

Premier HR Annual License Renew License



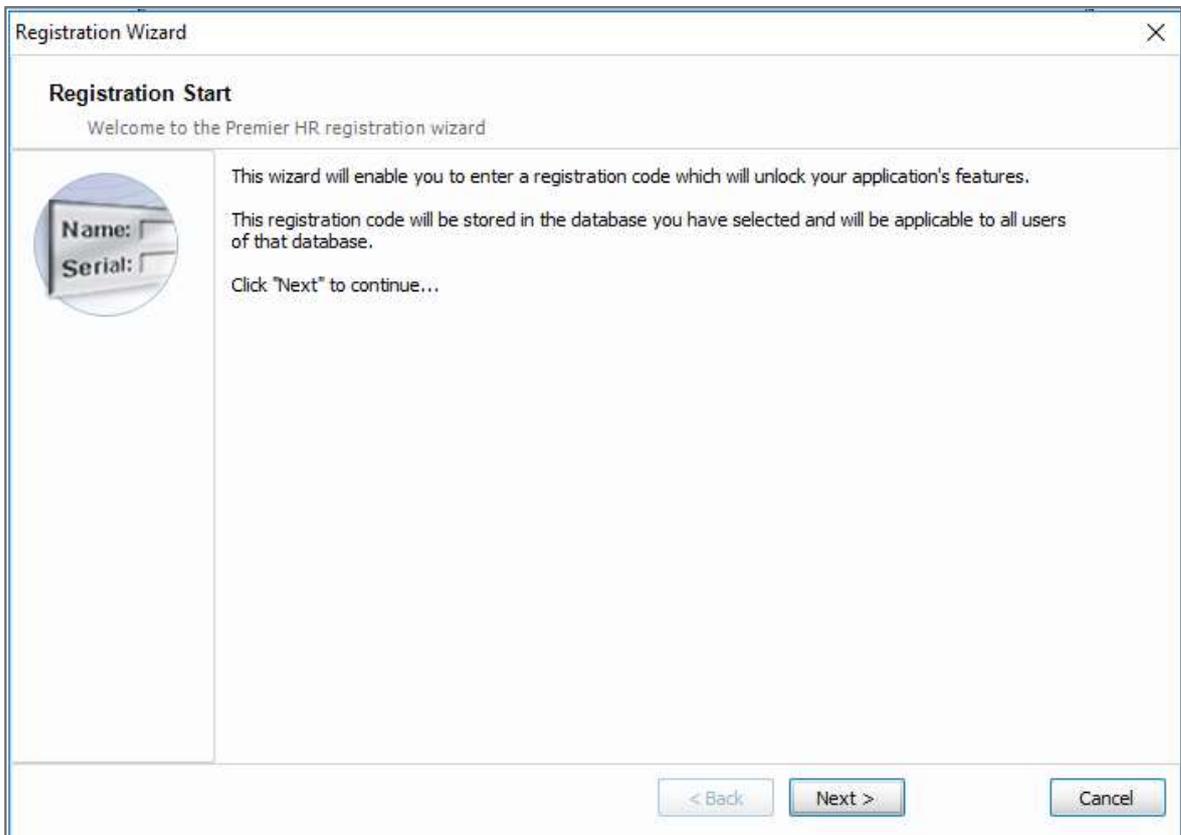
Premier HR can be licensed in one of two ways:

1. If a user opens Premier HR close to the expiry date, the user will receive a notification that the registration is about to expire in the number of days specified. This message will start displaying 30 days before the license will expire.



Click on **Register Now**

The Registration Wizard will appear:



Click on **Next**

The company name will appear, leave it as it is.

Click on **Next**

The next screen will display your Pin Number to be used to generate the license off the Sage Payroll and HR website:

Registration Wizard

Registration Code
Location of registration licence file

Please quote your Pin Number displayed below when requesting a registration code.

Pin Number: **C1740108**

Please enter the location or browse for the registration code file supplied to you.

< Back Next > Cancel

Go to the Sage Website <http://www.sage.com/za>.

