

Purchasing your Microsoft 365 subscription

Save 30% off Microsoft 365 Family or Personal subscriptions through the Home Use Program.

Step 1: Visit the [Microsoft Home Use Program Eligibility Site](#) to submit your corporate email address.

- If this is your first time enrolling in HUP, continue to Step #2.
- If you have already enrolled into HUP, continue to step #4

Step 2: A verification link will be sent to the provided email address to those that are eligible. Click the link to complete authentication.

Step 3: Sign in with your personal Microsoft account. If you do not have a personal Microsoft account, you will have an opportunity to create one.

Step 4: Access your savings. You can return to your account at any time by accessing the [Microsoft HUP Discount Page](#) and signing in with your personal Microsoft account.

Purchasing your Surface device

Enjoy up to 10% off select Surface devices when you buy through the Home Use Program.

Please note: Customers purchasing a Surface will be offered 15 months of Microsoft 365 Personal or Family for the price of 12 months. This is an automated discount offer available for anyone who purchases a Surface. This IS NOT the same as the Microsoft 365 30% discount offer you would obtain through HUP. To properly acquire your Microsoft 365 discount through HUP, please follow the purchase steps found within the Microsoft 365 purchase column.

Step 1: Visit the [Microsoft Home Use Program Eligibility Site](#) to submit your corporate email address.

- If this is your first time enrolling in HUP, continue to Step #2.
- If you have already enrolled into HUP, continue to step #4

Step 2: A verification link will be sent to the provided email address to those that are eligible. Click the link to complete authentication.

Step 3: Sign in with your personal Microsoft account. If you do not have a personal Microsoft account, you will have an opportunity to create one.

Step 4: Access your savings. You can return to your account at any time by accessing [the Microsoft HUP Discount Page](#) and signing in with your personal Microsoft account.

Purchasing both a Microsoft 365 subscription + Surface device

Save up to 10% off select Surface devices and 30% off Microsoft 365 subscriptions through the Home Use Program.

The Home Use Program offer for Microsoft 365 and Surface devices are not available in the same transaction and must be purchased in two separate transactions.

Step 1: For your first transaction, please follow the steps as outlined in either the Microsoft 365 or Surface purchase columns.

Step 2: For your second transaction, simply return to your account at any time by accessing the [Microsoft HUP Discount Page](#) and signing in with your same personal Microsoft account from the first transaction. From there you will be able to access savings for your upcoming purchase.