sage WageEasy

Sage WageEasy
Creating a Registration Form

CREATING A REGISTRATION FORM IN SAGE WAGEEASY

1. Open your Database.

2. Click on "Help" (next to tools).

3. Select "Show Licence".

4. Click next.

5. Click "Change Licence Details".

6. Click next.

7. Click the box "I have read and understood this information".

8. Click next.

9. Click the box "the above company details are correct".

10. If prompted, enter your Client Number.

11. Click next.

12. Where it says "Licensed for active employees" change the number here to the number of licences.

13. Click next.
.
14. Click next.

15. The screen will prompt you to print your registration form.

16. Print the form and then either email or fax it back to Support.