**AUTODESK**

# Pay Per Use Early Access Program

## Program Guide

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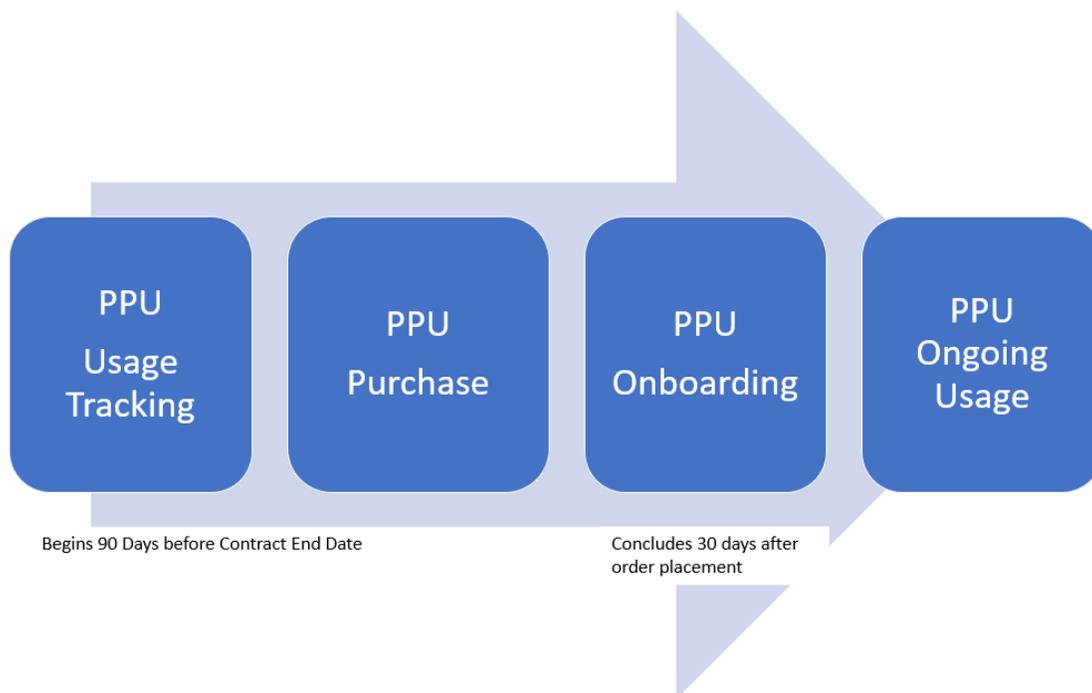
# 1. Purpose of this Guide

This policy guide focuses on policies, benefits, and services that comprise the Pay Per Use (PPU) offering and the Early Access Program (EAP). Please use it in conjunction with the [PPU] Early Access Program Addendum Pay Per Use "Terms & Conditions".

# 2. Pay Per Use Overview

Pay Per Use (PPU) is a new, more flexible way for customers to buy, access, and manage their Autodesk software. As a token-based flexible-usage model, end-users log in to access products and services, and "pay" for access using tokens, which are decremented at an established daily rate from a pool of tokens that is shared with authorized users across the company. Autodesk collects and meters product usage data and makes detailed usage reporting available directly from Autodesk Account. Pay Per Use requires an annual contract and a pre-paid annual purchase. In doing so, end-users receive access to a broad portfolio of Autodesk product offerings, as well as premium plan benefits over and above the benefits available in standard subscription.

# 3. The Early Access Program (EAP) Overview

The Early Access Program consists of these phases, described in detailed in the sections that follow:



PPU Usage Tracking → PPU Purchase → PPU Onboarding → PPU Ongoing Usage

Begins 90 Days before Contract End Date

Concludes 30 days after order placement

- **Pay Per Use Usage Tracking:** For a period of 1 to 3 months, Autodesk may collect end-user usage data with the objective of estimating a token quantity adequate to support current usage and planned growth for the upcoming 12 months. During this phase, Autodesk and the Partner meet with the customer to discuss usage trends, anticipated growth, and any insights unveiled by the data. When usage tracking is completed, a Pay Per Use quotation for the transition of existing single-user and multi-user licenses to PPU is provided.

- **Pay Per Use Early Access Purchase**: If the PPU quotation is accepted, an order is placed for Pay Per Use Early Access, after which the customer begins to transition from existing subscriptions and maintenance plans to Pay Per Use.

