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.

Name:	Your registration will days!	expire in 15
	Register Now	Later

Click on

Register Now

The Registration Wizard will appear:

Registration Wizard		×
Registration St Welcome to t	art he Premier HR registration wizard	
Name: Serial:	This wizard will enable you to enter a registration code which will unlock your application's features. This registration code will be stored in the database you have selected and will be applicable to all users of that database. Click "Next" to continue	
	< Back Next > Car	ncel

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 Co	ode gistration licence file	
Name: Serial:	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. I Image: Comparison of the registration code file supplied to you.	
	< Back Next > Car	ncel

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

On the Navigation paneClick onLoginClick onCustomers Login

<u>Customers Login</u>	Partners and Resellers Login	Sage Evolution Dev	elopers Login
		Search 🗸	Login 🗸

Customer Zones
Sage Evolution Customer Zone Training Zone Authorised Training Centre Zone NPO Zone
 School Zone Accountants Forum Sage VIP Payroll & HR 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.

VIP Customer Z	one Login
Site code:	
Proceed Forgot your email? Forgot your site code? Trouble logging in? 	

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.

License Code Modules	C1740108 Administration Company Management Employee Management Job Management Porformance Management Performance Management Recruitment Management Skill Management Skill Management 21st Century
Expiry Date	2019/02/28
User Count	1500
License Type	Full
En	nail License Download License

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.

Open				×
\leftarrow \rightarrow \times \uparrow \blacksquare \rightarrow This	s PC → Desktop	~ Ū	Search Desktop	Q
Organize 🔻 New folder	t)		1102	H • 🔳 🕐
This PC	Name	[])	Date modified	Туре
Desktop	📙 Dokumente	1	2018/02/05 8:49 AM	File folder
Documents	HRVIPSD 17.3	1	2017/09/20 11:18	File folder
L Downloads	HRVIPSD 17.5	3	2017/09/20 11:18	File folder
Musia	HRVIPSD 17.9		2017/09/20 11:19	File folder
J Wusic	HRVIPSD 17.12	1	2017/12/15 7:26 AM	File folder
Pictures	📙 Licensing Tool	2	2017/09/21 7:56 AM	File folder
Videos	📊 Backup - Shortcut	2	2017/11/29 7:33 AM	Shortcut
🏰 Local Disk (C:)	PHRLicense.elic		2018/02/14 2:19 PM	ELIC File
🚔 Data (E:)	Sage200c VIP		2018/02/08 10:40	Shortcut
🚯 CD Drive (F:) MC				
素 Masters (\\sagpt				
_葉 PS-PremHR (\\si 🗸	< .			>
File na	me:		All licence files	(*.elic) ~
			Open	Cancel

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

Click on

Open

stration Wizard		
Registration	Code registration licence file	
Name:	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.	
	C:\Users\Wadine.Theron\Desktop\PHRLicense.elic	

Click on

Next

Your registration details will display on the next screen.

gistration Wizard			×
Registration	Details		
Name: Serial:	Please make a not a safe place. Company Name: Server Name: Database Name: Code Type: Modules:	of your registration details and make sure you EasyCompany SAGPTANBC3W8K32\SQL2012 EasyCompanyCollective Normal 21st Century Administration Company Management Employee Management Equity Management Import Management Job Management	keep a copy of your licence file in
	Users: Companies: Created Date: Today's Date: Expiry Date:	Recruitment Management Skill Management Unlimited Unlimited Wednesday, 14 February 2018 Wednesday, 14 February 2018 Thursday, 28 February 2019	Ų.
	Save	Print Copy	
		< Back	Finish

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

				٥	×
Salary Surveys	Skills Management	Utilities	Help		
rveys Skills M	lanagement 🛛 🔓 SM	ART 📀	Table Of Contents Index Search		
			About		
C Refresh	Help		Licenc	e Agreen	nent

Click on

About Premier HR		×
Application:	Premier HR	
Version:	17.12.0.1	
Site Code:	No Site Code	
Registration Det	ails:	
Company Name: Server Name: Database Name: Code Type: Modules:	EasyCompany SAGPTANBC3W8K32\SQL2012 EasyCompanyCollective Normal 21st Century Administration Company Management Employee Management Equity Management Job Management Performance Management Recruitment Management Skill Management	
Registration Wiz	vard	OK Cancel

Follow the same process as above.