

AUTODESK SUBSCRIPTION

Subscribe to Autodesk software and services for "pay-as-you-go" access on a quarterly, annual or multi-year basis for greater adaptability and lower up-front investment than a perpetual license.

Subscription Licensing Options

Both multi-user (network) and single-user (Named User) access licenses are available. Single-user licenses can be purchased from the Autodesk store. Multi-user (network/floating) licenses are available from your Authorised Autodesk Reseller.

Internet Connection Requirements

For most of our desktop products on subscription, you don't need to be online to use your software. The software runs on your computer, not on the web. An Internet connection is needed initially to install and activate your software.

Subscription with single-user access

For a subscription with single-user access, named users do need to connect to the Internet every 30 days and sign in to the software so we can keep your software up-to-date and verify that your subscription is still current (users will receive a reminder 7 days prior to having to reconnect).

Subscription with multi-user access

Subscriptions with multi-user access do not require an Internet connection for activation as licenses are assigned over a network by a network license server.

Cloud-based products and cloud services

Some of our software products also give you access to certain cloud services that are not installed on your computer. These may include optional services such as cloud rendering, collaboration tools, and secure storage. We also offer certain products that are available only as a cloud service. Cloud-based products require an Internet connection.

MANAGING YOUR CONTRACTS

Account administrators such as a Contract Managers and Software Coordinators can view software and services for maintenance plans and subscriptions in Autodesk Account.

Recent Orders and Missing Software

If you recently placed an order and your software is not appearing in your Autodesk Account as expected or you have not received the fulfillment email message providing instructions to download, install, and activate your software, please Contact Us for assistance.

Available Software License Information

If you have a maintenance plan or Autodesk subscription, you can sign in to your Autodesk Account to see the following information:

View Current Software Versions:

Viewing a list of the software versions you have license can be useful if you're considering upgrading to the most recent version or need access to a previous version.

View Serial Numbers and Product Keys

If you're installing software, you can view all of your serial numbers and product keys (required for software activation) in a single list.

View Available Seats

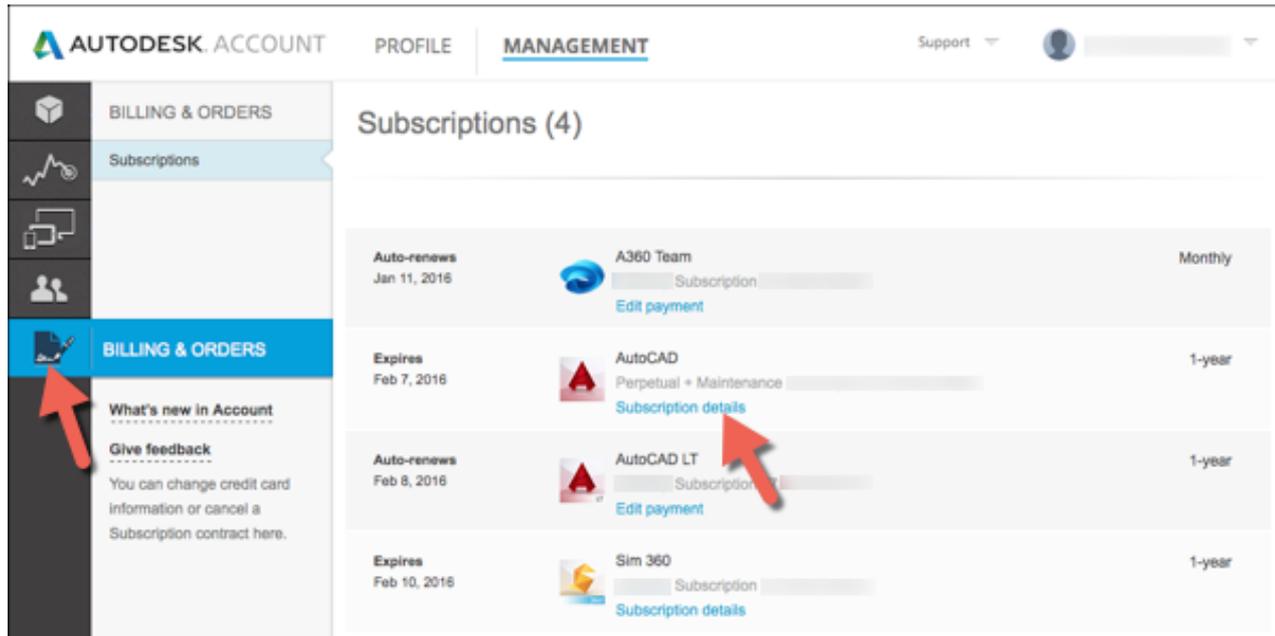
Some licenses have multiple "seats," which allow you to install your software on more than one computer and assign access to Named Users. The number of seats on your licensed software report will tell you how many instances of your software can be installed and activated.

