

Thank you for your interest in testing at VeriTest. To make the Registration process as simple and efficient as possible, read through these steps before you get started, and print this document to keep it handy as your progress through the Registration System. Please contact your VeriTest program manager for additional assistance.

- A. [Create User Profile and Login to VeriTest Online Registration System](#)
- B. [Register Your Product for Testing](#)
 - 1. [Company Information](#)
 - 2. [Product Information](#)
 - 3. [Select a Test](#)
 - 4. [Answer Test Questions](#)
 - 5. [Submit Your Product for Testing and Logoff](#)

If you have a voucher number from Microsoft: See extra notes (indicated by "Voucher Holders") in the left-hand column throughout these Instructions. Email answers@veritest.com for additional assistance.

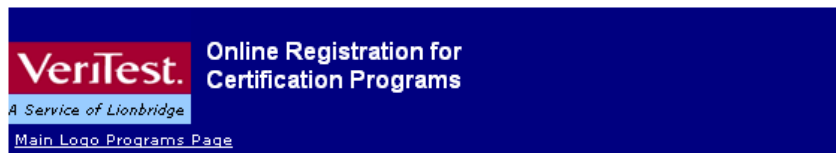
3-5 minutes

Remember to make a note of your Username and Password.

Consider adding a shortcut to this registration login page to your desktop.

A. CREATE USER PROFILE and LOGIN TO VERITEST ONLINE REGISTRATION SYSTEM

The first time you use the VeriTest Online Registration system, you'll need to create your User Profile, starting at <http://cert.veritest.com/register>:



NEW USERS

In order to enter into the members area, you will need a Username and Password.

[Create your user profile.](#)

First, create a user profile.

CURRENT USERS

Fill in your information below to enter into this site.

Username:

Password:

Login

Next, using your new Username and Password, Login to the VeriTest Online Registration system.

Total time:
45-60 minutes

Once you've entered this information, you can always come back later to make changes.

B. REGISTER YOUR PRODUCT FOR TESTING

Tell us about your company (Step #1), your product (Steps #2 and #4), and the test for which you would like to register (Step #3). The final step of this process (Step #5) is submitting your product for testing.



Step 1
ADD/EDIT COMPANY INFORMATION

3-5 minutes

Registration Step 1. Add/Edit Company Information

The answers you see here come from the User Profile you created in Step A, above.

COMPANY INFORMATION

Company Information:

Company Name: *^

Address1: *

Address2:

City: * State:

Zip: * Country: United States *

Phone: * Fax: *

Email: *^

Web Address: *^

Company Description: *^

Existing MCPP ID: (For MICROSOFT Programs Only. Please leave blank if you do not have an MCPPID)

Company Information
You can always come back later and make changes to this page if you like.

If your company is not a member of the Microsoft Certified Partner Program (**MCPP**), leave this field blank.

Click the **Save Company Information** button when you're done.

Step 2
ADD/EDIT PRODUCT INFORMATION

10-15 minutes

Remember to make a note of your Tracking Number.

Registration Step 2. Add/Edit Product Information



Company Name: sdf

A. **Products on File.** If your product information has previously been entered with VeriTest, select your product from the list below and verify or edit the information we have on file.

There are no Products added for this Company yet.

B. **Add New Product Name & Version to File.** If your product is not currently in our system, please enter the complete product name and version here.

Add New Product
Enter your product name in this box, and click the **Add New** button. This begins the process of adding your product to our system.



Your new product has been successfully saved. The TRACKING NUMBER for the product is **sd0309043940**. Please make sure you write this down so that we can reference your account if necessary.

Please Edit your product details now to complete the product submission. Do this by clicking the Continue button, select your product from the list, and click Edit.

Continue

Product Confirmation
Make a note of your **Tracking Number**; you will need it again later.

Click on the **Continue** button when you are ready to proceed.



Company Name: sdf

A. **Products on File.** If your product information has previously been entered with VeriTest, select your product from the list and verify or edit the information we have on file.

New Product 1.0 -- sd0309043940

B. **Add New Product Name & Version to File.** If your product is not currently in our system, please enter the company name and version here.

Edit Product Information
You now see your Product Name and its Tracking Number in this box. Click on the **Edit** button to tell us more about your product.

Technical Contact for Test Support:

Name: *

Title: *

Address1: *

Address2:

Required Information
An asterisk (*) next to a field means our system requires input.

Both the program sponsor's and VeriTest may publish online catalogues containing information about tested products. Information submitted in this section will be used in these catalogues. Please be certain that the information you submit is appropriate for this use. The program sponsor and VeriTest reserve the right to edit or omit any information.

Product Description: (Max. 254 Characters): Please do not specifically reference any other product except those developed by your Company (i.e., you cannot say your product is better than a competitor's). The program sponsor reserves the right to edit or omit any description.

Product Description
Do not include competitive statements in this area.

