

Carrier eDesign Suite Software License Agreement (CANADA)

INSTRUCTIONS FOR FILLING OUT THIS LICENSE AGREEMENT

This form can now be completed and signed electronically using Adobe Acrobat. Instructions for electronically signing this document are below.

1) **NEW USERS** - Fill out top portion of the agreement with your company name and address. Please include the name of a contact person within your company, and appropriate phone number and e-mail address.

EXISTING USERS - Fill out the Customer Company Name item in the top section of the agreement along with your eDesign Suite user number, and any other of the items which may have changed since your original license agreement.

2) In the order form section of the license mark the quantity of each program you wish to license or add to your existing licenses.

3) Use the Discount Code section at right to determine if any discount codes apply. If so, enter the appropriate code in the lower left below the table.

4) Multiply quantity by first year license fee (or discounted fee if applicable) and place result in the Total Fee column (lines 1 through 6).

5) Note the renewal fee shown in the far right column will be billed on the each anniversary of the license to extend the license for another year.

6) Add the amounts in the Total Fee column for lines 1 through 6. Enter the result on line 7. This is the Total First Year License Fee.

7) Enter the local sales tax rate and amount on line 8. If you are claiming a sales tax exemption, check the box below the table and submit a completed tax exemption form. (**EXISTING USERS** - If you already have a tax exemption certificate on file with Software Systems, check the box, and write 'ON FILE' next to the box.) Acceptable reasons for sales tax exemption are:

- i) government agency
- ii) qualified educational institution
- iii) self-payment of sales tax

8) Add lines 7 and 8 and enter the amount in line 9. This is the total amount due. **NEW USERS** - Optionally enter the name of your Carrier salesperson and Carrier sales office in the CARRIER SALES OFFICE section.

9) Fill out and sign the bottom section labeled CUSTOMER. **ANY UNSIGNED LICENSE AGREEMENTS WILL BE RETURNED FOR SIGNATURE BEFORE PROCESSING. A SIGNATURE (EITHER ELECTRONIC OR HANDWRITTEN) IS REQUIRED.**

10) If you wish to pay by check, please attach payment in the form of check or money order drawn on Canadian funds, made payable to Carrier Enterprise Canada, LP. Please submit the license agreement with payment to the address shown at the bottom left of the license agreement. Normal processing time for orders submitted this way is 1 to 2 weeks.

SOFTWARE DISCOUNT CODES

Certain discounts are available for eDesign Suite Software License fees, depending on the situation. Standard discount codes and their use are explained in this section. **PLEASE NOTE THAT ONLY ONE DISCOUNT CODE MAY BE APPLIED TO A SOFTWARE LICENSE.** Other special discounts may be made available on a limited time basis - their use and coding will be published separately.

EDU85 - EDUCATIONAL INSTITUTIONS

Qualifying educational institutions and professional societies are eligible for an 80% discount on first year license fees, and a 50% discount on subsequent renewal fees. The program must be used for instructional purposes only, and the discount approved by a Software Regional Sales Manager.

MUL50 - NETWORK/MULTIPLE COMPUTERS

eDesign Suite program licenses are for 1-10 simultaneous users (10 computers, or 10 network workstations) at a single site. Additional licenses can be added to the original site at 50% of the normal first year license fee for each additional set of 1-10 computers or network workstations. Renewal fees for additional licenses are not discounted. Note that this discount may only be applied to additional licenses for the same program. No prior approval is necessary, although the existence of the prior program license will be verified when the license is processed.

SST50 - SECOND SITE LICENSE

eDesign Suite program licenses are for 1-10 simultaneous users (10 computers or 10 network workstations) at a single site. Additional program licenses for a second site may be added at 50% of the normal first year license fee. Renewal fees for second site licenses are not discounted. Once again this discount may only be applied to additional licenses for the same program. No prior approval is necessary, but the discount validity will be checked when the license is processed.

RNS50 - PROGRAM REINSTATEMENT

After terminating the license on an eDesign Suite program, a customer has up to five years to reinstate the program license at 50% of the normal first year license fee for the program in question. Subsequent renewal fees are not discounted. No prior approval is necessary, but the discount validity will be checked when the license is processed.

MSL75 - MULTI-SITE LICENSE

eDesign Suite program licenses are for 1-10 simultaneous users (10 computers or 10 network workstations) at a single site. If you wish to license the software for five or more separate sites, these additional sites can be added at 25% of the normal first year license fee. For this discount the renewal fees are discounted at 50% of the normal value. This discount may only be applied to additional licenses for the same program. No prior approval is necessary, but the discount validity will be checked when the license is processed.

ELECTRONICALLY SIGNING THE LICENSE AGREEMENT

- 1) Complete the form as required, filling out all applicable fields.
- 2) To sign, click on the flag in the **Signature** field.
- 3) In the dialog box, click on '**Configure Digital ID**' to create a digital signature.
- 4) In window that appears, select '**Create a new Digital ID**.' Click Continue.
- 5) In the next window, select '**Save to File**.' Click Continue.
- 6) Fill out the fields as indicated. Key algorithm of 2048-bit RSA is the default, select if the digital ID is to be used for signatures, data encryption or both. Click Continue.
- 7) Determine where to save the digital ID. Enter and confirm a password for the ID. Click Save.
- 8) In the dialog box, select the newly created **Digital ID** and click Continue.
- 9) An example of the digital signature is displayed. Enter the password created in Step 7 and click **Sign**. A prompt to save the PDF will appear. **Save the file** and the document will be digitally signed.
- 10) This file is the one that should be sent to Software Systems either via email or fax as noted on the form.

