Help](#)




SUBBYA

Verification

- Click New for a new series of letters/numbers.
- Click Audio link to have the characters read through your computer speakers.
- Click Continue.

Verification

Enter the characters you see
[New](#) | [Audio](#) | [Help](#)

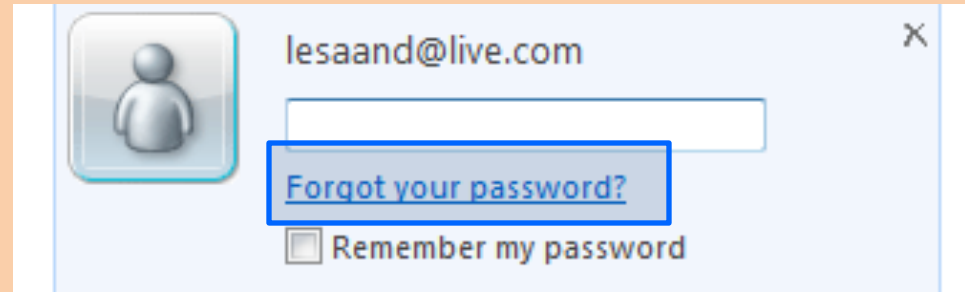


Terms of Use

- Please read the Terms of Use and the Privacy Statement.
- To accept the Terms of Use please enter your email address and Click I Accept.
- After you create your credentials, Microsoft Customer Support sends an e-mail message to the e-mail address you used for your credentials. Follow the instructions in the e-mail message to confirm that you own the e-mail address, and that you intended to use it to create credentials for Windows Live ID.

Resetting Your Password

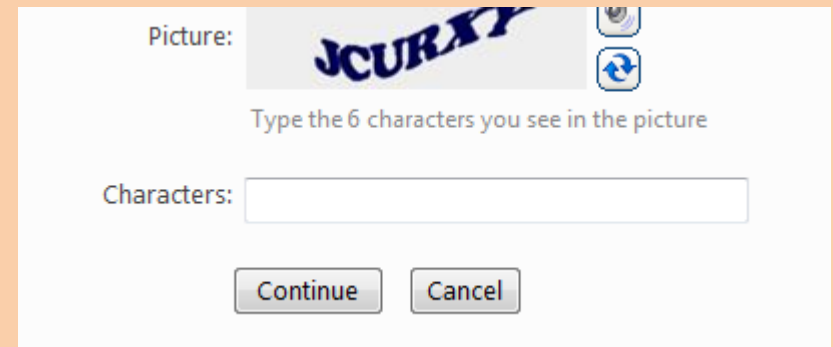
- If you have forgotten your password, please click on the **Forgot Your Password?** link below the password field.
- Enter the characters you see on the screen and Click Continue.
- Select Your Email address and click Continue.
- Your password will be sent to your email address.






lesand@live.com

[Forgot your password?](#)

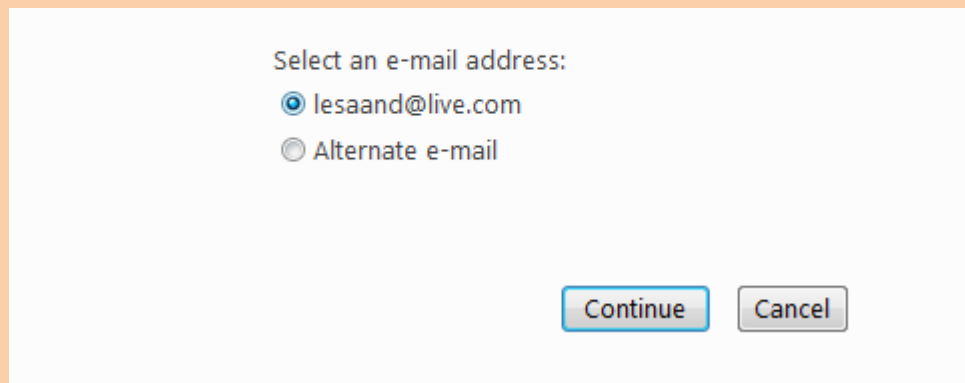
Remember my password



Picture:   

Type the 6 characters you see in the picture

Characters:



Select an e-mail address:

lesand@live.com

Alternate e-mail

Resources

- For more information visit the [Windows Live ID home page](#).
- From the home page you can click on Account Services, and log in with your Windows Live ID Email address and password. Within account services you can:
 - Change your email address.
 - Change your password.
 - Change your Question & Answer
 - Add an alternate email address
 - If you have more than one ID you can link them.

Thank you for viewing
this tutorial.