# Autodesk

# Discover the Subscription Advantage Renewing Your Subscription Contract

Autodesk Subscription offers you a broad range of benefits to help you get the most out of your Autodesk software.

This tutorial shows you how to renew your Autodesk Subscription contract and ensure ongoing access to your Subscription benefits.



Stacy Schnell, Autodesk Subscription Customer



## Autodesk<sup>®</sup> Subscription



### Sign in to Subscription Center

Enter your User ID and Password to access additional features of this site.

\*Required Field

\*User ID

\*Password

johndoe@email.com

Forgot User ID?

Forgot Password?

Remember My User ID

Keep Me Signed In What is this?

(Don't check if using a shared computer.)

Learn more about using a single Autodesk account to sign in to multiple Autodesk sites.

Need Help?

**Tutorial: Signing in to Subscription Center** Learn to create an account, retrieve lost user I Subscription benefits.

Not a Subscription Customer? Learn More about Autodesk Subscription featur

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**Renewing Your** 

If you are the Contract Manager for your Autodesk

expire on Subscription

www.autodesk.com/

subscriptionlogin

account, you can find out

when your Subscription will

First, sign in to Subscription

Subscription

Contract

Center.

Center at:

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Create a Subscription Center account or verify

Create an Account

Submi

Create an Account

## Autodesk<sup>•</sup> Subscription

### Renewing Your Subscription Contract

### Subscription Advantage Packs: Tools That Make an Impact

Get ahead with early access to the latest product enhancements.

Download Now 🗅

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"Subscription Advantage Packs deliver a number of enhancements—over and above the out-of-box version of my Autodesk software."

—Customer Blog

### On the Subscription Center home page, click Contract Administration.

### Downloads Training Tech Support Program Information Contract Administration

### Welcome John Doe

Autodesk® Subscription gives you the latest software upgrades, early access to product enhancements, technical support, and more.

### **Keep Your Subscription Advantage**

Your contract expires soon. Renew now to ensure access to your benefits.

enew Now

Software Download

Get Your Upgrade

Download the latest version(s) of your Autodesk software product(s).

#### **Delivery Preference for Future Upgrades**

Software Coordinators can choose to have upgrades delivered via DVD/CD or as Software Download.

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Note: Delivery options are limited in some countries. Changing this setting does not affect upgrades that have already been delivered or are currently being delivered.

#### Product Enhancements

Download Subscription Advantage Packs and other Autodesk product enhancements

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## Autodesk<sup>®</sup> Subscription

#### Welcome John Doe | My Profile



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### Contract Administration

#### Coverage Report

View the details of your Subscription contract including the account type, number of seats per license, level of support available, and list of products on Subscription.

#### Renewal Report

Reviewed list of Subscription contracts currently within 90 days of their expiration date and get information on how to renew a contract.

#### Invite New Users

Invite users to set up their own Subscription Center accounts or control whether users can create their own accounts. Assign download privileges.

#### View / Edit Users

See list of invited users and edit user permissions.

#### Manage Software Coordinators Add, remove, or assign coordinators to perform Subscription administrative tasks.

Manage Phone Support Users Add or remove phone support users.

#### Set Reseller View Allow resellers to view support requests and responses.

#### Set Access from Product

Allow users accessing Autodesk Subscription from products to create their own Subscription Center accounts. Also, assign the subscription services such users can access.

#### **Request Home Use**

Request serial numbers that will allow your employees to use licenses on a home computer.

#### **Previous Versions**

Use the previous versions of the products under your Subscription contract.

### Renewing Your Subscription Contract

Then click Renewal Report. Your Renewal Report will open in a new window.

### **Online Contract Rei**

Need Help With Subscription

Do you have questions ab your Subscription contract more now.

### **Tools That Make an**

Download your Subscripti





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### Subscription Renewal Report

This page contains a listing of all Subscription contracts currently within 90 days of their expiration date. Click the Renewal # to review the details of your Subscription contract currently up for renewal.

Please note: Renewal reports are only available when you have a contract within 90 days of expiration. To view your current Subscription coverage, please choose the Coverage Report tab.