View Support Options

Some software packages also come with the option to upgrade your access to personal one to one support from Autodesk. Your list of licensed software also includes the available support option for each software license.

View Software in Autodesk Account

1. Sign in to your Autodesk Account at accounts.autodesk.com.
2. Select Management to view your Products & Services.
3. Click on the contract icon to display your billing and orders information.
4. Click Subscription details to see license software and contract renewal information.

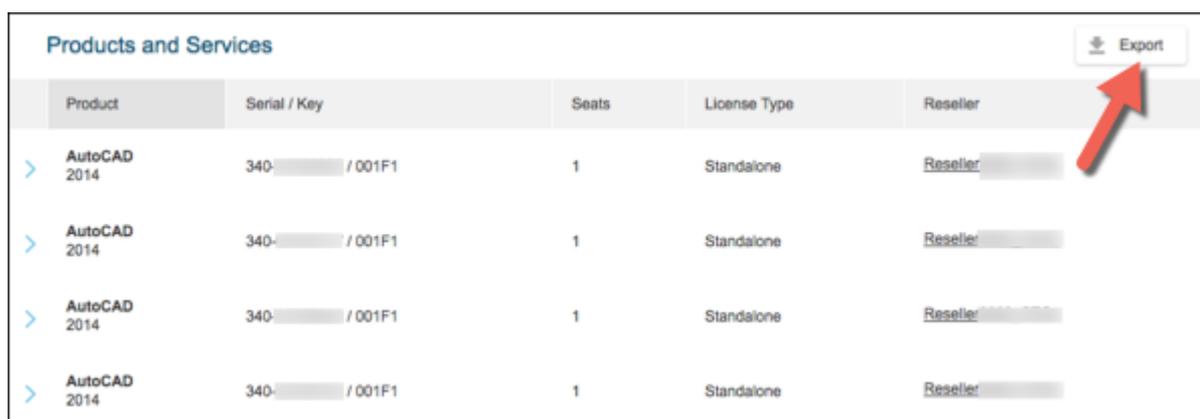


The screenshot shows the Autodesk Account Management interface. The left sidebar has a 'BILLING & ORDERS' section with a 'Subscriptions' link. The main content area is titled 'Subscriptions (4)' and lists four subscriptions:

- A360 Team**: Monthly subscription, auto-renews on Jan 11, 2016. Includes an 'Edit payment' link.
- AutoCAD**: 1-year subscription, expires Feb 7, 2016. License type: Perpetual + Maintenance. Includes a 'Subscription details' link.
- AutoCAD LT**: 1-year subscription, auto-renews on Feb 8, 2016. Includes an 'Edit payment' link.
- Sim 360**: 1-year subscription, expires Feb 10, 2016. Includes a 'Subscription details' link.

A red arrow in the image points to the 'Subscription details' link for the AutoCAD LT subscription.

5. Click the Export button to create a comma delimited CSV file.



The screenshot shows a table titled 'Products and Services' with an 'Export' button in the top right corner. A red arrow points to the 'Export' button.

Product	Serial / Key	Seats	License Type	Reseller
> AutoCAD 2014	340- / 001F1	1	Standalone	Reseller
> AutoCAD 2014	340- / 001F1	1	Standalone	Reseller
> AutoCAD 2014	340- / 001F1	1	Standalone	Reseller
> AutoCAD 2014	340- / 001F1	1	Standalone	Reseller

Access Your Subscription Software

Permissions to download, activate, and use subscription software are managed through Autodesk Account. All subscribers must have an Autodesk Account ID. The process you follow to access your subscription software depends on your user type:

Subscriber is the User (Individual Users)

