

Registering SagePay

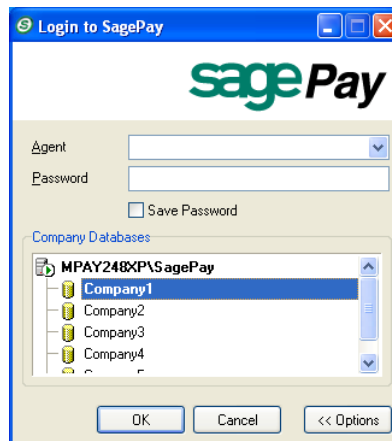
When you log in to SagePay for the first time you have the option of using the 30 day demonstration period or registering SagePay immediately.

NOTE: If you do not register straight away the first time you log in SagePay is activated for 30 days only. A registration code must be obtained before the expiry date.

SagePay must also be registered annually and a new registration code is required.

Steps in Registering SagePay

- 1 Double click on the  icon on the desktop.
The SagePay login screen is displayed.

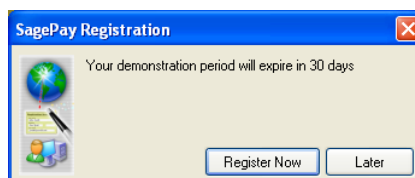


When SagePay is installed, the following Agent account is created.

- Agent - "Admin"
- Password - "Admin"

NOTE: The password begins with a capital, "A"

- 2 Click on the **OK** button.



You will receive the option to register SagePay now or later. If you choose "**Later**" you will activate the 30 day demonstration period, and you must register SagePay before this period has expired.

NOTE: While you are within the Demonstration period or if your current Registration Code is about to expire, you can access the Registration Wizard from this Registration prompt that is displayed after you log in to SagePay.

3 To register SagePay now click on the **Register Now** button.

SagePay Registration

Online Registration
Would you like to register via the web now?

Manual Registration
You can register by going to
www.sagepay.com.au/support/sageregistration.aspx and entering the pin
below.
A999999

Registration Code
Your registration code is

You now have two options to register SagePay using the web. Online Registration using the **Start Web Registration** button, will take you directly to the web where you will need to enter details before receiving a registration code. Copy the registration code you receive into the **Registration Code** field.

Manual Registration requires you to go to the website www.sagepay.com.au and enter the pin allocated in the Manual Registration section. Once you have received the registration code copy this into the **Registration Code** field.

SagePay - Request Registration Key - Microsoft Internet Explorer

Address: <http://www.sagepay.com.au/Support/sageregistration.aspx>

sagePay

Home

Simplified Payroll Management

- Function-rich
- Easy navigation
- Low maintenance
- The reports you need
- System Requirements

Interactive Software Learning Assistant (ISLA)

Screenshot tour

Request a free trial CD

Support

- Downloads & updates
- Support FAQs
- Request registration key

Contact Us

About Sage Australia

Request Registration Key

- Please fill in your details in the provided fields and click **Submit** button to request your registration key.
- Fields marked with * are required.

First Name: *

Last Name: *

Job Title: *

Company Name: *

Email Address: *

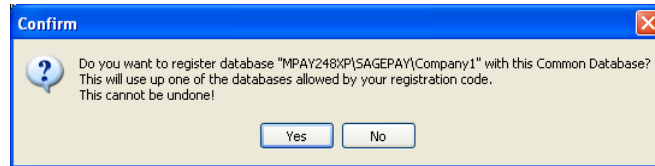
ABI: *

PIIB: *

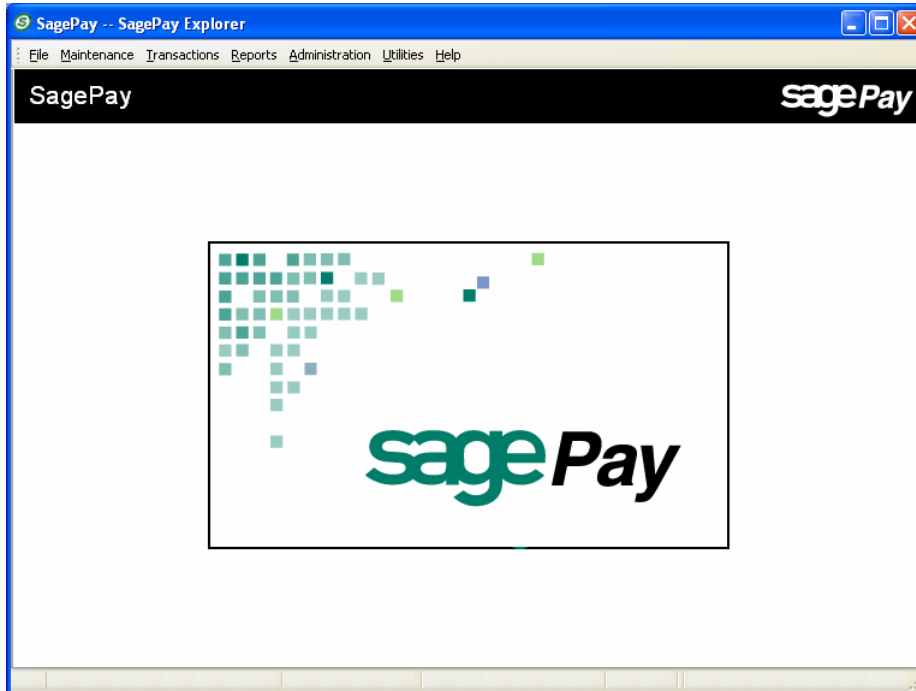
Contact Phone: *

© Sage Software Australia Pty Limited. 2005 All rights reserved. Home | Legal | Webmaster | Contact Us

- Click on the **OK** button.



- Click on the **Yes** button to confirm the registration and the SagePay screen will be displayed.



Accessing the Registration Wizard from the Utilities Menu

If you need to update your Registration Code and you are not in the Demonstration Period or your current Registration Code is not due to expire, you can also access the Registration Wizard from the Utilities menu.

- Open SagePay and log into your database.
- Click on the Utilities menu and select Registration.