- **Pay Per Use Onboarding**: During the onboarding phase, the customer completes the transition to Pay Per Use, in terms of the administrative tasks to assign PPU access, the IT task to reconfigure end-user licensing, and the success tasks to that make the most out of the PPU investment.

- **Pay Per Use Ongoing Usage:** Once a user is fully onboarded to Pay Per Use, they begin to consume tokens for product and service access, and their usage data is recorded and presented in Token Usage reports available to the administrator.

# 4. Pay Per Use Usage Tracking

## 4.1. Usage Tracking Overview

4.1.1. Upon acceptance into the Early Access Program, the customer signs a Pre-release Benefits Evaluation agreement allowing Autodesk to collect, receive, and analyze their Autodesk product utilization data. The goal of the usage tracking phase is to gain insight into current usage in order to prepare an Early Access quotation that considers both current product usage and that will accommodate for growth.

4.1.2. The customer may be asked to install an Autodesk application, the Network License Reporting Service (NLRS), on each Network License Manager (NLM) to track and report server-based product usage to Autodesk. Installation instructions are available by contacting the partner or Autodesk Sales. Proper operation of NLRS will be supported during the term of the Early Access Program while in use.

4.1.3. Autodesk will aggregate the customer's single-user subscription usage data with any NLRS data for a comprehensive estimate of current usage in the company.

4.1.4. Optionally, to ensure the most comprehensive view of current usage, it is recommended that all single-user subscribers are opted-in to the Customer Involvement Program and/or Desktop Analytics Program.

4.1.5. During usage tracking, the customer continues to access their existing set of Autodesk products and services utilizing existing licensing (new licenses are not provided during the usage tracking phase.)

4.1.6. During the Usage Tracking Phase, Autodesk and the partner meet with the customer to provide review usage patterns and to discuss insights into utilization trends, and to receive customer feedback on the Pay Per Use model and policies.

4.1.7. Usage data will be represented as follows:
- Total unique users per product per tracking period. Note that user identifiable data is not included as part of the Early Access Program usage tracking reporting.
- Total number of chargeable events per product per tracking period
- Average days accessed per product per normalized 30-days of access

## 4.2. Concluding Usage Tracking

4.2.1. At the end of the usage tracking phase, a Pay Per Use Early Access quotation is presented for the purchase of PPU Early Access. The PPU EAP quotation specifies a quantity of tokens estimated to meet customer needs for an initial annual term. The token estimate is based on the collection of actual usage data during the Usage Tracking phase, as well as any data Autodesk collects as part of our cloud licensing technology for single-user subscriptions.

4.2.2. If the Early Access quotation is not accepted, the customer may renew their existing maintenance plan seats and subscriptions, as available. The Network License Reporting Service software must be uninstalled at this time.

# 5. Pay Per Use Early Access Purchase

## 5.1. Ordering Pay Per Use

5.1.1. The Pay Per Use Early Access Program is invitation only.

5.1.2. The initial Pay Per Use order creates a new agreement that begins on the order placement date and extends for a 12-month term.

5.1.3. Any subsequent purchases of additional tokens (as a result of any "Buy More" token orders) are placed on the existing Pay Per Use agreement.

5.1.4. The Pay Per Use agreement is available as an annual term only.

5.1.5.  The customer's existing maintenance plan seats and existing subscriptions (both multi-user and single-user) can be planned to transition to Pay Per Use, and a token estimate will be provided for the migration of these seats.

5.1.6.  Any unused cloud credits associated with existing maintenance plans and subscription agreements will not be transferred to the new Pay Per Use agreement.

5.1.7.  Pay Per Use does not provide access to product versions prior to 2017, and it does not include access to *all* Autodesk products (such as AutoCAD LT.) If access to product versions prior to 2017 and/or access to non-included products are required, an appropriate number of subscriptions and/or maintenance plans must be renewed separately to provide continued access.  Seats renewed as maintenance plans or subscriptions are maintained separately from the Pay Per Use offering.

5.1.8.  To enhance clarity during the order process, the customer's order documentation includes a list of their assets for which tokens have been estimated and which are intended to be transitioned to the Pay Per Use model.

5.1.9.  The customer order documentation also includes a Token Rate Sheet, which is valid for the duration of the PPU agreement term.

5.1.10. Pay Per Use orders adhere to the Autodesk return policy and may be returned within 30 days.

## 5.2. Token Pricing

5.2.1.  The Pay Per Use order includes the Pay Per Use collection of products and services, as well as a quantity of tokens estimated to meet customer needs for the upcoming 12-month annual term.