On the Navigation pane

Click on

Login

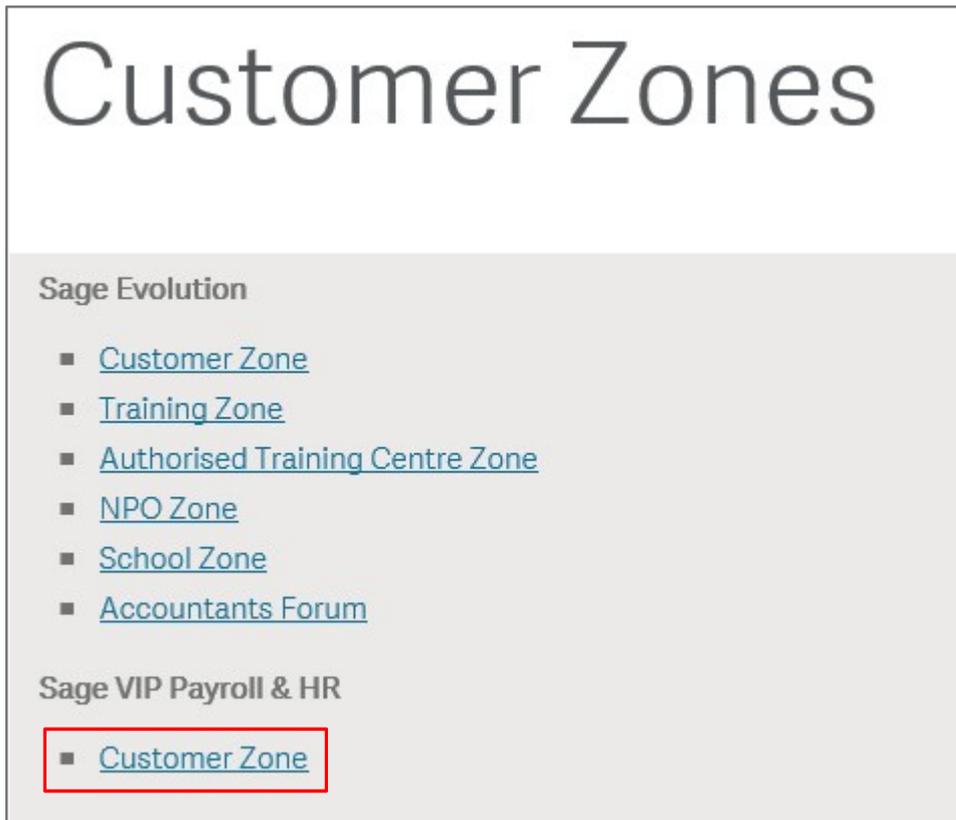
Click on

Customers Login

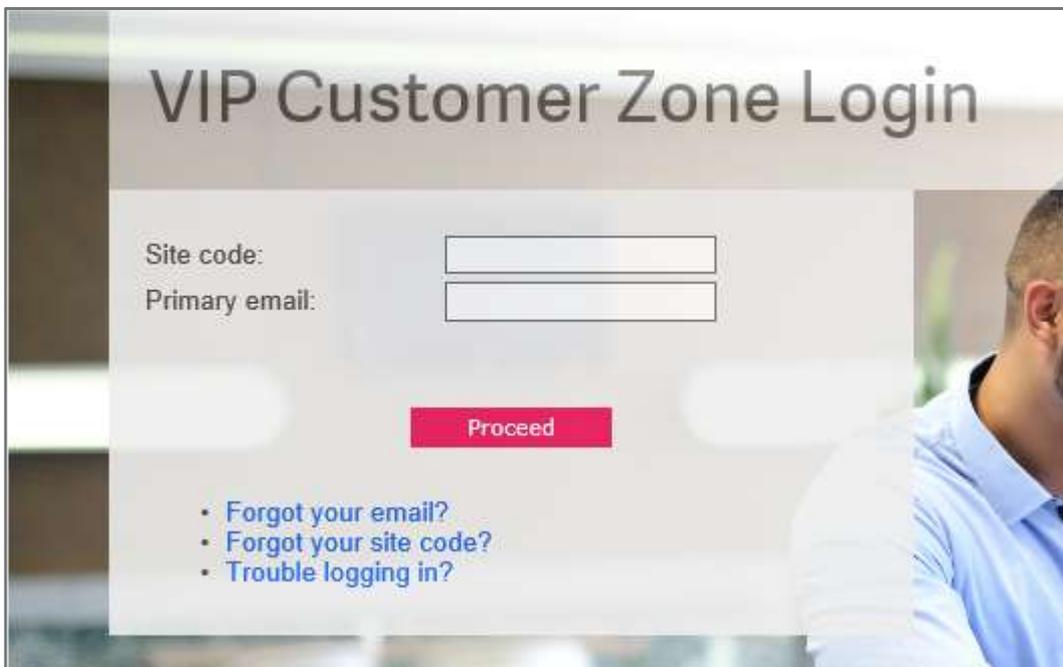
Customers Login :: Partners and Resellers Login :: Sage Evolution Developers Login

