

VLSC Registration Guide

1) Go to <https://www.microsoft.com/licensing/servicecenter/home.aspx> to start registration.

Or if you have received a Welcome Email – you can click the link in the email.

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There are no headings in the document. Apply a heading style to the text so that it appears in the table of contents.

Welcome!

Congratulations on your newly accepted Volume Licensing Agreement with Microsoft. With your new Licensing ID you have been assigned permission to access the Microsoft Volume Licensing Service Center (VLSC) site. VLSC will enable you to view your Licensing Information, download software you are entitled to, and retrieve your Volume Licensing Keys. Within selected regions, VLSC also enables you to directly purchase media kits from the Software Download Catalog.

In order to access VLSC with the permissions that have been assigned to you, you must first register and validate the VLSC business e-mail that was provided to Microsoft. To begin registration, click the link below. When prompted, enter your business e-mail as shown below.

Click Here

Begin Registration: <https://www.microsoft.com/licensing/servicecenter/>

Required Business E-mail: [Email Address]

Type of new Licensing ID: [Program Name]

On VLSC registration is complete, you will be able to:

- Download licensed software
- Retrieve keys for Volume Licensing software
- View Microsoft licensing details for your organization
- Manage Software Assurance benefits
- Manage Online Services entitlements
- Manage subscriptions, including MSDN and/or TechNet
- Assign others in your organization to do any of the above tasks—or to also be an Administrator.

Once you are registered, visit [My Permissions](#) to view all details related to your VLSC permissions set. Also visit [Frequently Asked Questions](#) in the Help section to learn more about the Volume Licensing Service Center and what you can do there.

Your new access permissions to VLSC may take up to 2 hours to become effective.

2) Click Sign In



3) Sign in with your Windows Live ID and password

4) Enter your Business Email & Confirm your Business Email

Microsoft Volume Licensing Service Center

Step 1: Enter your Business E-mail Address

Permissions to view and manage agreements are linked to your Business E-mail address.

- > If you received an e-mail invitation to VLSC
Enter the e-mail address to which your invitation was sent.
- > If you lost or did not receive an e-mail invitation to VLSC
Enter the e-mail address that you use for business which would most likely be named on an agreement.

* Business E-mail **1**

* Confirm your Business E-mail **2**

IMPORTANT: Your Business E-mail address may be different from the e-mail address you use for other Microsoft services.

Once you click the Submit button, an e-mail will be sent to confirm ownership of the Business E-mail address provided. This final step is required to access your agreements on VLSC.

Business Email = Email stated in your Open License and / or VL Agreement

3 Submit

Click **“Submit”** when you are done

5) If your business email address **matches** with the one stated in Open License and / or Volume License Agreement, you will land to this page

Microsoft Volume Licensing Service Center

Step 2: Confirm your Business E-mail Address

An e-mail was sent to [redacted] To confirm ownership:
Depending on network traffic, this e-mail may take up to 15 minutes to arrive.

- 1.) Go to the inbox for [redacted]
- 2.) Open the e-mail from Volume Licensing Service Center with the subject line "Thank you for Registering With the Volume Licensing Service Center"
- 3.) Click the link in the e-mail to confirm your ownership of the Business E-mail address.

Troubleshooting Tips

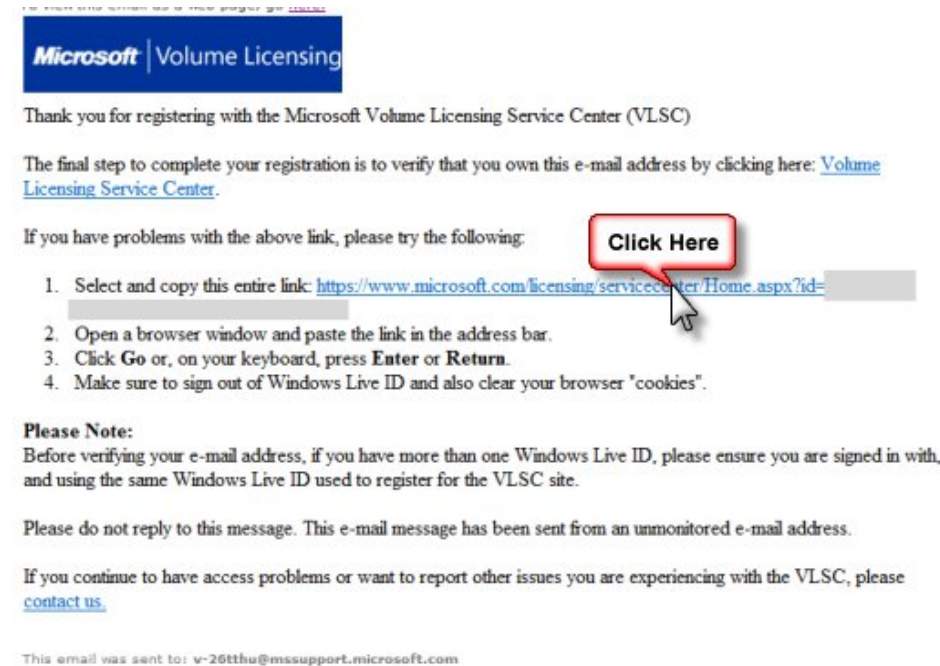
- > **E-Mail Address:** Make sure you are checking the inbox shown above.
- > **Junk Mail Filter:** Check the junk mail folder of your email client.
- > **ISP Blocker:** Contact your ISP to ensure that mail is not being blocked from Volume Licensing Service Center.
- > **Contact US:** If these strategies do not work, please [contact us](#).

