

Microsoft[®] HOME USE PROGRAM

As part of an offering from Microsoft through NTPC's Microsoft volume licensing agreement, you are eligible to participate in the Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft Office desktop applications, including MS Office 2013, to install and use on your home computer. For each product eligible for the Home Use Program for which NTPC is a licensed user with active Software Assurance coverage, you may order a single copy of that product to install and use on a home computer.



You may continue using this HUP software while you remain an employee of NTPC and as long as the software you use at work has active Software Assurance coverage.

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

1. Go to http://www.microsofthup.com/coworker_ca
2. Enter your corporate email address and insert the following program code: **571A797586**

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

Activation will not work with a personal email address

3. Place your order on-line and an email will be sent to you with the license key and instructions for electronic download. **Note that if you'd like a physical DVD copy you should select "order backup DVD" during checkout process.** Please note that a fulfillment fee will be charged to cover packaging, shipping and handling costs

We trust you will enjoy this benefit and look forward to your participation.