



Microsoft Software At Home & Dell Employee Purchase Programs Explained

- **Microsoft Office - Home Use Program**

Microsoft's Home Use Program (HUP) enables you to get a licensed copy of most Microsoft Office desktop applications to install and use on your home computer. For each product eligible for the Home Use Program for which you are 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 are under our employment 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 <https://hup.microsoft.com/>
2. Select the country to which you wish your order to be shipped to and choose the language for viewing the order web site.
3. Enter your corporate email address **your.name@alaska.gov**, and insert the following program code: **02A4222D4A**. 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.
4. Your browser will load a page showing that you have successfully logged onto the HUP site. Check your email for a new message from which will contain a link to their HUP product page.
5. Place your order on-line and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping and handling costs.
6. In accordance with AS 39.52.130(b), please remember to submit Ethics Disclosure Form Notification of Receipt of Gift. (If applicable)

- **Dell Computers - Employee Purchase Program**

Dell has a Member Purchase Program that allows State of Alaska employees to purchase Dell computers and other equipment with discounts ranging from **3%** to **12%** off of their internet pricing. This program is available for employees at:

<http://www.dell.com/content/segmenter.aspx>

DOTPF employees may want to take advantage of benefit. DOTPF and the State of Alaska do not endorse or encourage employees to participate in the program. Participation in this program is strictly between the Employee and Dell Computers.

You will be asked to enter the member ID for the State of Alaska – **SS41666294**

This discount is also available through Dell's sales team at (800) 695-8133 option 2 or (800)-274-1410