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6) Wait for about 15-30 minutes. Go to your inbox to look for the **Validation Email** from **Volume Licensing Service Center**, titled "Thank you for registering with the Microsoft Volume Licensing Service Center (VLSC)" Note: It can be in your Junk Mail folder as well.

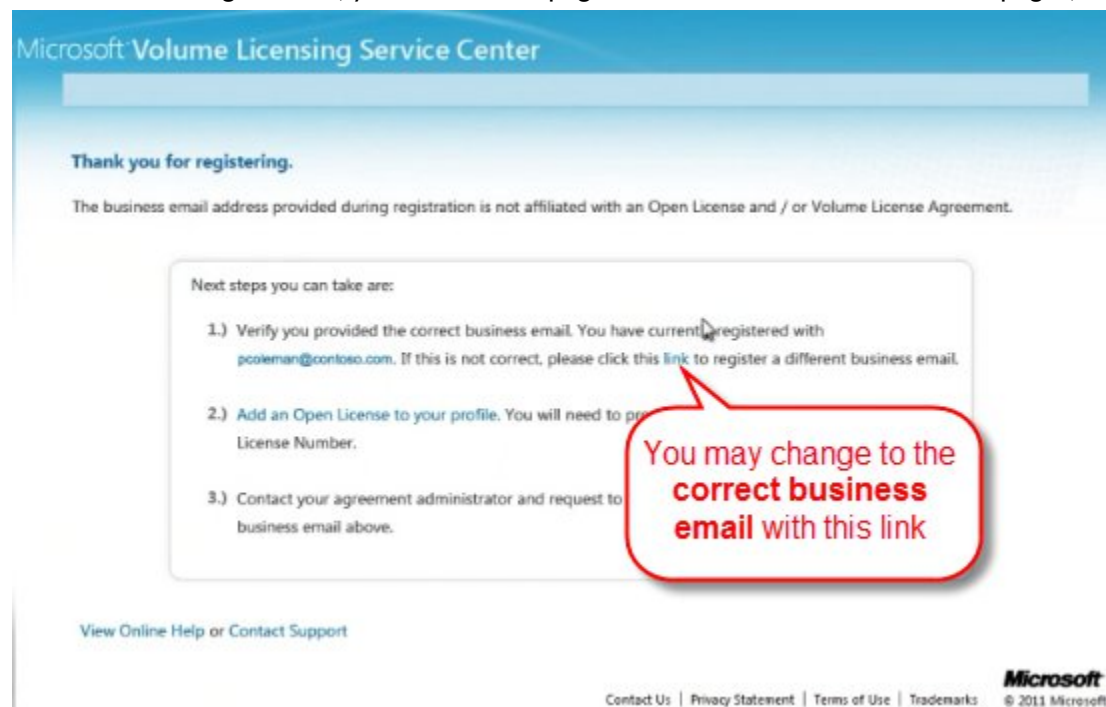
Click on the link. If it does not work, please follow the instructions in the email.



7) Done! You have now successfully completed VLSC registration.

Unsuccessful VLSC Registration

If your business email address **does not match** with the email address stated in Open License and / or Volume License Agreement, you will see this page. Please follow the advices in the pages, and retry.



This also happens when you try to register and you are **neither** the Primary Contact **nor** the Notices Contact.

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