



**PROVINCIAL MICROSOFT
ENROLLMENT FOR EDUCATION
SOLUTIONS**

**Home Use Program
Step-by-Step Guide**

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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://www.microsofthup.com>
2. When asked to choose your location, select “Canada” from the list

Microsoft
Home Use Program
Get Office at a **GREAT PRICE!**



Professional Plus 2013
Office
Microsoft

Home & Business 2011
Office for Mac
Microsoft

Asia Europe Middle East and Africa North and Central America South America South Pacific

Anguilla	Costa Rica	Jamaica	Saint Martin
Antigua and Barbuda	Curacao	Martinique	Saint Vincent and The Grenadines
Aruba	Dominica	Mexico	St. Pierre and Miquelon
Bahamas	Dominican Republic	Montserrat	Trinidad and Tobago
Barbados	El Salvador	Nicaragua	Turks and Caicos Islands
Belize	Grenada	Panama	United States
Bermuda	Guadeloupe	Puerto Rico	Virgin Islands (British)
Bonaire, Sint Eustatius and Sint Maarten	Guatemala	Saint Kitts and Nevis	Virgin Islands (U.S.)
Canada	Haiti	Saint Lucia	
Cayman Islands	Honduras	Saint Maarten	

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 **D4FFD9295C**. Click the Submit button.

Microsoft
Home Use Program
My Account

Take Office Home for just \$11.00

Office Professional Plus 2013
Office Professional Plus is designed to help you create and communicate faster, with time-saving features and a clean, modern look.

Office for Mac 2011
Get the tools to manage business and life, on your terms. Create professional-quality documents, spreadsheets and presentations.

Enter your work email here to see if you are eligible

Country:
Canada
English

Your work email:

Program code:

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.

Microsoft Home Use Program

Take Office Home for just **\$11.00**

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Office Professional Plus is designed to help you create and communicate faster, with time-saving features and a clean, modern look.

Office for Mac 2011
Get the tools to manage business and life, on your terms. Create professional-quality documents, spreadsheets and presentations.

[My Account](#)

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

To Purchase

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

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](#).

5. Click the Buy Now link found in the email to be taken to the online store

Microsoft Home Use Program

Buy Now >

Next Steps

1. Click on the "Buy Now" button provided in this email
2. Purchase your license/product key
3. Download the software to your personal computer or device

Office Professional Plus 2013, Office for Mac 2011, Office Visio 2013, Office Project 2013

Microsoft respects your privacy. Review our online [Privacy Statement](#).

6. Click Add to Cart to order the PC/Windows version of Office Professional Plus 2013. If you have a Mac, scroll down to the bottom of the page and click Learn More to order the Mac version.

Choose your copy of Office

0 Item(s) \$0.00 [Checkout](#)



Office Professional Plus 2013

Microsoft Office Professional Plus 2013 provides anywhere access to your familiar Office applications, email, calendar, HD video conferencing and most up-to-date documents, across your devices – from computers to smartphones to tablets.

\$11.00 English [Add to Cart](#) | [Learn More](#)

This Suite includes:

Platform: Windows 7 / 8

Click here to order the PC/Windows version

Or do you need Office for a Mac?

Also available for purchase



Office for Mac 2011

Get the tools to manage business and life, on your terms.

\$11.00 [Add to Cart](#) | [Learn More](#)

Product Language English

[Add to Cart](#) | [Learn More](#)

Platform: Mac OS X version 10.05.008 or later

Or click here to order the Mac/Apple version

7. Click Checkout to proceed with the order.

Your Shopping Cart



Country: **Canada** Currency: **CAD**

	Microsoft Office Professional Plus 2013		\$11.00
	Language: English		
	Quantity: 1		
	Delivery Method: Electronic Download		
	Compatible only with		
	Windows 7 Windows 8 / 8.1		
	<small>*Does not run on Windows XP or Vista</small>		

Get a Backup DVD for \$13.99

[Add Backup DVD](#)

Estimated Total: \$11.00

Sales tax may apply for your region.

For estimated DVD shipping times, [click here](#).

8. 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 \$13.99. Thus, if you choose to order a backup DVD the total cost of the order is \$24.99. The DVD will arrive in 1-2 weeks.


Home Use Program

Shopping Cart → Billing → Confirm → Thank You

Your Shopping Cart

[Checkout](#)

Country: **Canada** Currency: **CAD**

	Microsoft Office Professional Plus 2013 English Quantity: 1 Works with: Windows	\$11.00
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Get a Backup DVD for \$13.99 [?](#)

[Add Backup DVD](#)

Estimated Total: \$11.00

Please allow 1 - 2 weeks for the delivery of the Backup DVD.

[Continue Shopping](#) [Checkout](#)



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

Home Use Program

Shopping Cart → Billing → Confirm → Thank You

Billing Information

* Indicates required fields

First Name* Last Name*

Street*


Street 2

City* Province* Post code*

Country*



Billing Phone*

Cart Summary

	Microsoft Office Professional Plus 2013 Quantity: 1	\$11.00
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Estimated Total: \$11.00

Payment Information

Payment Method*
[Visa |  |  | ]

Credit Card Number* Name on Credit Card* Expiration Date*
1234123412341234 John Doe [2] / [2015]
(No dashes- XXXXXXXXXXXXXXXXXXXX)

Card Identification Number*
123 
What is this?

 One more step to go! (Your card will not be charged yet)

10. 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 2013 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 \$13.99 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 = **D4FFD9295C**

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 **D4FFD9295C**.


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, 2016?



As long as the user is still employed by the Institution and the Microsoft Volume Licensing 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 Office Suite product from the online store (either the PC or Mac version but not both).

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.