

How to create or renew as a self-enrolled affiliate under State of Oregon's Master CLP #4600035441?

CLP Online Enrollment Steps:

1. Click on <https://www.adobe.com/howtobuy/buying-programs/clp-form.html> to enroll your CLP agreement.
2. Select "English" as the language, then select "**Self-Enrolled Affiliate**", then select "Government".
3. Review the terms and conditions. If you agree to them, click "**Continue**"
4. Fill in the contact information
5. Enter the Program Member (State of Oregon) CLP master agreement number 4600035441, then click "**Continue**".
6. Do you have another volume licensing agreement with Adobe? **Click "No" if you are unsure. DO NOT add the Program Member CLP agreement number in this field.**
7. Enter the Organization information then click "**Continue**".
8. Enter Program Administrator's Contact Information then click "**Continue**".
9. Choose Single Payment then click "**Continue**".
10. Submit the CLP Renewal

Once you have submitted your on-line enrollment, please allow 5-10 days to process. **(AFTER SUBMITTING, PLEASE MAKE SURE TO RECORD THE NEW AGREEMENT NUMBER THAT APPEARS ON THE ACKNOWLEDGEMENT PAGE)**

- a. Once it has processed, Adobe will send you an electronic notification with your new CLP self-enrolled affiliate number.
- b. Please make sure you provide this to your reseller.
- c. Once your CLP start date is active, you can place your upgrade plan/maintenance renewal orders.

These instructions were written and prepared by Debbie Davis, IT Procurement Strategist, DAS Procurement Services, date 12/02/2021.

Signed: Debbie Davis