

'Download' Your Software or Get it in a 'Box'

How to Get Your 2011 Software Delivered to You

As many know, when Autodesk upgraded its software, they automatically sent the new version on a CD/DVD, in a box to each of its Subscription users. Starting in 2010, however, Autodesk changed this policy, and now deliver upgrades to their Subscription Users via a download from the Subscription Website. Many users welcome this change, while others have not. Those that do not can still receive the 2011, and future upgrades, in a box as they always have.

This document is not a discussion of the advantages or disadvantages of this policy, but to inform you of these options and the manner in which they can be changed. As a Subscription Software Coordinators or a Contract Administrator you were notified several weeks ago by email that your software upgrade is available for download. In previous years, new releases and upgrades were automatically shipped to you.

THIS YEAR, YOU WILL NOT AUTOMATICALLY RECEIVE A BOX WITH A CD/DVD WITH YOUR 2011 UPGRADE.

Therefore, if you prefer to have a CD/DVD shipped to you, instead of downloading your 2011 software, you must go to your Subscription Account Web Page and set your delivery preference to "box" on your Subscription profile.

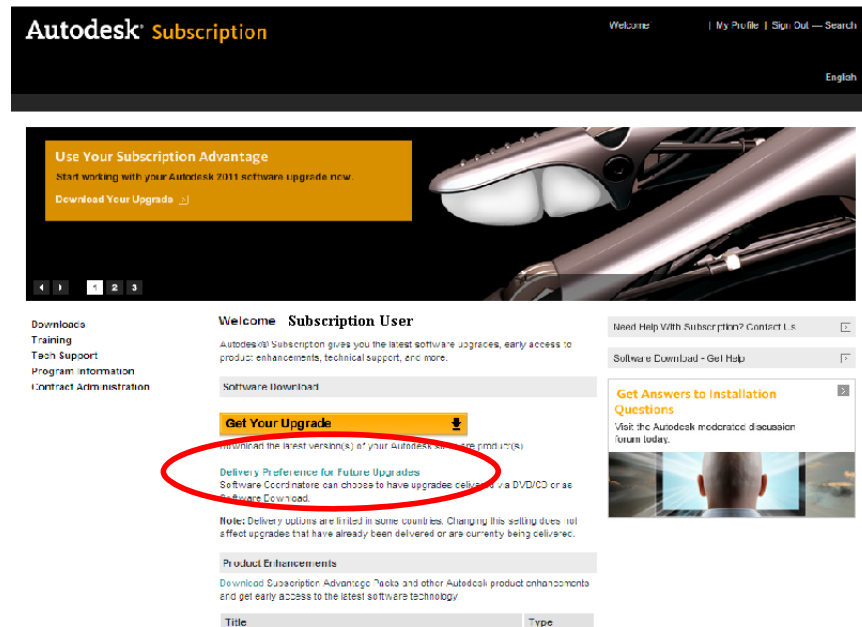
Confused? That's OK. Here's how it it done:

1. Go to www.subscription.autodesk.com and sign in. If you do not remember your user ID and/or password please click *Forgot User ID* or *Forgot Password* link and follow the instructions.

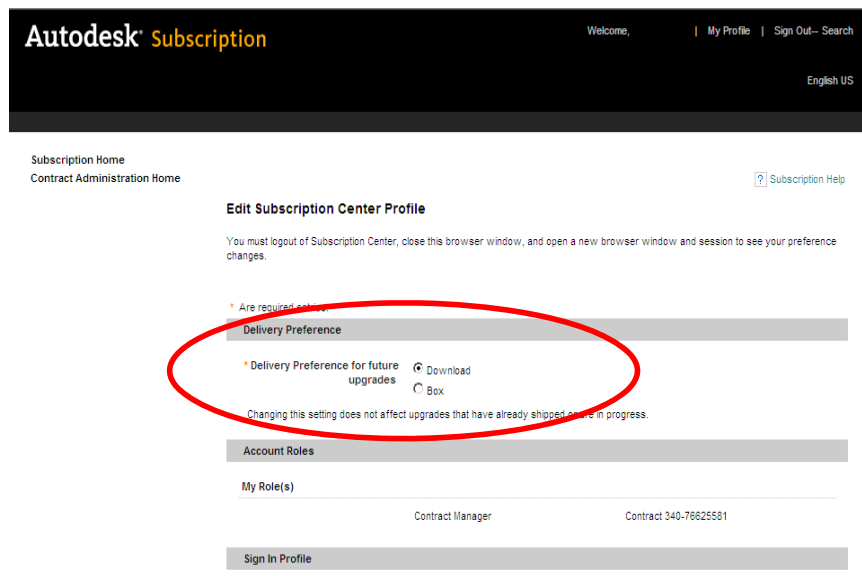
The screenshot shows the Autodesk Subscription website's sign-in interface. At the top, there is a navigation bar with the Autodesk logo and the word 'Subscription' in orange. A language selector for 'English' is in the top right. Below the navigation bar is a large graphic of a world map composed of orange dots. A yellow callout box on the left of the map contains the text: 'Discover the Autodesk Subscription Advantage. Sign in to Subscription Center where you can download software upgrades, get early access to product enhancements, request technical support, and access many other Subscription benefits.' Below the map, the page is divided into three main sections. The first section, 'Sign in to Subscription Center', contains a form with fields for '*Required Field', '*User ID', and '*Password'. It also includes links for 'Forgot User ID?' and 'Forgot Password?', a 'Remember My User ID' checkbox (which is checked), a 'Keep Me Signed In' checkbox (which is unchecked), and a note: '(Don't check if using a shared computer.) Learn more about using a single Autodesk account to sign in to multiple Autodesk sites.' At the bottom of this section are 'Need Help?', 'Cancel', and 'Submit' buttons. The second section, 'Create a Subscription Account', contains the text: 'Create a Subscription Center account or verify your eligibility.' The third section, 'Not a Subscription Customer?', contains the text: 'Find out about Subscription benefits.' Below these sections is a 'Program Information' section with two links: 'Program Guide (pdf - 107Kb) Designed for current Subscription customers, this comprehensive guide explains the Subscription program from purchase through renewal.' and 'Terms & Conditions (pdf - 142Kb) Your Subscription purchase is subject to these terms and conditions.'

