

Designing Forms with Adobe

“New Army enterprise licenses for Adobe Experience Manager (AEM) Designer 6.x and AEM Server/Reader Extension Software will provide Army wide designers a new integrated forms and digital signature solution in one software package, enabling designers to create forms that include, fill-in form fields, digital signatures, capability to attach documents, and to save forms with the Adobe Acrobat or using the free Adobe Reader.”

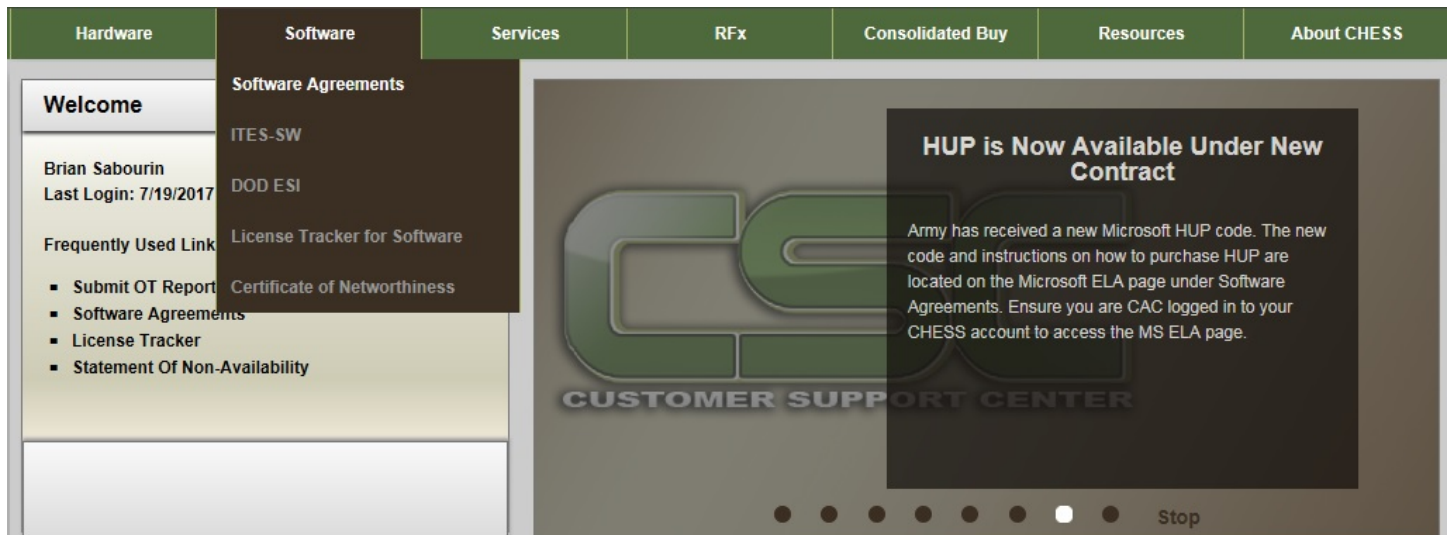
For more information, please contact the APD Forms Branch at usarmy.pentagon.hqda-apd.mbx.forms-management-branch@mail.mil.

To order:

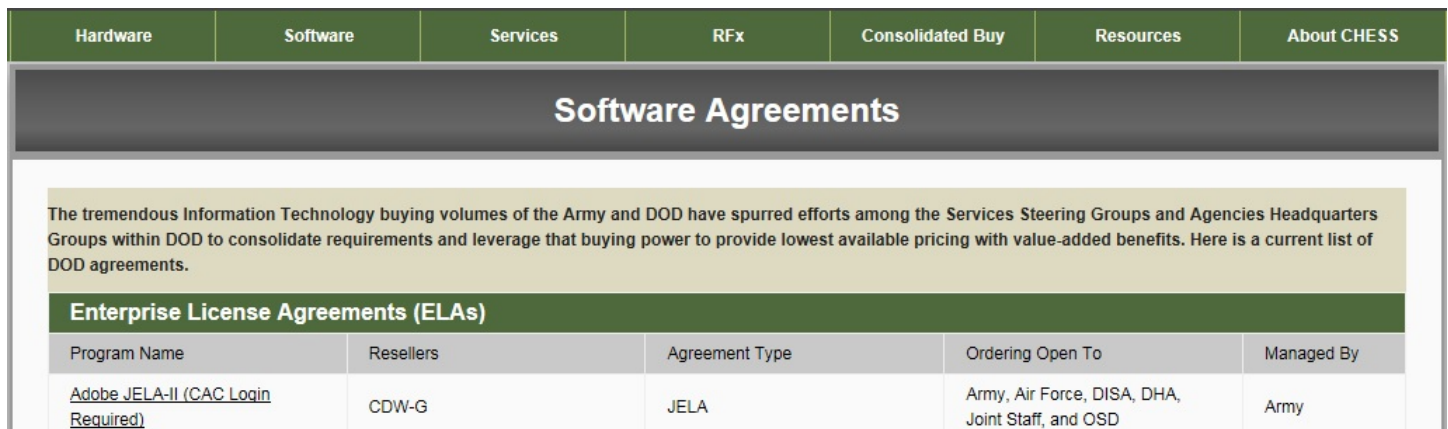
The Adobe AEM suite of software, and other specific Adobe products listed in the JELA-II contract under Primary Goods and Services, can be ordered through CHES.

