



## Is your company LIE-CENSING software?

TAKE THESE STEPS TO SAVE TIME, MONEY,  
AND YOUR COMPANY'S REPUTATION.

*POP QUIZ: How many software licenses are in use at your company? Who's using them? On what systems are they used?*

If you don't know the answers to these questions, it's time for an assessment of your company's software licenses. Here are some tips to get you started.

### 1. BE COPYRIGHT SMART

"You mean I wasn't supposed to download that undocumented software to my work computer?" Yep, that's right. Sometimes employees need a friendly reminder that software programs are protected under the U.S. Copyright Act. Illegal copying of software—intentional or not—can result in fines or imprisonment, and cases involving company software piracy often draw large fines. Be sure your employees are aware of copyright restrictions.



### 2. DO YOUR DUE DILIGENCE

"Wow! I can get this software for \$5.99 when other vendors are selling it for \$59.99!" If the price seems too good to be true, beware. Check your sources. Are you buying from an authorized dealer or a software pirate? Is the software authentic? When in doubt, talk directly to the software publisher.

If your company has designated an IT agent, make certain you've established some checks and balances to oversee that person's decisions.

### 3. BE PROACTIVE

"Oops... we're overusing our software licenses." Don't wait until non-compliance is brought to your attention by an employee or—worse yet—your software vendor. Conduct regular self-audits of the programs licensed by your company at least once a year. If your audit reveals an under-usage,

try to reallocate those unused licenses to make the most of your agreements. If you're over-using some licenses, check your licensing agreement for notification requirements and follow through on your obligations. Always respond to an appropriate audit request

from your software vendor. Need some help? Several software programs can make it easy to conduct efficient self-audits and keep track of your licenses.

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