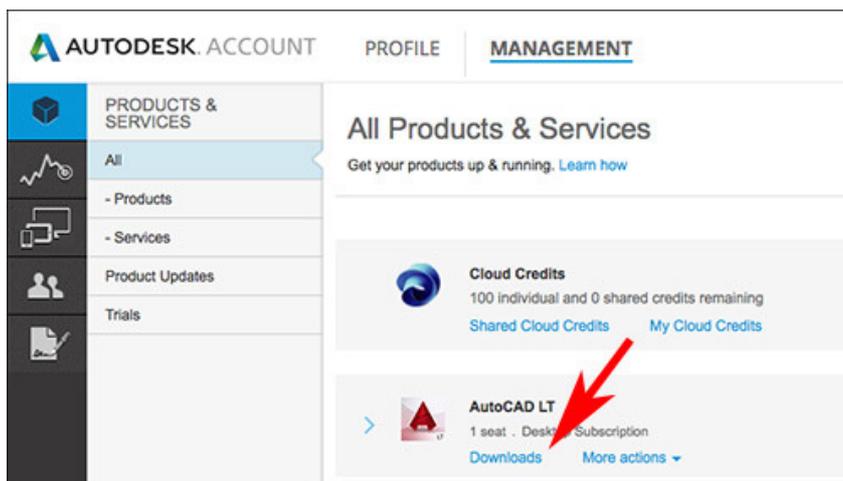
When you subscribe to Autodesk software for individual use, you enter your personal Autodesk Account information during purchase. You are assigned as both the Contract Manager and a Named User with permissions for downloading, installing, and activating your software. Your software is available for download from your Autodesk Account.

1. Sign in to your Autodesk Account using the email address and password you provided when you bought your subscription.
2. On the Management tab, locate your software.

Individual products, both multi-user and single-user access, are listed under All Products & Services.

Products in an industry collection are downloaded and installed individually, and not as a collection group. Click the industry collection to display and access individual products within the collection.

3. Click Downloads in the product tray to display the pop-up download window.



To see the serial number and product key, click More Actions.

4. Select the Version, Platform, and Language and click the default Download option.
See: [Download Methods for Autodesk Account](#)
5. After the software has been downloaded, start the installer and follow the on-screen instructions.
See: [Installing Software on a Single Computer](#)
6. Enter the serial number that appears in your Autodesk Account if prompted during installation.
7. Make sure that you have an active Internet connection (required for activation).
8. Start your software for the first time after installation and sign in with your Autodesk Account information.
9. Activate the software.

Subscriber is an Account Administrator

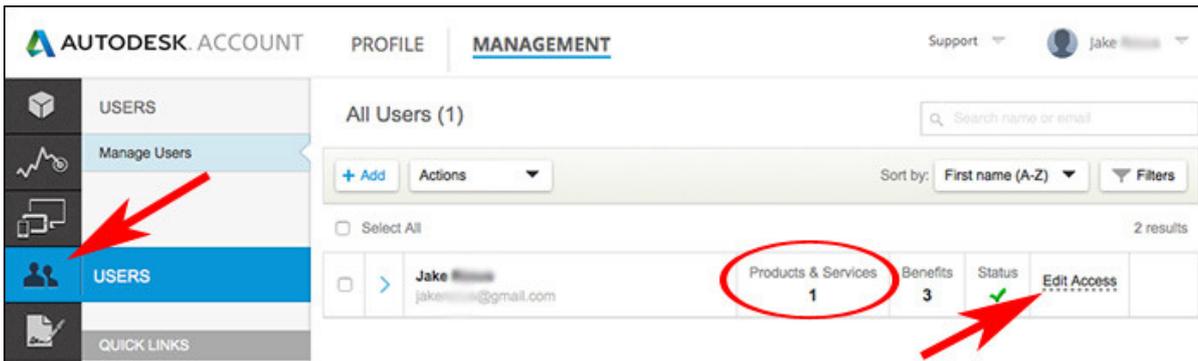
Account administrators, such as Contract Managers and Software Coordinators, may buy a subscription for use by another user. One available software license is assigned to the subscriber automatically, if you don't intend to use the software, remove yourself as a Named User for the software. You can then assign permissions to use the software to another user. Software users can visit accounts.autodesk.com and create personal accounts.

