

Accessing Embedded Software Order Center (ESOC) for Indirect Partners

Steps to get access to download OEM Pre-Installation Kits (OPKs)



Please note that DOC is only compatible with **Internet Explorer**. Other browsers are not supported. To access DOC and the ESOC tool; go to www.microsoftoem.com.

1. Send an email to msoemops@Microsoft.com

1. Request access to DOC and the Embedded Software Order Center (ESOC):
 - Provide First and Last Name, CLA number and OEM ID (If available)
2. The MOOHelp team will confirm that the CLA number and OEM ID are active, once confirmed – the requestor will receive *TWO* emails from Production OA 3.0 Service Account:
 1. First email contains activation PIN
 2. Second email is an activation link

Note: These are system generated emails so once the account is created, the user will receive this email automatically.

Note: All users of ESOC are Company Admins

To Download an Electronic OPK:

1. Once access is granted; go to www.microsoftoem.com
2. Select *Orders -> Embedded Software Order Center*.
3. Select *Search Kits*
4. Select *Company* and *CLA Distributors* from the dropdown menus
5. Use additional search criteria and select the *Search* Button
6. Select the checkboxes next to the desired kits and *Add* them to the Kits to be Downloaded
7. Select the checkboxes next to the desired Kits to be Downloaded
8. Select *Download Country*
9. *Proceed to Download*
10. The File Transfer Manager will open and download will begin.

- Search Kits
- Download History
- Set Up Email Notification
- Microsoft Adoption Report User
- Microsoft Adoption Report Delivery