Search ▾ Login ▾

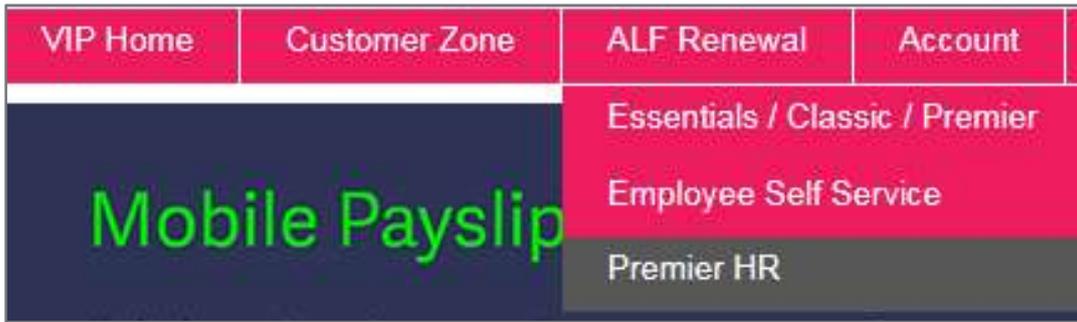
Under the Sage VIP Payroll & HR heading, click on Customer Zone:



Log into the Customer Zone using your company Site Code and Primary Email address. Your HR Administrator should be able to provide this information if required.



Once you have successfully logged into the Customer Zone, click on the ALF Renewal menu and select Premier HR.



This will open the HR License Generator Screen. You will need to enter the C Pin Number generated by the HR registration wizard.

Premier HR License Code Generator

License Code	<input type="text" value="C1740108"/>
Modules	<input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Company Management <input checked="" type="checkbox"/> Employee Management <input checked="" type="checkbox"/> Job Management <input checked="" type="checkbox"/> Import Management <input checked="" type="checkbox"/> Performance Management <input checked="" type="checkbox"/> Recruitment Management <input checked="" type="checkbox"/> Equity management <input checked="" type="checkbox"/> Skill Management <input checked="" type="checkbox"/> 21st Century <input checked="" type="checkbox"/> Smart HR
Expiry Date	2019/02/28
User Count	1500
License Type	Full

You then have a choice of downloading your new HR license file or having it sent to you via email. Once you have downloaded the license file or received the email, save the file to a convenient location and then return to the HR License wizard.