- Product Category:** (Select all that apply) **
- Tools, Utilities, and Accessories
 - Database/Knowledge Management
 - On-Line, Communication, and Network
 - Reference and Learning
 - Business Productivity and Commerce Applications
 - System Management
 - Network Infrastructure and Communications
 - Enterprise Resource Planning
 - Enterprise Document Mngmnt (EDM)
 - Enterprise App Integration (EAI)
 - Directory Management
 - Supply Chain Management (SCM)
 - Customer Relationship Management
 - Business Intelligence
 - Storage Resource Management
 - E-Commerce/E-Business
 - Security
 - Anti-Virus
 - Other

If Other, please explain:

VeriTest has a Master Test Agreement Amendment on file for this product requesting confidentiality from the program sponsor (Note, Applies to Microsoft programs only and does NOT apply to Commerce Server Integration, Windows 2000 Compatible, Pocket PC, or Windows XP tests).

Is this application a member of a suite? If so, select the suite to which it belongs (Note: you must add the suite's primary application before associating this product).

Product Category
Check 1-3 categories that best describe your product.
If none apply, check Other and tell us how you best categorize your product.

Confidentiality
Do not check this box.

Application Suite
If your product is part of a **suite of applications**, check this box and tell us the name of the suite.

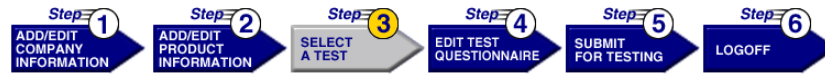
Save Information
Click **Save Product Information** even if you haven't answered every question yet. Otherwise, any information you have entered will be lost.

Once you submit your complete product information you will receive a confirmation screen saying, "Your product information changes have been successfully saved." Click on the **Continue** button.

Step 3
SELECT A TEST
5-10 minutes

Registration Step 3. Select a Test

Now you tell us which test you'd like to choose. Begin by clicking on **Step 3. Select a Test** at the top of your screen.



Company Name: sdf

A. **Products on File.** . Select a product for which you want a test. If your product does not appear in the list below, please go to the 'Add/Edit Product Info' screen.

Select a Product to Test
Choose your product from the drop-down box and click the **Select** button.

C. **Select and Add a New Test**

C1. **Select a Program Sponsor**

C2. **Select a Program from this Sponsor**

C3. **Select a Test within this Program.** When you select and then click Add, your test will be added to the "Test Subscribed" list above.

When you have selected your test then move on to step 4 above.

Select the Test
The first time you come through, you'll need to begin with Section C, **Select and Add a New Test**, using the following selections:
C1. **Microsoft** (Select)
C2. Choose your **Program**
C3. Choose your **Test**
Click the **Add to the list...** button.

Voucher Holders: Use the following selections...
C1. **Microsoft** (Select)
C2. **Windows ISV Tour** (Select)
C3. Your choice of tests



Company Name: VeriTest - Bellevue

A. **Products on File.** . Select a product for which you want a test. If your product does not appear in the list below, please go to the 'Add/Edit Product Info' screen.

B. **List of Tests for which this Product is Subscribed.** If the test you wish to complete is not in this list, go to step C below. **When the test appears in the box, you may move on to step 4 above.**

Once you see the correct test(s) displayed in "B. List of Tests..." click on **Step 4 Edit Test Questionnaire** at the top of the screen.

Step 4
EDIT TEST QUESTIONNAIRE
15-30 minutes

Registration Step 4. Edit Test Questionnaire

You must agree to the VeriTest Testing Agreement before going on.

Important: Don't forget to click "Save" at the bottom of this page!



Company Name: VeriTest - Bellevue

Select Product's Vendor Questionnaire To Edit:

Select A Test for the Above Product:

Edit Test Questionnaire
Choose the correct product in the **Product Name** list, and click **Select**.
Choose the correct test in the **Test** list, and click **Select**.

Test Information:

Contact information specific to this test. If the contact information for this test with the Product information, please press 'Add New Contact' here.

Add New Contact

Add New Contact

If you wish to provide us with unique company contact information for this test only, click **Add New Contact**. (Be sure to click **Save Contact Information** when you're finished.)

1. Summary

The base fee for the application you have selected for a "Verified for Windows Server 2003" test is \$1,200. Adjustments for this fee are based on your language selection.

2. What is the interface language of your product?

- English (No Additional Charge) Or
- Add Additional Charge (see pricing page) for: Or
- Other Languages Custom Quote; Please Specify:

Interface Language

Some tests incur fees for non-English product interface languages.

Voucher Holders:
There is no extra charge for additional interface languages.

3. Testing Agreement.

Testing Agreement for
Microsoft Marketing and
Logo Programs at VeriTest

Microsoft Corporation has authorized VeriTest, a service of Lionbridge Technologies, Inc., a Delaware Corporation that is neither a subsidiary nor an affiliate of Microsoft, to test software-based products of independent software vendors on the terms set forth in this Agreement. This testing is being done to assist Microsoft in determining the suitability of inclusion of "Vendor" (as defined below) in certain marketing programs.

Instructions: Indicate acceptance of this Agreement by selecting the appropriate radio-button only if you wish to have VeriTest's Laboratory test your software-based product in accordance with a test methodology established by Microsoft against the criteria established

- I agree to the above Testing Agreement.
- I do not agree to the above Testing Agreement (I am sending you an [email](#) with my concerns).
- Please see my agreement number.

