

Adobe[®] Volume Licensing

VIP Customer Admin Console User Guide

for Value Incentive Plan (VIP)

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What is the VIP Customer Admin Console?

The VIP Customer Admin Console (Admin Console) is the web based portal where Value Incentive Program (VIP) customers will manage all Adobe products purchased through VIP. As the Customer Administrator, you have the ability to add seats of products that your organization wishes to use. You can also assign those seats to users, and unassign and reassign those seats to meet the changing needs of your organization. This guide explains how to navigate the Admin Console with step-by-step instructions for each task.

Getting Started with VIP

1. Your reseller will send you an invitation to join VIP like this.



2. Click where it says *here* to accept the invitation link, and login to the Admin Console with your Adobe ID (your email address and a password).

NOTEYou will have the opportunity to create an Adobe ID if you
don't have one already.

Accepting the Terms and Conditions

1. Upon logging in, you will see a page to accept the VIP program Terms and Conditions.



- 2. Select the checkbox and click Accept Terms and Conditions.
- 3. You will see a Welcome page like this, which explains a little bit about VIP, and the Admin Console.

You're now a part of Adobe's Value Incentive Plan (VIP)
Some things you should know
Admin Console The Admin Console lets you add and manage your team's seats. You can assign and unassign seats to invited members, check the status of each seat, and also add additional admins so they can do the same.
Immediate Access to Adobe's Products As soon as a team member you add accepts their invite, they'll be able to access their product. Although they will have instant access, you still need to work directly with your Reseller to pay for seats you add within 30 days.
Membership Term
Your VIP membership begins the day you accept your membership, and we set an anniversary date one year and one month from when you accept so that all your subscriptions renew on the same date. Subscriptions are active from when they're added, to the day before your anniversary date. To ensure uninterrupted service, place renewals before this date.
For more information about Adobe's Value Incentive Plan check out the VIP Program Guide
Admin Console

4. Click on Admin Console to proceed.

Adobe General Terms of Use	
Last updated May 7, 2012. Replace	s April 30, 2010 version in its entirety.
1. Your Agreement With Adobe.	
1.1 Choice of Law. If you are a re a United States company, and you States. If you reside outside of No Limited, and you agree to be bo	esident of North America, your relationship is with Adobe Systems Incorporated, bu agree to be bound by the laws of California and the laws of the United orth America, your relationship is with Adobe Systems Software Ireland und by the laws of Ireland.
1.2 This document sets forth your le Limited and its agents and affiliates ("Services") that link to these terms is	gal agreement with Adobe Systems Incorporated or Adobe Systems Software Ireland (collectively, "Adobe"). Your use of any Adobe website or service (collectively "Service" or s subject to these Terms of Use (the "General Terms").
1.3 Some Services may also be sub Additional Terms for the following Se	ject to additional or different terms (the "Additional Terms"). Without limitation, the rvices are hereby incorporated into the General Terms by reference:
	Dictel Bubliching Suite

5. Click Accept to agree to the Terms of Use.

What happens next?

- VIP Number is created
- Anniversary Date is established
- Customer is notified
- Reseller is notified
- Distributor is notified (If Reseller purchases directly from Adobe, they will receive two notifications)



Notification of acceptance

You will be notified via email of your VIP Number, Organization Name and Anniversary Date after accepting the terms and conditions.

Adobe	
Weld	come to the Adobe® Value Incentive Plan
Hi Ju	ianita Lopez,
Than	ik you for joining the Adobe Value Incentive Plan (VIP).
Here	are a few important details about your membership:
VIP n Orga Anniv	number: 0A336C2F007CBC53C60B Inization name: ACME Corporation versary date: 2014-01-03 UTC
• Ir • T	nstant access to the latest Adobe applications & product upgrades for your team The ability to quickly and easily manage your account
Get s	started by logging into the Admin Console and be sure to reference your VIP number for any additional Creative Cloud purchases.
Than The	iks and enjoy, Adobe Team

Logging in

Customer Admins will log into the Admin Console to manage their VIP Account. If you are the person who enrolled in VIP, or if you received an invitation to join VIP as a Customer Admin, then you are an administrator and will use the Admin Console.

Users who are assigned a seat of a product to use (such as Creative Cloud for teams), will not use the Admin Console, but rather are invited via email to go directly to the product page <u>to download and install software</u>. This is a separate process.

- 1. To manage your VIP account and seats, go to the Admin Console: <u>https://adminconsole.adobe.com/</u>
- 2. Login with your Adobe ID and password.
- 3. You are now logged in as a Customer Administrator.