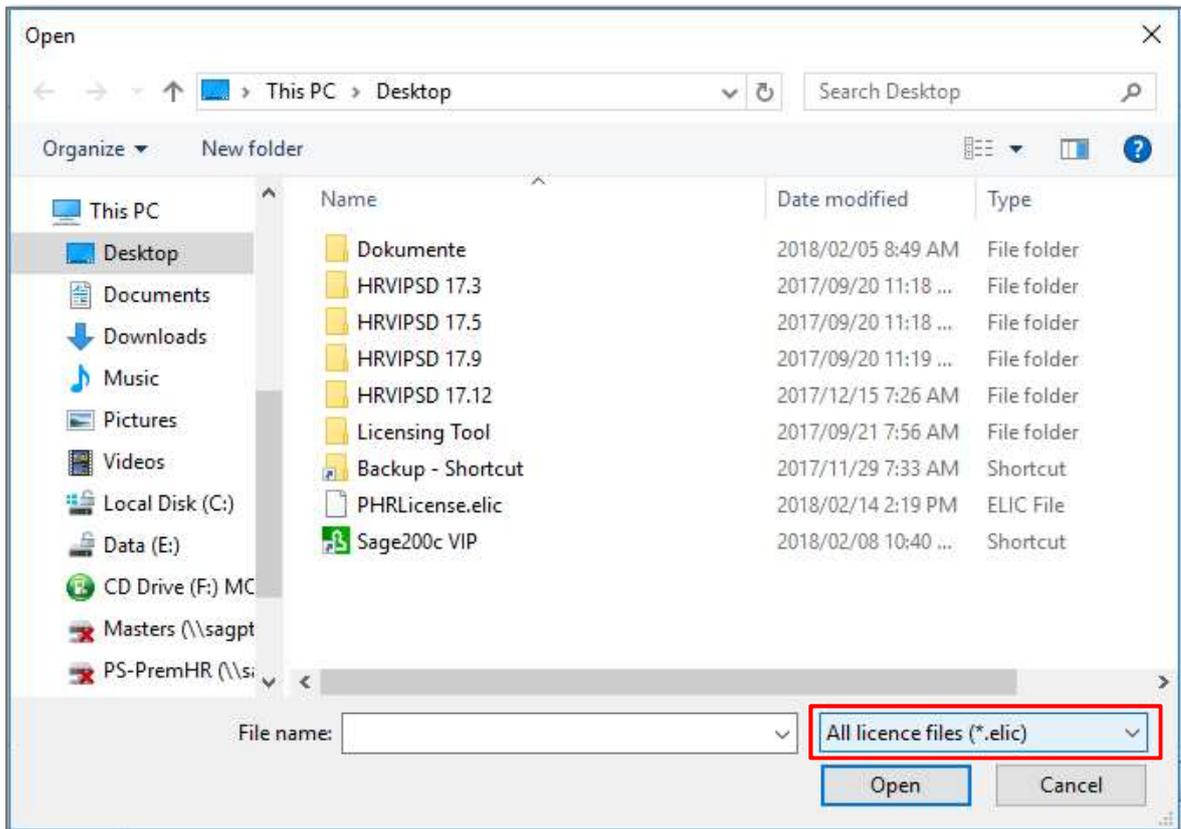
Browse to the location where you saved the file to.

Please quote your Pin Number displayed below when requesting a registration code.

