



Adobe® JELA III Air Force New Ordering Guide



How to Purchase NEW Adobe Products

A signed Creative Cloud Authorization form will be required if procuring a Creative Cloud All Apps license. Form is located in the upper left-hand corner under "Navigation".



1. NAVIGATE TO: www.emergent360.com/adobe-jela/

NEW USER:

- Create an Account using your @us.af.mil Email Address.
- Once information is input, and submitted, you will receive an email from IT_PROCESSING@Mythics.com with a temporary password.
- Return to the log in page and sign in using your email + temporary password.
- Once logged in you may reset your password to your desired combination.

EXISTING USER:

Log in using your email address + password combination.

2. On the homepage in the upper right-hand corner, select: Request a NEW Quote

3. Fill out all required fields on "Quote Request Contacts."

- Your information will pre-populate as the requestor.
- MAJCOM + Unit
- Purchase Contact Information (GPC Holder/Contractor)
- When are Licenses Needed? Select [Proration Period]
- Payment Type: [GPC/PO/Other]

4. Input Products to be Renewed (Quantity, Product Name & Deployment) Add rows to include multiple products.

5. Input at least 1 End User (Name/Email/Phone). Utilize "Add Row" to list more Users.

6. Upload Authorization Forms if Required. (Can be found by clicking on "Navigation"). A signed CC Authorization Form is required to purchase Adobe Creative Cloud.

7. Request Summary will appear with an option to "View your Budgetary Quote."

8. Review the Request Summary to ensure all information is correct, once confirmed select: Submit Renewal Request

8. Request will be sent to the MAJCOM SBA for approval.

9. Once SBA provides approval, the request will be routed to SEAMLS for validation.

10. Upon validation, Emergent will receive a notification of request. Requestor will receive an executable quote via email from the JELA@emergent360.com team.

11. Requestor will facilitate the purchase of licenses with Emergent directly and upon payment, SEAMLS will be notified and distribute retrieval instructions.

Contact Us:

Bradford Luce | Adobe PM | bradford.luce1@us.af.mil

SEAMLS Org Box | aficmc.gbkj.seamls@us.af.mil

Emergent Sales | JELA@emergent360.com



Connect With Us Today

JELA@emergent360.com | (800) 292-1000

emergent360.com



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For more information, contact Carahsoft or our reseller partners:
Adobe-JELA@carahsoft.com | 877-992-3623

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Thank you for downloading this Adobe JELA ordering guide! The Adobe Joint Enterprise License Agreement (JELA) is a multi-year contract that leverages the buying power of 2.6 million Department of Defense personnel to reduce costs, improve interoperability, expand collaboration, enhance document services, and extend publishing & creative capabilities. Carahsoft Technology Corporation serves as the distributor for the Adobe JELA.

To learn how to take the next step toward acquiring Adobe JELA solutions, please check out



For additional resources:

carah.io/AdobeJELAResources



For upcoming events:

carah.io/AdobeEvents



For additional Adobe solutions:

carah.io/AdobeJELASolutions



For additional CX solutions:

carah.io/CitizenExperience



To set up a meeting:

adobe-jela@carahsoft.com
877-992-3623



To purchase, check out the contract vehicles available for procurement:

carah.io/AdobeJELAContracts