

HOW TO UPDATE REGISTRATION CODES IN MYOB EXO EMPLOYER SERVICES (PAYROLL) SOFTWARE



This document describes the steps involved in updating registration keys in your MYOB EXO Employer Services (Payroll) software.

When does this occur?

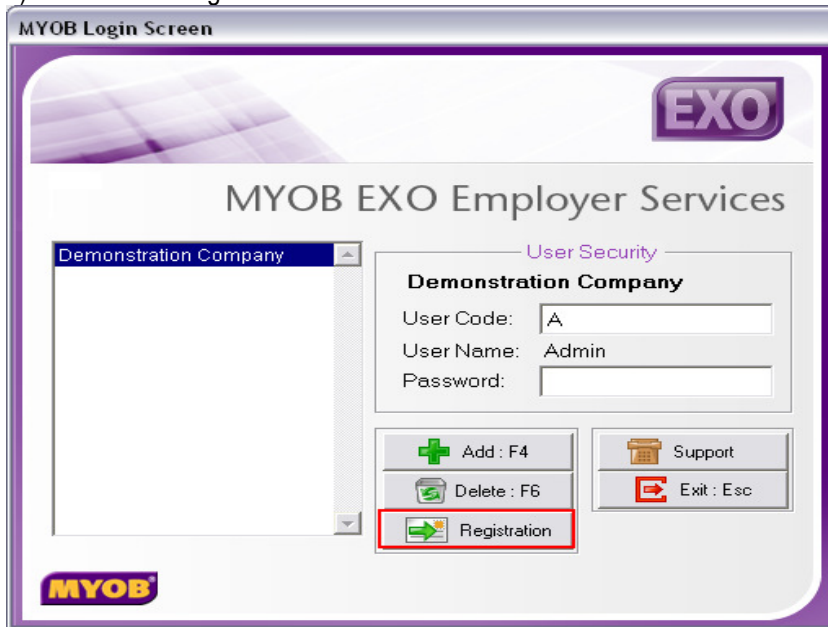
Updated Registration Keys are required when:-

- Your Annual License is expiring;
- You've purchased an additional license or new module;
- Your MYOB EXO Employer Services (Payroll) software is being upgraded (major release)

How do I request updated Registration Keys?

To update your system please follow the following steps:-

- First, you need to email a Registration Request to MYOB.
- Double-click on the MYOB Employer Services application icon
- Click on the 'Registration' button





4) In the registration screen click on the Email button.

Products Change Details

Product	Install Date	Type	Due Date	Registration Status
EXO Payroll	01/06/2008	LIVE	01/06/2010	Registration OK.
EXO Employee Inform	01/06/2008	LIVE	01/06/2010	Registration OK.
EXO Time and Attend	01/06/2008	LIVE	01/06/2010	Registration OK.

EXO Payroll Registration

Product: AUSTPAY
 Install Date: 01/06/2008
 Type: LIVE
 Renewal Year: 2010

Number of Staff: 20
 Number of Users: 1
 Registration Code:

Buttons: Register Online, Save : F10, Cancel, Delete : F6, **Email**, Print : F9, Exit : Esc

This will generate an email to MYOB's licensing department with your product details. Updated Registration codes will be provided to you via email by MYEX or MYOB. This step can take 7 days.

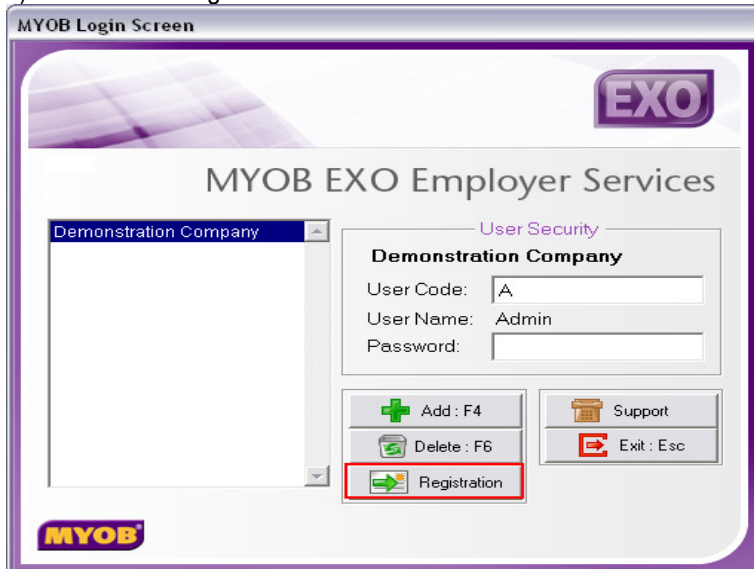
Hint: Make sure your company details are correct – see 'Change Details' Tab.