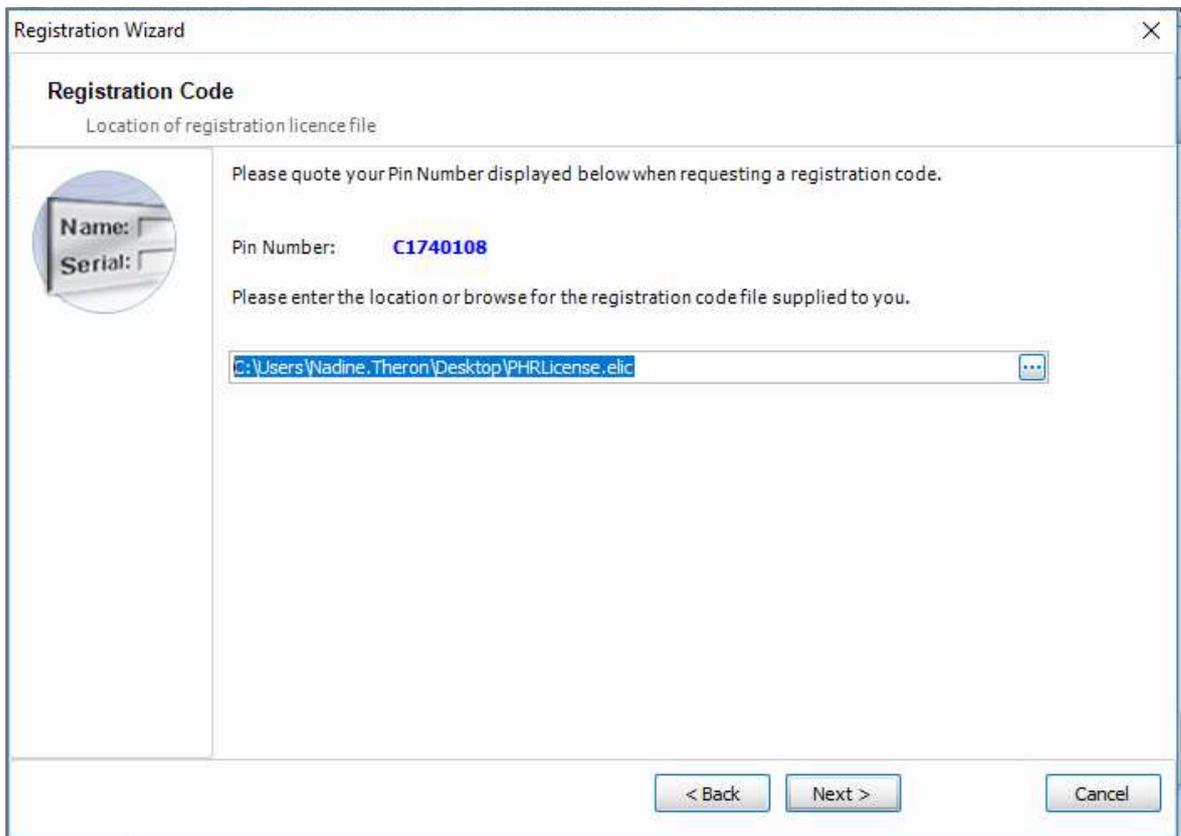
Pin Number: **C1740108**

Please enter the location or browse for the registration code file supplied to you.

Change the file type to “All license files (*.elic)” and browse to the location of the file.

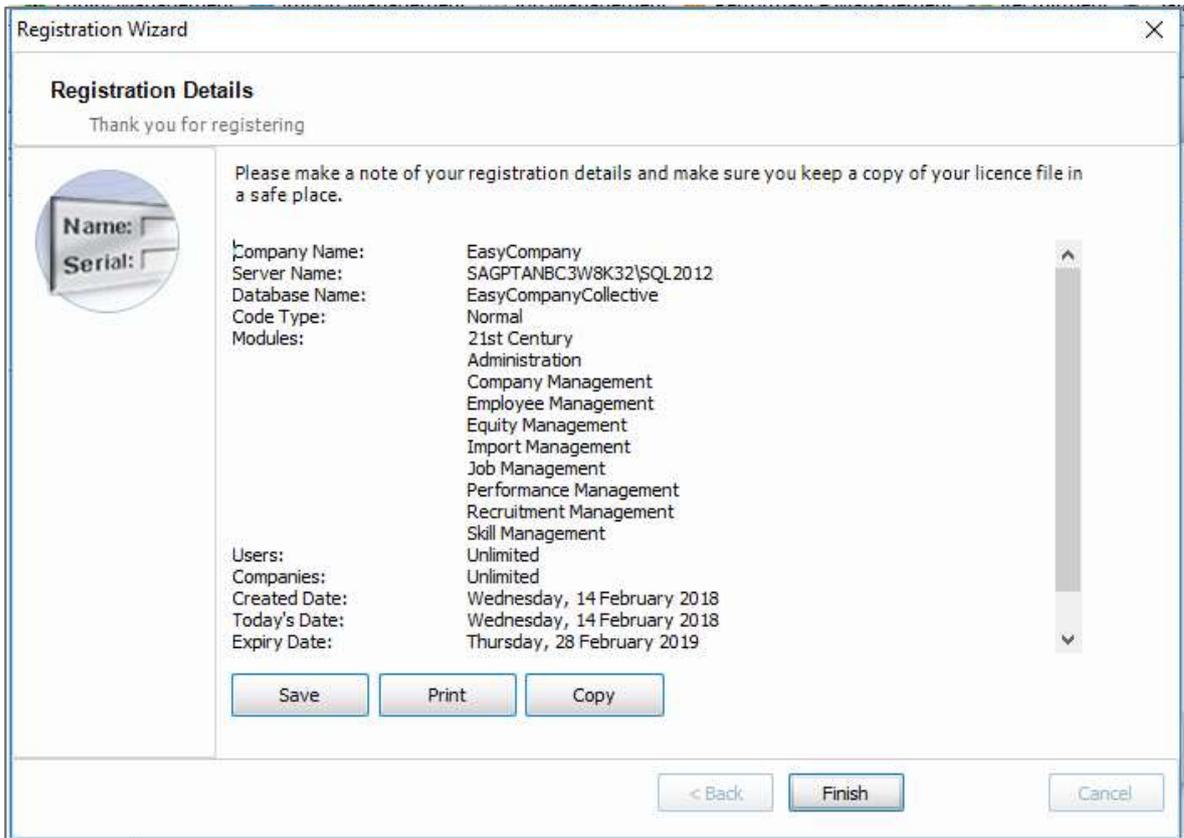


Click on **Open**



Click on **Next**

Your registration details will display on the next screen.