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Having successfully entered your User ID and Password, you are now on YOUR Subscription Account Page as shown below.

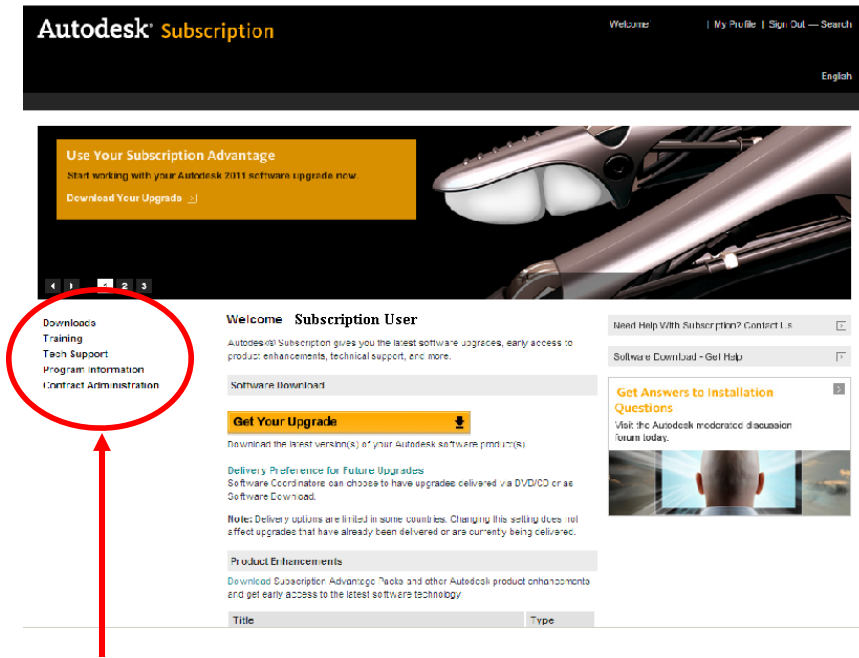


2. If you are the Software Coordinator/Contract Administrator, click on the link 'Delivery Preferences for Future Upgrades' circled in red as shown above. Note: If you are only a user, this link is not available to you.
3. Here is where you click your delivery option. Under 'Delivery Preferences', check 'Download' if you wish to download all future upgrades and releases. Check 'Box' of you wish to receive a box with a CD/DVD as you have in previous releases. When finished, you can sign out in the top right hand corner and all future upgrades will be delivered to you in the manner you indicated. NOTE: .This option can be changed as needs or situations dictate.



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That's all there is to it! But while you are logged into YOUR Subscription Website, let's take a few minutes to explore. It is to your benefit to take advantage of every feature Autodesk provides for you in the Subscription program in which you have paid. Therefore, allow this to be your guide to show you all that Subscription can do for you.



- Click 'Downloads', and you can download the software you have registered as well as many FREE applications that enhance the Autodesk software you currently using.
- Click 'Training' and you, as well as your users, can participate in FREE tutorials. As Software Coordinator/Contract Administrator, you can also assign tutorials to your users and monitor their individual completion dates.
- Click 'Tech Support' and you can access the Technical Support Knowledge Base for answers to your questions, and submit a technical support question to the Autodesk Support Team *at no charge*.
- Click 'Program Information' and learn of all your Subscription benefits, how to manage your Subscription account and add users.
- Click 'Contract Administration' and view the status of all your Autodesk licenses, when their Subscription Contract Expires. As Contract Administrator, you can add, remove, or assign Software Coordinators. Additionally, as a Contract Administrator, you can request licenses to be used at your users' homes as well as request previous versions of your Autodesk software. You can also add new users, and edit current users access and permissions. As Contract Administrator, you can also authorize the ability of individual users to download software from the Subscription Website.

We heartily encourage you, and your users, to go to YOUR Subscription Website often, and take advantage of all it has to offer. It will reduce downtime with answers to technical support issues, enhance productivity by providing the latest software, and give you access to free targeted tutorials! We know this is new to many of you, so please call your Repro Products Representative with any questions or concerns.



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