

Microsoft

Home Use & Employee

Purchase Program

As part of the Department of Veterans Affairs (VA) new Enterprise Agreement negotiated by the Austin Automation Center and Microsoft Corp., two new benefits have been included, the Home Use Program (HUP) and Employee Purchase Program (EPP). The HUP allows a covered VA employee to obtain a licensed copy of a Microsoft Office Desktop Program to install and use on their home computer. Employees are responsible for the nominal (e.g. \$20) fulfillment cost of the product.

Home Use Program

Qualified Employees

All Department of Veterans Affairs employees with a **va.gov** email address are eligible to participate in this program.

The links will only work from a va.gov computer.

What Software is covered?

The software covered under the HUP is the Microsoft Office Suite, either Office for Windows or Office for the Mac. Additionally, you have the option to choose from the current version or the previous version.

MS Office Products

In addition to the core Office 2003 and Office 2007 programs – Microsoft Word, Excel, and PowerPoint – the Professional Edition (for the Home Use Program) includes Access, Publisher, Outlook, and InfoPath.

Office Mac Products

Microsoft Office Mac 2004 and Microsoft Office Mac 10 includes essential tools you can use every day; it contains full versions of Word, PowerPoint, Entourage, and MSN Messenger version 4.

To access the Microsoft Home Use Program web site, please follow the steps below:

1. Click on the web site link <<<https://hup.microsoft.com>>>
2. Choose your preferred country and language
3. Enter your “va.gov” email address
4. **Use this listed code for the program code: 86E6355D06**
Note: this program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization.
5. You will receive an email that will have a link to click on.

Microsoft will ship the media for the software you request to the address you provide.



Employee Purchase Program

The Microsoft Employee Purchase Program (EPP) gives Department of Veterans Affairs' (VA) personnel discounts off estimated retail pricing on personal

purchases of Microsoft software perpetual licenses and other consumer products for personal and immediate family use. VA personnel covered under the Enterprise Agreement can place orders from Microsoft directly through a password protected e-commerce site at <https://epp.microsoft.com>. The VA is not responsible for tracking software loaded on home computers or for any violations of the EPP by covered personnel. Personnel are solely responsible for the proper use of the benefits of the EPP.

What's included in the EPP



This program includes products such as Microsoft Office XP Professional, Microsoft Windows XP Professional, Digital Image Suite, Streets and Trips, Microsoft Money 2003, Hardware, Microsoft Xbox games and MS Press Books. Once you get to the web site, browse for a product by clicking on the tabs or the graphic icons.

To access the Microsoft Employee Purchase Program web site, please follow the steps below:

1. Click on the web site link <https://epp.microsoft.com>
2. Choose your preferred country and language
3. Enter your "va.gov" email address
4. Enter "Department of Veterans Affairs"
5. Use this program code for EPP: **3AC670E0D5**

Note: this program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization

Products are sent to the "Ship To" address listed by the employee. EPP offers are valid only while supplies last.