

Microsoft Employee Benefits

Microsoft Home Use Program (HUP)

The Home Use Program offers Ascension Health employees, *who utilize Microsoft Office at work*, the ability to obtain a licensed copy of Microsoft Office Professional (Excel, Word, PowerPoint, Access, Publisher, Outlook, and InfoPath) to install and use on their home computer. Employees order Home Use Program software from a Microsoft hosted Web site and pay a fulfillment fee of \$9.95 (plus tax).

Guidelines:

- Only employees who utilize Microsoft Office at work are authorized to participate in the HUP.
- Employees must agree to Microsoft's Home Use Benefits Licensing Terms & Conditions.
- A company provided e-mail address and a program code (provided to Ascension Health by Microsoft) is required for employee access to the Microsoft hosted Home Use Program Web site.
- Each employee e-mail address and credit card is limited to one order of a product.
- Limited quantities are available. Orders will be accommodated on a first come first serve basis.

Procedure:

1. Go to <https://www.microsoft.com/hupus/home.aspx?culture=en-US&programCode=A0C9164878>
2. Upon successfully signing into the Microsoft Home Use Program Web site, a confirmation notice will be sent to your corporate e-mail address. Upon receipt, click on the link provided to complete your order.

Microsoft Employee Purchase Program

Employees may purchase some of Microsoft's consumer software and hardware at discounted prices. This offering includes products such as Microsoft Office XP Professional, Microsoft Windows XP Professional, Microsoft Money 2003, games, and hardware.

Guidelines:

- Employees may order up to 3 copies of any product.
- A company provided e-mail address and program code (provided to Ascension Health by Microsoft) is required for employee access to the Microsoft Employee Purchase Program Web site.
- The Microsoft Employee Purchase Program offer is valid only while supplies last.

Procedure:

1. Go to <https://epp.microsoft.com/>
 2. Choose your preferred country and language.
 4. Enter your corporate e-mail address.
 5. Enter Ascension Health in the space provided for company name.
 6. Enter the following program code: 7F3CEE31B0.
 7. Place your order on-line and it will be shipped to you.
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Frequently Asked Questions

Home Use & Employee Purchase Programs:

- Q. *Are the Microsoft benefits available to all employees?*
A. The eLearning courses and the Employee Purchase Program (EPP) are available to all employees. The Home Use Program is available only to those employees who utilize Microsoft Office on their desktop at work.
- Q. *Why is the Home Use Program only offered to employees who utilize Microsoft Office at work?*
A. The Home Use Program, designed by Microsoft as a productivity enhancement tool, is licensed based on the number of licenses owned by the Health Ministry.
- Q. *How does the Home Use Program work when more than one employee shares a workstation running Microsoft Office?*
A. Although a limited number of licenses is available at each health ministry, each employee utilizing the one-licensed workstation is eligible to participate in the Home Use Program while supplies last.
- Q. *What software is included in Microsoft Office Professional?*
A. Microsoft Office Professional for Home Use includes Excel, Word, PowerPoint, Access, Publisher, Outlook, and InfoPath.
- Q. *Can I take advantage of the Home Use and Employee Purchase programs if I do not have a corporate email address?*
A. Due to the nature of the offering by Microsoft, the Home Use Program requires the use of a corporate email address to gain access to the Home Use Program website.

However, you may use your home email address to access to the Employee Purchase Program website. If you use your home email address, you must enter Ascension Health in the space provided for company name.

If you do not have either a corporate or home email address, please contact your local IS department for assistance.

- Q. *What information do I need to have ready in order to purchase Microsoft products online?*
A. You need to have your complete billing and shipping address, your phone number, a work email address where Microsoft may contact you about your order, and credit card information.
- Q. *Is my credit card information secure?*
A. Yes, your credit card information is secure. Microsoft uses the Secure Sockets Layer (SSL) and Private Communications Technology (PCT) security standards through secure servers to ensure that your transaction is completely safe.
- Q. *Will tax be charged on purchases?*
A. Yes, the applicable country, state, or provincial tax or VAT will be applied to the order. This may include tax on shipping.
- Q. *Can I place an order by telephone?*
A. No. At this time, you can order only online through Microsoft's provided website for the applicable program.
- Q. *When will I receive my order?*
A. For purchases made through the Employee Purchase Program, the order will ship within 15 days after your order is processed.
- Q. *What is the return policy?*
A. For purchases made through the Employee Purchase Program, Microsoft provides a 30-day money back guarantee for most item(s) from the time you receive the product. If this time is greater than 30 days, you will be required to provide additional information as to why you wish to return the item(s). All Microsoft returns must be in resalable condition and include any accompanying software.
- Q. *How do I get technical support on the products I order?*

- A. You can find a tremendous amount of support information for Microsoft Office and other Microsoft software at <http://support.microsoft.com/default.aspx?scid=fh;%5BIn%5D;fags>
Click on the application for which you're seeking support.
- Q. *What if I need help with installing my product?*
- A. Setup and installation support is provided for software purchased through the Employee Purchase and Home Use programs. Please refer to the support documentation included with your product for more information.