Note for multi-user administrators:

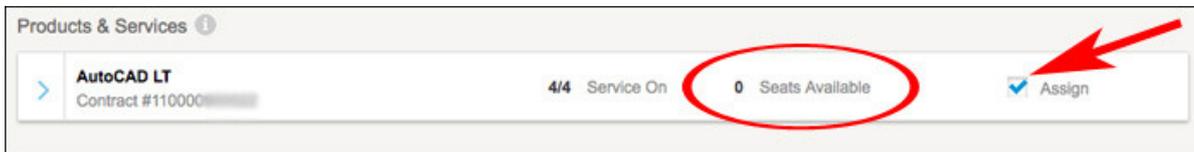
Administrators of multi-user access subscriptions do not need to assign individual product permissions for end users to use the software. Activation is managed by the network license server. However, you may need to add and assign users access to cloud services and software downloads in Autodesk Account.

To assign permission to another user:

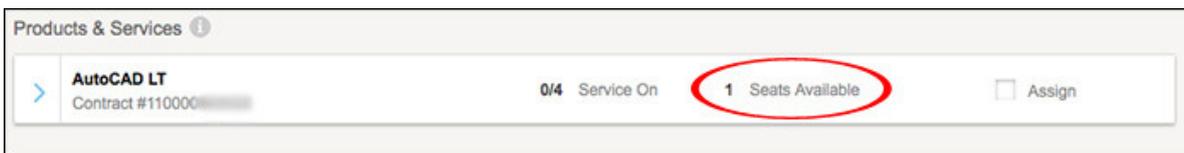
1. Sign in to your Autodesk Account at manage.autodesk.com using the email address and password you provided when you obtained the subscription.
2. Click the Users icon to access User Management.
3. Click Edit Access next to your user name to access your software permissions.



4. Remove the checkmark from the Assign box for each product you wish to assign to a different user. Then click Save.

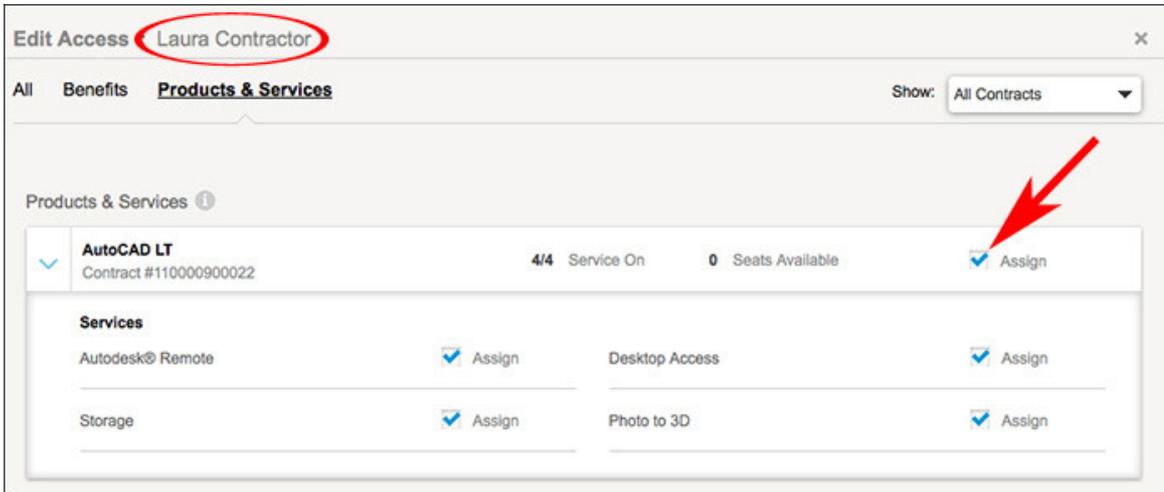


5. Click Edit Access again to verify that you have a seat available for the software and click Cancel to exit your user profile.



6. Click +Add and complete the user information using the email address associated with the assigned user's individual Autodesk Account. Click Save & Continue when done.

7. In Manage Users, click the Assign box next to the product on the user's profile and click Save.



8. Verify that the software is now assigned to the new Named User.

<input type="checkbox"/>	>	Laura Contractor lauracontractor@yourcompany.com	Products & Services 1	Benefits 1	Status ⋮	Edit Access	⊗
<input type="checkbox"/>	>	Jake [Redacted] jake[Redacted]@gmail.com	Products & Services 0	Benefits 3	Status ✓	Edit Access	

Set-up notification for new users: The new Named User automatically receives an email message with instructions for accessing software. The green check mark under Status indicates that the user has signed in and accessed the software.