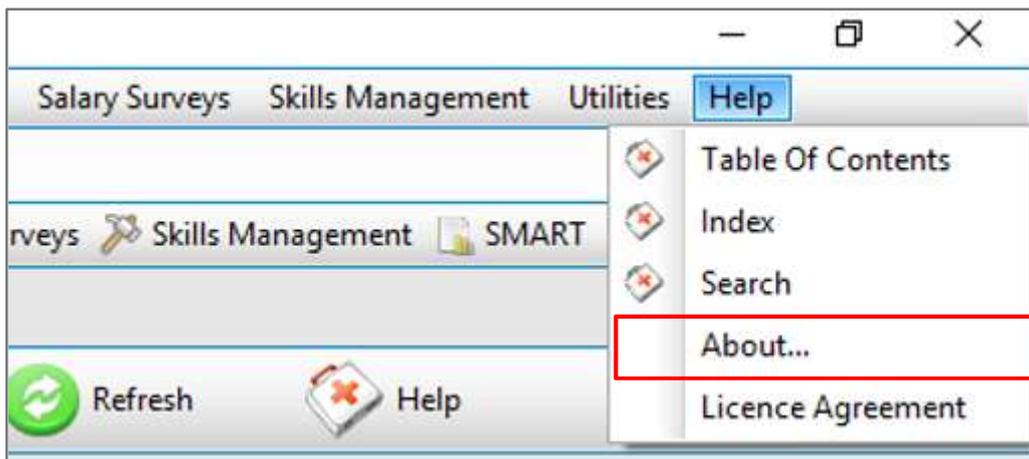


Click on **Finish**

2. When a user wants to re-license without a warning from within Premier HR

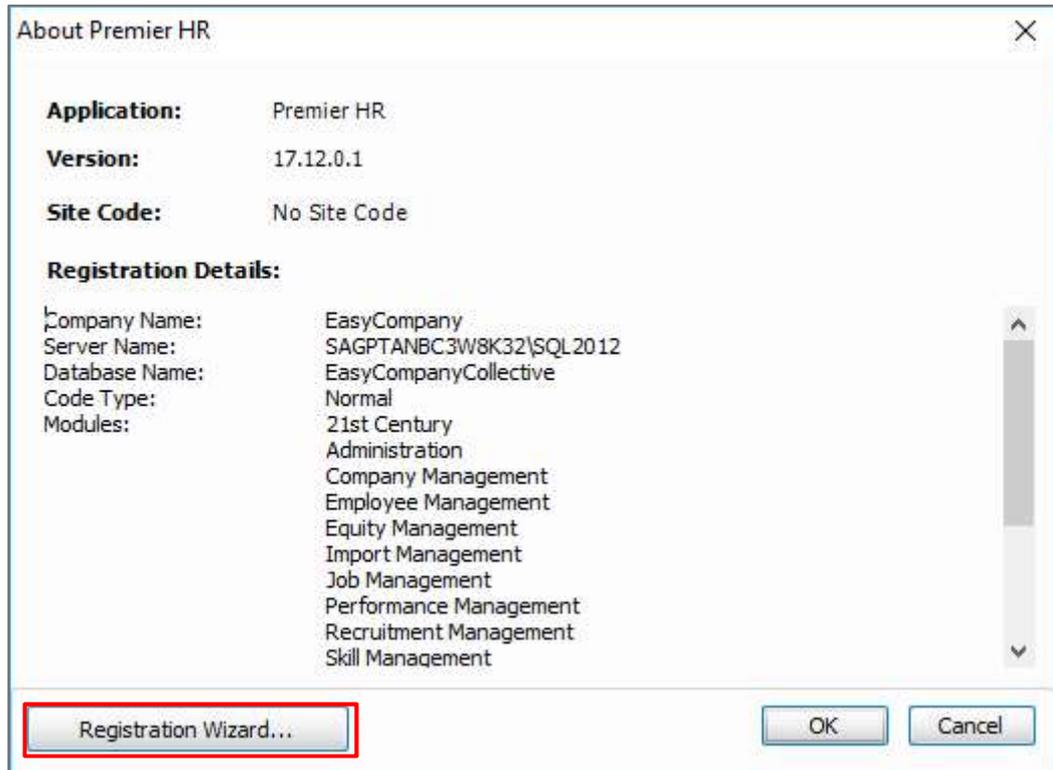
Log into Premier HR

Click on **Help**
Select **About**



Click on

Registration Wizard



Follow the same process as above.