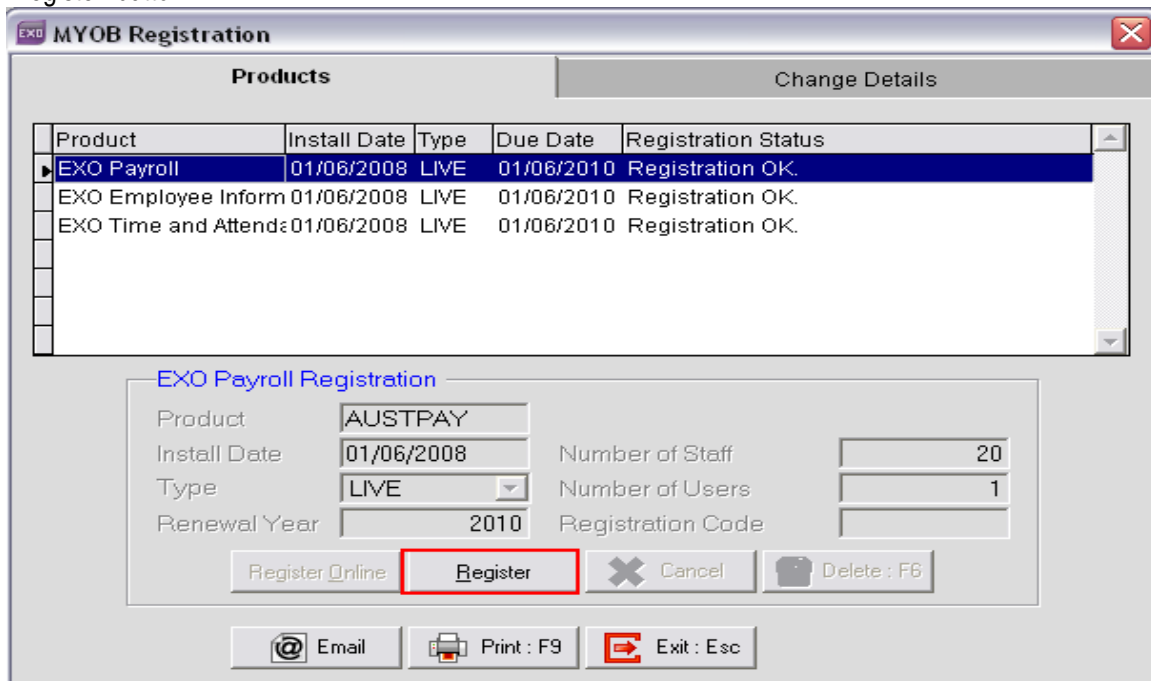
How do I update my Registration Keys?

To update your system please follow the following steps:-

- 1) All Users should be logged out of the system
- 2) Double-click on the MYOB Employer Services application icon
- 3) Click on the 'Registration' button



- 4) In the registration screen click on the module that matches the registration codes then click the 'Register' button.





5) Enter your updated registration details. Then click Save.

EXO Payroll Registration

Product	AUSTPAY	Number of Staff	20
Install Date	01/06/2008	Number of Users	1
Type	LIVE	Registration Code	
Renewal Year	2010		

IMPORTANT: Check that all fields **exactly match** the registration details in the email

6) Repeat the above step for each Module in your Registration Screen that matches to your email.

7) Check that you can log into each module that you normally use (eg EXO Payroll, EXO Employee Information etc). Then advise all users to log back in.

If you have any difficulties please contact our Help Desk on 07 5479 1877