IMPORTANT

If this is your first time going to the Admin Console, follow the directions above for <u>Getting Started with VIP</u>.

Adding Additional Administrators

If you would like to have other people at your organization have the ability to add seats, and assign and reassign those seats, you can add them as an additional administrator within the Admin Console.

1. Click Edit next to Plan Administrators at the top or your Admin Console screen.



- 2. Enter the name and email address of the desired person.
- 3. Click Done.

S Files Apps Up	grade		
Plan Administrators			
Primary Admin Juanita Lopez (laurelh+cust1@adobete	st.com)		
Additional Admins			
New Admin			
Jorge	Hernandez	laurelh+cust4@adobetest.com	
+ Add New			

What happens next?

The person you added as an additional Administrator will receive an email inviting them to become an Administrator.



Adding Seats

If you want to add seats of a product for your team, follow this process:

1. From the Admin Console, click on the plus sign by Add a Seat.

) Files Apps Upgrade	×
Plan Administrators Juanita Lopez (laurelh+cust1@adobetest.com) Team Name ACME Corporation Edit VIP Number 0A336C2F007CBC53C608 Reseller ABC Reseller	New Tutorial Videos
Manage your team You haven't purchased any seats from your reseller yet. To add seats for your team, click "Add a Seat" below, and your reseller will be notified that you would like to add seate for your team	Watch more videos
Your anniversary date is 1/3/2014 Terms & Conditions	Apps & Services Creative Tools PS Ae Pr 1d FI Ai (w Mu Dw A Cal D1 (r Eb (r 2)) (a)
Table Invite Multiple	Edge Tools & Services An Co In Wf I Bd Other Services Bc St I
	Available Touch Apps
Add a Seat Seats are subject to the Terms & Conditions of this contract:	Websites Learn Full Creative Cloud Membership comes wit hosting for up to 5 sites.
✓ 2 of 2 ►	Help Learn of Get tips, connect with Adobe experts, and us feedback:
You have only purchased 11 seats. To add additional team members.	

2. Then click **Request Seats**.

Authorizing your Reseller

After adding seats, the next step is to Authorize your Reseller, which is the customer giving permission to their Reseller to place an order on their behalf for the number of seats the customer specified.



- 1. Enter your PO number if you have one.
- 2. Click Authorize.

Assigning Seats

Once your customer has seats in their account, the next step is to assign the seats to specific users.

- 1. Enter the email address of the user in the box titled **Enter User Email**.
- 2. Select Invite User.

+2	L Invite M	luttiple	
1		laurelh+user2@adobetest.com Acceptance Pending	×
2		laurelh+user1@adobetest.com Acceptance Pending	×
3		laurelh+user3@adobetest.com Acceptance Pending	×
4		laurelh+user4@adobetest.com Acceptance Pending	×
		laurelh+user5@adobetest.com	0

Sending Invites to users

3. Then, the customer admin enters the user's name, and a personal message if desired, and Sends the Invite.

his invite can onl reated with this a r switch who's in	ly be accepted using t address, if one doesn't the seat at any time.	he email address listed above. An Adobe ID will b : exist, when the invite is accepted. You can remov
dd User's Na	me <mark>(optional)</mark>	
Jenny		Jones
dd a persona Hi Jenny, Here is your ne email address v	I message (option w Creative Cloud of t when you sign in. You product you want. Ha	teams license! Be sure to use this same u'll soon be able to install and use any ave fun!
Creative Suite p		

The user will receive an email inviting them to join the Creative Cloud, and be directed to login to the Creative Cloud to <u>download their product</u>.

Unassigning or Revoking Seats

To unassign a seat from a user, revoking the user's access to the product:

1. From the Admin Console, select the **X** next to the seat you want to unassign.

1 laurelh+user2@adobetest.com	Acceptance Pending
2 laurelh+user1@adobetest.com	Revoke invitation? Would you like to revoke the pending invitation? Empty seats are still charged at the same rate, but can be re-assigned at any time.
	Cancel Revoke 2

2. Select **Revoke** from the dialog box. The seat will now be unassigned.

Reassigning Seats

Once a seat has been revoked, you can easily reassign it by simply entering an email address of a new user into the dialog box, and clicking **Invite User**. This is the same process as <u>Assigning Seats</u>.

3		Fernando_Torres@ACME.com	Invite User
			4 m

Downloading products

Each time you invite a user by assigning a seat, that user will receive an email inviting them to use the product that was purchased. The user must click on Accept Invitation from within the email to access and download the product.