5.2.2.  Tokens are allocated on the date of the token purchase and expire on the PPU EAP agreement end date.

5.2.3.  Excess tokens, if any, do not rollover to the next agreement term.

5.2.4.  Tokens are priced according to a tiered structure based on the volume of tokens initially ordered, resulting in a lower per-token price as the volume of purchased tokens increases.

5.2.5.  Additional token purchases after the initial order (also called "Buy More"), if needed, are priced at the MSRP (Manufacturer's Suggested Retail Price) of the same Volume Tier as the initial token purchase.  To illustrate, if an initial token purchase fell into Volume Tier 5 (defined by a minimum order quantity of 500,000 tokens), then any additional token purchases during the term of the PPU agreement will also be priced at Volume Tier 5, even if the token quantity is below 500,000.  Note that if an additional discount was extended for the initial token purchase, that additional discount is not extended for Buy More transactions.

5.2.6.  As with any offer sold through the Autodesk channel, the Autodesk partner sets the final price of the offering.

## 5.3. Token Rates

5.3.1.  Each PPU product version 2017 or later, whether installed to the desktop or accessed from the cloud, is rated at a daily token rate.

5.3.2.  When an end-user accesses a PPU product or service, the daily token rate is debited from the shared token pool on a per-product basis (regardless of version or operating system), per 24-hour period.

5.3.3.  Some products and cloud services are rated at zero tokens (i.e., they do not consume tokens.)

5.3.4.  Unlike desktop products, some cloud services are setup to consume tokens on a "per result" basis.   These products are listed as "charged per result" in the Token Rate sheet. The cloud based Rendering service is one such example.

5.3.5.  The Token Rate Sheet applies to all customers commonly and token rates may not be negotiated for individual customers.

5.3.6.  Token Rate Sheets are posted here. If multiple rate sheets are posted, customers can identify their rate sheet by checking the effective dates in the sheet to determine if their PPU Early Access order date falls into the range specified in the file.

# 6.  Pay Per Use Onboarding

Pay Per Use Onboarding comprises user management, reconfiguring licensing to Pay Per Use, and onboarding and success activities.

## 6.1.User Management: Authorized Users

An Authorized User (also known as a Named User) is an individual authorized to install and access products and services. Each Named User is an individual with an Autodesk identity consisting of a unique email address and corresponding unique Autodesk ID.

6.1.1. Per our Autodesk Term of Use for single user subscription, a Named User can include employees, contractors, consultants, and other third parties that access Pay Per Use software, but only if such use is for the direct benefit of the purchasing customer (i.e., only when used on projects that the purchasing customer directly owns and controls).  As a benefit of Pay Per Use, Named User assignment can also include employees and onsite contractors of the purchasing customer's subsidiaries, when using the Pay Per Use software for the direct benefit of that subsidiary on projects directly owned and controlled by them.  Refer to the Pay Per Use Terms & Conditions for more information.

6.1.2. Each Named User must be identified by an administrator in Autodesk Account.
- If Single Sign-on (SSO) is being implemented at the company in conjunction with Pay Per Use, then end-users may self-register (i.e. create their own Autodesk identities) by accessing Autodesk Account or logging into an Autodesk product for the first time, as instructed by their administrator.
- More information on Autodesk Single Sign-on can be found here.

6.1.3. It is a best practice to ensure that any users named to the Pay Per User offering should not also be named to a remaining single-user subscription.

6.1.4. An unlimited number of users may be assigned to the Pay Per Use offering.

## 6.2.Configuration: Transitioning Existing Licensing

Pay Per Use includes an onboarding toolkit to prepare for, manage, and track the transition from the end-users' existing licensing models over to Pay Per Use.

6.2.1. Customers have 30 days after order fulfillment to transition from their existing licensing (perpetual network and standalone maintenance plans, and/or existing single-user and multi-user subscriptions) to Pay Per Use licensing.

6.2.2. Each individual user will begin to consume tokens once they are assigned to the PPU offering, and their licensing has been configured to PPU licensing.

