

Landing Page - About

Updating the License Code



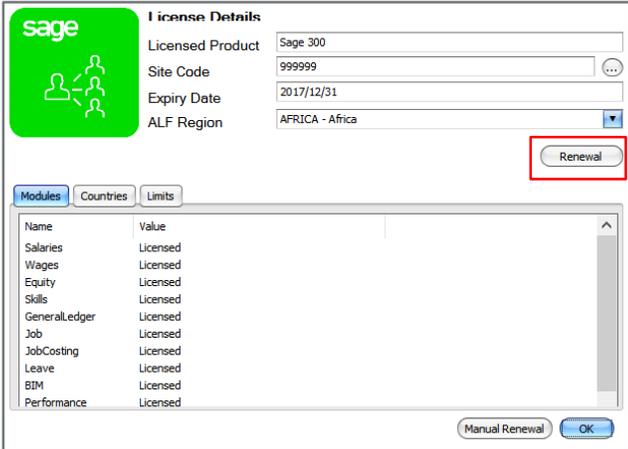
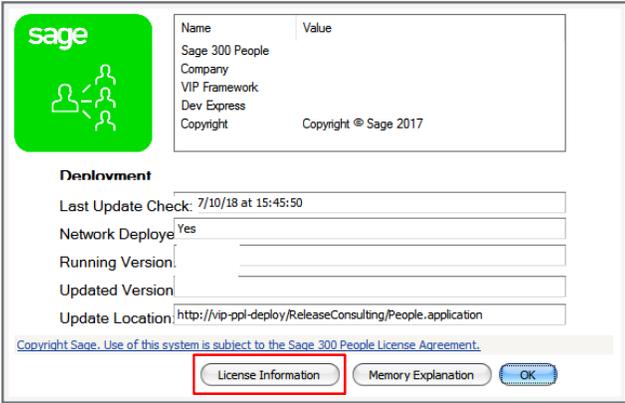
The Sage 300 People system requires a valid license code. The license code will be renewed Annually by our License Department. Should the maximum number of employees change during the year, a new license code will be given during the year. The license code should be updated whenever changes apply.

The license code can be updated in one of two ways:

1. Updating the License Code Automatically

On the Landing page

- Select **About**
- Select **License Information**
- Select **Renewal**

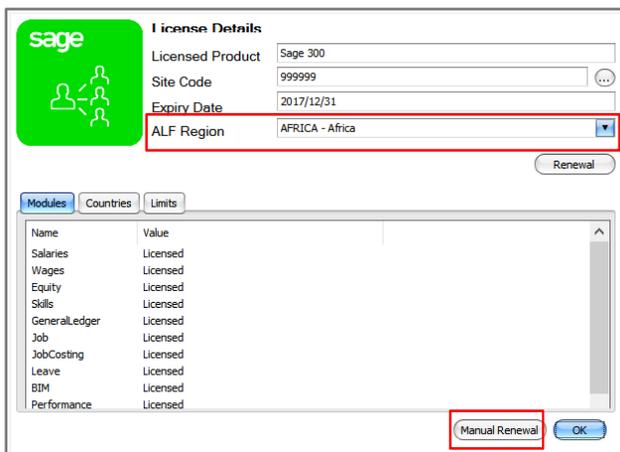
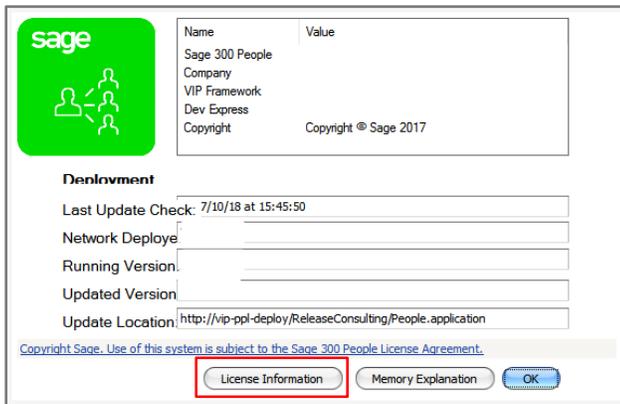


Take Note: Automatic Renewal will only be possible if the application is connected to Sage Connect. The ALF Region indicator will also update automatically, based on your license code, should Sage Connect be active. The Region indicates where you will receive support assistance from.

2. Updating the License Code Manually

On the Landing page

- Select **About**
- Select **License Information**
- Select **ALF Region applicable to your license**
- Select **Manual Renewal**
- Paste **The license code in the available field**
- Select **Save**
- Select **OK**



Sage connection settings

Service URI:

ALF Region:

Manual Load License Key

Save Close

Take Note: When updating the license code manually, the correct Region needs to be selected to ensure you are assisted by the correct support team.