1) Go here: <https://chess.army.mil/>, you must login with your CAC.

2) Click on the green tab that says, 'Software', and then select 'Software Agreements' under the drop down list. See screenshot below.



3) Under 'Enterprise License Agreements (ELAs)', click on the 'Adobe JELA-II (CAC Login Required)' link under 'Program Name'.



Enterprise License Agreements (ELAs)				
Program Name	Resellers	Agreement Type	Ordering Open To	Managed By
Adobe JELA-II (CAC Login Required)	CDW-G	JELA	Army, Air Force, DISA, DHA, Joint Staff, and OSD	Army

Here the Adobe Joint Enterprise License Agreement (JELA-II) explains the specifics of the contract, including, the **'Period of Performance'** and the **'Primary Goods and Services'**. **Ordering Open To:** The BPA is open for ordering by the Army, Air Force, DISA, DHA, Joint Staff and OSD as defined in the Terms and Conditions of the contract. This BPA is open to Army, Air Force, DISA, DHA, Joint Staff and OSD Military, Civilian and Contractors authorized to order in accordance with FAR Part 51

4) **Ordering Instructions:** "CDW-G (Reseller) is in the process of standing up their Purchase Authorization System (PAS) to process all Army (and DoD Enrollee) requests. Until PAS is setup and tested, the CHES License Tracker for Software (LTS) system will continue to be used for all Adobe software requests. Your request will be routed to your Major Command G-6 and G-8/Resource Manager (RM) POCs for approval. Once approval has been granted for Enterprise-wide products, you will receive a Delivery Notice/License Certificate to authorize install/use. Once Command approval has been granted for other term/subscription products, a Quote will be provided by CDW-G. Once payment is made to CDW-G via Government Purchase Card (GPC) or Purchase Order (PO), you will receive an Invoice/Delivery Notice from CDW-G, and they will provide further instructions to obtain the Software and License Certificate/Key via Carahsoft (Distributor)."

Once registered, scroll down and click on the **'Adobe License Tracker'** from the Enterprise License Agreements (ELAs) page. See screenshot below.

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Documentation

[Adobe JELA Home Use Program](#)

[Adobe JELA II Overview](#)

[Adobe JELA II Price List \(Rev2\) 3 Mar 2017](#)

References

[Adobe JELA II WebEx Presentation](#)

[Adobe License Tracker](#)

Contract and Modification Files

[Adobe Contract](#)

[Amendment 2](#) [Amendment 1](#)

5) Here you will see the **'License Tracker for Software'** web page with the **'Welcome to the License Tracker for Software'** notification. Click on the **'Access License Tracker'** link to proceed. See screenshot below.

License Tracker for Software

Welcome to the License Tracker for Software

Pursuant to Army goals to streamline acquisitions and generate significant cost avoidance in software procurements through centrally negotiated and purchased Commercial Off the Shelf (COTS) software for use across the Enterprise, the Army currently has several Enterprise License Agreements (ELAs). In order to deliver improved efficiencies while reducing management overhead costs for the ELAs, the Product Lead, Computer Hardware Enterprise Software and Solutions (PL CHESS) has established a License Tracker for Software to centrally manage some of these agreements.



Please click the Access License Tracker button below to get started.

[Access License Tracker](#)



ARMY
CHESS
COMPUTER HARDWARE
ENTERPRISE SOFTWARE AND SOLUTIONS

Helpful Documents

Name	Description	Version
CHESS License Tracker for Software Guide	Guide for new users shows how to create a profile and submit a request	2.0
TA Application Form 23 JUN 16	Form used to appoint a Trusted Agent at the Command level	2.0

6) Once there, you can do the following: You can click on the top links to view your **'Pending'** requests for software, your **'Completed'** requests for software, or you can **'Create'** a new request for software. See screenshot below.

License Tracker For Software - Pending Requests

[Pending](#) [Completed](#) [Create](#)

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7) When you click the link for **'Create'** a new software request, make sure you fill out the top part of the online form section labeled **'Request and Requesting User's Information'**, then below that, you will see your list of **'Approvers'**. Below that is the actual screen to **'Request Item'**. Here you select your **'Adobe AEM Forms Designer'** software. Under **'Comments'** please give a justification for the software. Then click **'Submit Request For Approval'** below that. See screenshot below.

Request Item

Product Type:

Product:

Inventory:

Quantity:

Date Required:

Comment:

Characters left: 2976

7) **Points of Contact**, see screenshot below for a list of contact information.

Points of Contact

CHESS	
CHESS POC CHESS Customer Support Team Phone: (888) 232-4405 Email: armychess@mail.mil	
VENDOR	
Vendor POC CDW-G Phone: (888) 463-2394 Email: AdobeJELA@cdw.com	
CONTRACTING	
OTHER	
CIO/G-6 ELD Team Email: usarmy.enterpriselicensing@mail.mil	