Contracts Se	arch						< 1-1 of 1 >
Renewal #	Start Date	End Date 🚔	Contract # 🚔		Contract Manager	Reseller	
1-3CWW3S4	10/5/2007	10/4/2009	339-45598308	Autodesk-CSC	John Doe	No Dealer	
Selected Renew	val Details	Contact Res	eller				
Renewal #:	1-3CWW3S4		Renewa	al Status: Open		Days Left:	-158
			Renev	w Online:			
Contract:	339-45598308					Reseller	
Program:	Subscription		Cor	npany Details		Name:	No Dealer
Start Date:	10/5/2007			Name: Autodesk-	CSC	Address:	1000 Sharon Valley R
End Date:	10/4/2009			Address: 4000 Civic	Center Dr	City:	Newark
				City: San Rafae	el -	State:	
Contract Ma	nager			Country: United Sta	ates		United States
Name:	John Doe			State: CA			
Email:	johndoe@ema	ail.com	P	ostcode: 94903-413	71		43055-1707
						Phone #:	
Phone #:	415-000-0000					Reseller #:	5070100022
Extension:							

### Renewing Your Subscription Contract

If you have a Subscription contract that will expire in 90 days or less, it will be listed here on your Renewal Report.

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#### Close Window

### Subscription Renewal Report

This page contains a listing of all Subscription contracts currently within 90 days of their expiration date. Click the Renewal # to review the details of your Subscription contract currently up for renewal.

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Contracts Sea	arch						I-1 of 1 ≥
Renewal #	Start Date	End Date 🚔	Contract # 🚔		Contract Manager	Reseller	Renew Online 🚔
1-3CWW3S4	10/5/2007	10/4/2009	339-45598308	Autodesk-CSC	John Doe	No Dealer	
Selected Renew	al Details	Contact Rese	ller				
Renewal #:	1-3CWW3S4		Renewa	IStatus: Open		Days Left:	-158
			Renew	Online:			
Contract:	339-45598308					Reseller	
Program:	Subscription		Com	npany Details		Name:	No Dealer
Start Date:	10/5/2007			Name: Autodesk-	CSC	Address:	1000 Sharon Valley Rd
End Date:	10/4/2009		م	ddress: 4000 Civic	Center Dr	City:	Newark
				City: San Rafae	al	State:	
Contract Mar	nager			Country: United Sta	tes		
						Country:	United States
Name:	John Doe			State: CA		Postcode:	43055-1707
Email:	johndoe@ema	iil.com	Po	ostcode: 94903-417	71	Phone #:	
Phone #:	415-000-0000					Reseller #:	5070100022
Extension:							

### Renewing Your Subscription Contract

For more information, click the Subscription contractís renewal number.

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#### Close Window

#### Subscription Renewal Report

Use this report to view details about contracts that are currently up for renewal.

#### How to Renew

- O Contact all resellers listed in this report. Please refer to the Renewal Order Number when you contact your reseller. Your reseller will be able to provide you with a price quote.
- O Your reseller can also assist if you require any contract adjustments at this time.
- If you have questions about your subscription, please contact your reseller or submit a request to the Autodesk Business Center.

#### Selected Renewal Details Contact Reseller...

Renewal #: 1-3NPIU6Q	Renewal Statu	s:Open	Days Left: -66			
Contract: 110000229841	Renew Onlin Company			Reseller		
Program: Subscription Start Date: 10/16/2009		e: John Doe s: 111 McInnis Pkwy		Name: Microsol Reso Address: 214 W 29th S		
End Date: 1/5/2010 Contract Manager		y: San Rafael y: United States	City: New York State: NY			
Name: John Doe Email: johndoe@email.com		State: CA			y:United States e:10001-5298	
Phone #: 415-000-0000 Extension:				Phone #:888-768-756	8	
Product: History Search				د 1	- 1 of 1 💿	
Serial Number         ↓ Level         Grow           ◆ 352-47853368         Web Support	AutoCAD 2010	Language 🚔 French, Spanish and English	Deployment License Type Standalone New	Seats Software Coordinator	Status 🚔 Registered	

### Renewing Your Subscription

## Contract

Here you can see complete contract details, as well as the date when your Subscription contract expires.

To avoid late fees, be sure to renew your Subscription contract before the expiration date.

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- O Your reseller can also assist if you require any contract adjustments at this time.
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#### Selected Renewal Details Contact Reseller ... Renewal #: 1-3NPIU6Q Renewal Status: Open Days Left: -66 Renew Online: Contract: 110000229841 Reseller **Company Details** Program: Subscription Name: Microsol Resources Name: John Doe Address: 214 W 29th St Rm 1100 Start Date: 10/16/2009 Address: 111 McInnis Pkwy City: New York End Date: 1/5/2010 City: San Rafael State: NY **Contract Manager** Country: United States Country: United States Name: John Doe State: CA Postcode: 10001-5298 Postcode: 94903-2773 Email: johndoe@email.com Phone #: 888-768-7568 Phone #: 415-000-0000 Reseller #: 0070001258 Extension: Product: History Search <1-1 of 1 > Seats Software Serial Level Group Family Deployment License Status 🚍 Coordinator Number French, Spanish and Web 352-47853368 AutoCAD 2010 Standalone New John Doe Registered English Support

### Renewing Your Subscription Contract

To renew your Subscription contract now, contact your Autodesk reseller.