Master Testing Agreement

Carefully review the "Testing Agreement," a legal document to which you must Agree prior to proceeding with this process.

If you have questions about this legal agreement, refer to our "MTA FAQ" available within the Instructions page on our web site.

Once you've agreed to this Testing Agreement, click **Price My Test**.

Voucher Holders:
Click **Price My Test** even if your test is funded by Microsoft.

Price My Test

1. Summary

The base fee for the application you have selected for a "Verified for Windows Server 2003" test is \$1,200. Adjustments for this fee are based on your language selection.

The test(s) you have selected is below:

English - \$1200.00 US

Your Test Total - \$1200.00 US

Vendor Questionnaire

The Summary section has now been replaced with a confirmation of the specific test you've requested and an explanation of associated fees.

Voucher Holders:

You will need your Voucher number during this step.

1. Vendor Questionnaire - please fill out the questions below

Question	Answer
Product Functions Very briefly, what are the primary functions and purposes of your application?	108347
Please list the server components of your application	Component A Component B Component C

We strongly recommend you print this page of Step 4 (containing Section 1 "Vendor Questionnaire") and circulate among your development team so that you have complete information once you begin entering it into this online form.

Voucher Holders:

Select **Check** for Payment Information and enter **0** for "Check Amount".

2. Payment Information

By Check:

Check Amount:

Mail Payment to:
VeriTest
Works With SQL Test Lab
1050 Winter Street,
Suite 2300
Waltham, MA 02451
UNITED STATES OF AMERICA
Attn: Junko Ito & Vincent Drago
Please write your tracking number on your check.
Your tracking number is: Re0509170645

By Credit Card:

Please note: a 3.5 % processing fee is applied to all credit card transactions.

Credit Card Type:

Credit Card Number:

Expiration Date:

Billing Name (exactly as it appears on the card):

Billing Address:

Payment Information

Select your preferred payment method, and enter the total amount.

3. Delivery Information

<input type="radio"/> Shipped You will receive shipping information for your product package once we've determined which VeriTest facility will provide testing.	<input type="radio"/> The application can be browsed or downloaded from the following URL: <input type="text"/> And use this license key to unlock my application: <input type="text"/>	<input type="radio"/> Email or FTP Delivery Delivery can be by direct mail (file must be under 3 MB) or Secure FTP. All e-mails must include Company, Product Name, and Version Number along with the Tracking number and the approximate size of the files. If you do not attach your application, VeriTest will email you back with the FTP instructions
---	--	--

If multiple executables or delivery options, please explain:

Delivery Information
Select your preferred delivery method for getting your product to us – whichever option is most convenient for you.

Validate and Submit Test

When you've answered all questions, click **Validate and Submit Test**.

1. Summary

Thank you for submitting your application to VeriTest for the "Verified for Windows Server 2003" test.

Here's a summary of your submission information:

Tracking Number: Ve0309027956
Company: VeriTest - Bellevue
Product: Jen's Really Cool Product
Version: 3
Test Scheduled: Verified for Windows Server 2003

Payment Information
Payment by Check
Check Amount: \$\$1200.00
Submission Date: 11/20/2003::11:36:00
Submission Method: Mailed

Thank you for submitting your registration for the "Verified for Windows Server 2003" Test. Once we have received your application, and your payment has been verified your information will be reviewed. You will receive a follow up email from the lab administrator confirming a test schedule. If you have further questions, please contact us at info@veritest.com.

Review the new Summary of your Company, Product, Test, Payment and Delivery information.

the "Verified for Windows Server 2003" test. See www.microsoft.com/hwtest on how to get drivers tested.

Does any component of your product include drivers for hardware devices? If so, please list them. Please ensure you have attached proofs of WHQL testing to your submission.

Does your application require a reboot at any time during installation or while exercising its functionality? If so, please explain why.

1kj

Save

Review all your questionnaire answers for accuracy.
Click **Save**.

After you have completed the vendor questionnaire, please save your information. You are correct, please move on to step 5, Submit for Testing.

Step 5
SUBMIT FOR TESTING
1-2 minutes

Important
Don't forget to click **Submit** at the bottom of this page!

Registration Step 5. Submit for Testing

Company Name: VeriTest - Bellevue

Select A Product To Schedule: Jen's Really Cool Product - 3 - Ve0309027956 Schedule

Select A Test To Schedule: MSFT - Verified for Windows Server 2003 Schedule

The vendor questionnaire must be complete before the system will allow you to schedule a test. If there is a section apply, you need to enter N/A or does not apply in that field.

What is your preferred start date: 11/20/03 (mm/dd/yy)

Is this a: New Test

Submit

Submit for Testing
Select the blue **Step 5. Submit for Testing** arrow button.

Choose the **product**, and click **Schedule**.

Choose the **test**, and click **Schedule**.

Indicate your **Preferred Start Date**.

Click **Submit**.

Click **Step 6 LOGOFF**, at the top of your screen.