6.2.3. End-users of already-installed software can transition to Pay Per Use licensing by resetting their existing licensing configuration, avoiding unnecessary software uninstalls/reinstalls.  Technical documentation and support are provided from Autodesk and the Partner, as required, to complete this license transition.  A summary of the required steps is below:

| Existing License Type | Steps to Transition to PPU |
|---|---|
| Multi-user maintenance plan seats (NLM networked perpetual) | 1. Create Autodesk identities for users who do not already have one (or if implementing SSO, make use of the self-registration feature)<br>2. In Autodesk Account, assign users to Pay Per Use and unassign them from their existing cloud services, if any.<br>3. Reset the licensing configuration from _NETWORK to _USER |
| Multi-user subscription seats | 1. Create Autodesk identities for users who do not already have one (or if implementing SSO, make use of the self-registration feature)<br>2. In Autodesk Account, assign users to Pay Per Use and unassign them from their existing cloud services, if any.<br>3. Reset the licensing configuration from _NETWORK to _USER |
| Single-user maintenance plan seats (SLM standalone perpetual) | 1. Create Autodesk identities for users who do not already have one (or if implementing SSO, make use of the self-registration feature)<br>2. In Autodesk Account, assign users to Pay Per Use and unassign them from their existing cloud services, if any.<br>3. Reset the licensing configuration from _STANDALONE to _USER |
| Single-user subscription seats | 1. In Autodesk Account, assign users to Pay Per Use and unassign them from their existing single-user subscription products and services. |

## 6.3. Onboarding and Success Management Resources

Pay Per Use includes access to onboarding toolkit to help the customer to get up and running on Pay Per Use and to increase adoption of the new software. Details are captured in a Customer Success Plan that is customizable, and which can be shared with the Partner to track execution.

Activities highlighted in Customer Success Template include:

- – A section to define and track desired business outcomes
- – Links to Single-Sign-On self-configuration guide and a sample deployment plan documented in the Customer Success template
- – Setup training on the phone support benefit for mission-critical issues
- – Identification of baseline token consumption metrics to gain insight into product adoption and to forecast token usage

## 6.4. Premium Plan

A Premium plan is included with the Pay Per Use offering, providing Premium plan benefits to Pay Per Use users. Read more about Premium benefits here.

# 7. Pay Per Use Ongoing Usage

Once users are fully onboarded to Pay Per Use, access to included products and services by end-users results in a debit from the shared PPU token pool. This action is referred to as a *Chargeable Event*.  Chargeable events are the basis for token usage reporting that is available to the company administrator in Autodesk Account.

## 7.1. Chargeable Events Overview

7.1.1.   A chargeable event occurs when an end-user accesses a product or service.  The number of tokens charged equates to the daily token rate associated to that product or service, and which is debited from the shared pool. Customers can find their Pay Per Use Token Rate Sheet here.

7.1.2.   Only one chargeable event occurs per product line, per user, per 24-hour period, regardless of operating system or product version.

7.1.3.   The 24-hour period is not a calendar day but is a 24-hour stop watch that begins when the end-user accesses the product or service, and which resets 24 hours later.

7.1.4.   To illustrate chargeable event policies, see these examples:

| End-user accesses AutoCAD 2019 from a Windows computer, and then… | Does a second chargeable event occur? |
|---|---|
| 5 hours later, the same user accesses AutoCAD 2019 for a second time | A second chargeable event does NOT occur |
| 40 hours later, the same user accesses AutoCAD 2019 again | A second chargeable event occurs |
| 2 hours later, the same user accesses AutoCAD 2017 | A second chargeable event does NOT occur |
| 2 hours later, the same user accesses AutoCAD 2018 from a Macintosh | A second chargeable event does NOT occur |
| The same user leaves AutoCAD running over the weekend and does not become active again until some days later. | A second chargeable event occurs after 24 hours of use, with an additional chargeable event every 24 hours, even though the user is inactive. |

## 7.2. Token Usage Reporting

Autodesk Account provides on-demand reporting that provides insights to make smarter, data-backed management and purchasing decisions.  Several types of reports are available to the primary and secondary administrators in Autodesk Account.

7.2.1.   Token Usage Reports

- • Token summaries: with details aggregated by month, by product, and by user.

- By-user reports: a list of all users who have accessed products via Pay Per Use and details the total number of tokens used for each product accessed.
- By-product reports: a list of all products accessed via Pay Per Use and details the number of tokens used by each end-user of each product.

7.2.2.   Seat Usage Reports
- Seat usage reports provide product level usage data for *single-user subscriptions*, if any remain after the transition to Pay Per Use. Seat usage reports do not reveal end-user names.

7.2.3.   Administrators may export token usage reports to standard formats for further analysis.

## For further questions, please contact your partner or Autodesk sales representative.