For your convenience, your reseller's phone number should be listed here. Or, if you see a Contact Reseller button, simply click it to send a renewal request to your reseller via email.

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Contracts Search				1 - 1 of 1
Renewal # Start Date End Date 🔶 C	Contract # 🚔 Company 🚔	Contract Manager	Reseller	
1-3NPIU6Q 10/16/2009 1/5/2010 1	10000229841 Autodesk	John Doe	Microsol Resources	
Selected Renewal Details	new Online			
Renewal #: 1-3NPIU6Q	Renewal Status: Open		Days Left: -66	
	Renew Online:			
Contract: 110000229841			Reseller	
Program: Subscription	Company Details		Name: Micros	ol Resources
Start Date: 10/16/2009	Name: John Doe		Address:214 W	29th St Rm 1100
End Date: 1/5/2010	Address: 111 McInnis Pkwy		City: New Y	ork
	City: San Rafael		State: NY	
Contract Manager	Country: United States		Country: United	States
Name: John Doe	State: CA		Postcode: 10001	
Email: johndoe@email.com	Postcode: 94903-2773			
Phone #: 415-000-0000			Phone #:888-76	
Extension:			Reseller #:00700	01200

### Renewing Your Subscription Contract

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If you see a button that says Renew Online, you can renew your Subscription via the Internet. Simply, click Renew Online and follow the steps.

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ies' My Support Request: All Support Request: Reseller View Permission Subscription Help Renewal: Coverage Repor Coordinator Management

#### Subscription Renewal Report

Use this report to view details about contracts that are currently up for renewal.

#### How to Renew

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- O Contact all resellers listed in this report. Please refer to the Renewal Order Number when you contact your reseller. Your reseller will be able to provide you with a price quote.
- O Your reseller can also assist if you require any contract adjustments at this time.
- o If you have questions about your subscription, please contact your reseller or submit a request to the Autodesk Business Center.

#### Selected Renewal Details Contact Reseller...

Renew Online: Company Details	Reseller
Company Details	Reseller
Company Details	
	Name: Microsol Resources
Name: John Doe	Address: 214 W 29th St Rm 1100
Address: 111 McInnis Pkwy	City: New York
City: San Rafael	State: NY
Country: United States	Country: United States
State: CA	Postcode: 10001-5298
Postcode: 94903-2773	Phone #: 888-768-7568
	Reseller #: 0070001258
	Address: 111 McInnis Pkwy City: San Rafael Country: United States State: CA

Sear	rch.								2	1 - 1 of 1 💿
	Serial Number		Group Family	Release	Language 🚔	Deployment	License Type		Software Coordinator	Status 🚔
•	352-47853368	Web Support	AutoCAD	2010	French, Spanish and English	Standalone	New	1	John Doe	Registered

### Renewing Your Subscription Contract

Don't forget—if you renew your Subscription contract for a two- or three-year term, you can take advantage of multi-year discounts. Also, renewal time is the best time to add seats or merge contracts so they're on the same cycle. Talk to your reseller or your Autodesk representative for more information.

If you have questions or need help, click Subscription Help at the top of the screen.



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## Autodesk<sup>®</sup> Subscription



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### Program Information

#### Program Guide

This guide describes the various components of Autodesk® Subscription. You can learn how to access your program benefits and manage your subscription contract. You can also find definitions of common Subscription terms and whom to contact if you need assistance.

#### Subscription Tutorials

View these tutorials to learn how to download software and Subscription Advantage Packs from Subscription Center. Contract Managers and Software Coordinators can learn how to extend license rights, manage and/or renew Subscription contracts, and give users access to benefits.

#### **Frequently Asked Questions**

Review these frequently asked questions about Autodesk® Subscription.

#### **Terms & Conditions**

The official Subscription terms and conditions that apply to all new and renewal subscriptions, except for the supplemental terms referenced on this site that apply to specific products or customers.

#### Need Help With Subscription?

Tools That Make an Im Download your Subscription



## Subscription Contract To learn more about Autodesk Subscription

**Renewing Your** 

Autodesk Subscription, be sure to check out the Program Guide, as well as the Frequently Asked Questions in the Program Information section of Subscription Center.



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