Account Administrator Manages Your Software (Named Users)

If your company has a Contract Manager or Software Coordinator who purchases software and manages its access, work with that administrator to set up your software. You can download, install, and activate your subscription software from your Autodesk Account after the administrator adds you as a Named User and assigns permissions to access software and services.

If you don't already have an Autodesk Account, your Account Administrator can create one for you when software permissions are assigned. You'll receive an email message that your permissions have changed.

Installing from Physical Media

The installation workflows assume that you are downloading and installing your software online. If you are using a USB device, DVD, or other physical media to install your software, follow these steps:

- Sign in to your Autodesk Account and verify that the software you wish to install is listed in your Products and Services.
- Copy the serial number and product key for the version you are installing for use during installation. Note: Some software requires user sign-in only for activation and may not display a serial number.
- Follow the instructions for single computer installation.
- Enter a serial number during installation if requested.
- Verify that the computer you are using is connected to the Internet.
- Launch your software and sign in with your Autodesk Account information.

Activation and Installation

Software subscriptions require you to sign in to your Autodesk Account the first time you launch your software. Our licensing service verifies that the user accessing the software is authorized.

Request a License Report

If you have multiple contracts or accounts and a large number of software products, you may need additional assistance to identify all contracts and registered software. If you already tried one of the methods above but believe you're still not seeing all of your licensed software, you can contact Autodesk to complete a contract search and compile a License Report.

Note: This is a manual process and can take several days to complete.

1. Visit the License Report Request form.
2. Select "Report of all my licenses" from the drop down menu.
3. Fill in your Company Information as well as where the report should be sent.
4. Check the box to agree to the Autodesk Privacy Statement, then click Next to submit.

Renewal Policy

Autodesk maintenance plan and subscription contracts must be renewed before expiration. Late renewals are not permitted. By renewing on time, you can avoid potentially losing access to your software* and the following benefits:

- New releases of your software
- Product enhancements
- Previous versions of your software
- Home Use Rights
- Global Use Rights
- Technical support
- Cloud credits purchased on that contract
- Entitled cloud services

* If you are a maintenance plan customer and do not renew your contract before it expires, you may lose access to the benefits listed above, but you will continue to have the right to use your perpetually licensed software.

Subscription Cancellation

To get information about policies and options for terminating an active subscription contract before the renewal date, contact Baker Baynes directly.

Cloud Storage Access

Cloud storage continues until the end of the billing cycle. After the subscription contract ends, all documents stored in the cloud remain available for 30 more days. Your account will revert to the free 5 GB of cloud storage 30 days after your subscription expires. Any saved files exceeding the 5 GB storage limit may become inaccessible.

Project File Access

If your subscription has expired, you can continue to access and view existing designs and files. However, you still need active software to edit or add information to the files. See [Accessing Files after a Subscription Ends](#) for information about free file viewers.

Restarting an Expired Subscription

Subscriptions that expire after the renewal date without payment or subscriptions canceled immediately by contacting Customer Service cannot be restarted.

If you wish to renew access to software and services for a canceled subscription, a new subscription can be purchased. Some Autodesk software products offer the option to purchase a new subscription from within a trial version of the Autodesk software you wish to activate. New subscriptions may be purchased from our eStore or you can contact us directly.

Switching Subscriptions

The ability to switch subscriptions provides flexibility and access to a broader portfolio of products and services as your business needs change. You must work with an Authorized Reseller or your Autodesk sales representative to determine if you can switch from your current subscription to a new one.

Eligible Subscriptions

Check with your Baker Baynes sales representative for a list of eligible subscriptions. In general, your current subscription must meet the following requirements for eligibility:

- Subscription purchased from an Authorized Reseller
- Subscription does not renew automatically
- Subscription term is annual or multi-year

Project File Access

If your subscription has expired, you can continue to access and view existing designs and files. However, you still need active software to edit or add information to the files. See [Accessing Files after a Subscription Ends](#) for information about free file viewers.

Terms of Switching

By switching your subscription, you are choosing to end your current subscription (forfeiting use of any software under that subscription) in order to change to a new subscription, giving you access to new software and services. You can switch all or a subset of the seats on your current subscription. After switching, your current contract, renewal date, term length, access type, support level, and billing type remain the same.