

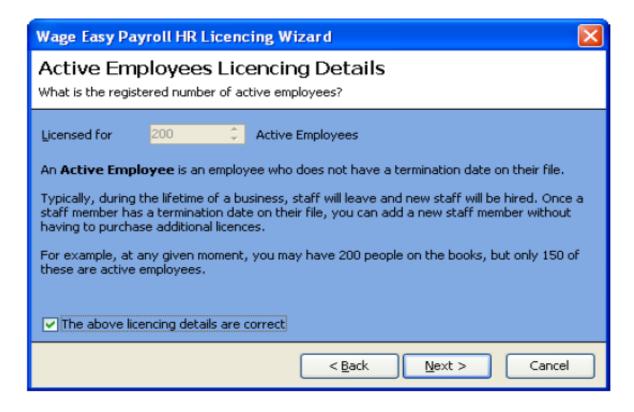
Sage WageEasy

Increasing Active Licences

Licensing Wizard: Increasing Active Licences in Your Sage WageEasy Database

Purpose: Steps to be followed when increasing the number of active employees for processing payroll in your Sage WageEasy database.

- 1. Go into Sage WageEasy Open the database you wish to increase licenses on.
- 2. Go to HELP > Show Licences
- 3. Click Next, Tick "Change Licence Details"
- 4. Tick I have read and understood, "Click Next"
- 5. Tick "The above company details are correct "Click Next"
- 6. If prompted, enter your client number for example "900000". Your client number can be found on your annual SMS invoice, alternatively please contact Sage WageEasy Support on 1300 924 332
- 7. Increase licence numbers to the total amount of licences you need in that database, Tick "The above licence details are correct "Click Next"



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- 8. Print Registration form > Next
- 9. Email the registration form through to licensing.wageeasy.au@sage.com or fax to 03 9947 9250.

Please note: If you are not a direct client you will need to send this form to your Sage WageEasy Dealer.

10. Upon receipt of the registration form our licensing team will send you a purchase order, when the purchase order has been signed and returned to Sage WageEasy and payment has been received, a permanent licence for your database will be issued.

Please note: As soon as you change the licence details in a Sage WageEasy database, the database goes onto a temporary licence which expires after 45 days. During the temporary licence period you will be able to process as normal, however, when the temporary licence period expires you will not be able to process payroll. Please contact us if you would like to discuss any of the above information.

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This Factsheet has been prepared with the intention of providing you with accurate, consistent and clear information on how to use or set up Sage WageEasy to meet particular circumstances. Any award information or interpretation contained in this Factsheet is based on information provided to us and we recommend consulting the relevant Award or EBA and/or obtaining professional advice from your industry association to verify this information.