

## To Request for log in Client ID and Password

- Step 1: Print the letter on your company letter head.
- Step 2: Complete all the information required on the letter (*Registered Company Name, Your Email, Contact Person Name & Designation*) and signed by an authorized personnel with company stamp.
- Step 3: Print the screen from your installed Sage Accpac ERP system containing your Registered Company Name as Proof of Licensee. Refer to the instructions below if you do not know how to print screen from your installed Sage Accpac ERP system.
- Step 4: Send the completed letter AND Proof of Licensee (screen print) by one of the following methods:
- a) By post to Sage Software Asia Pte Ltd, 210 Middle Road #06-04 IOI Plaza, Singapore 188994
  - b) By fax to 65-63396118
  - c) By email (via a scanned copy) to [customercare.asia@sage.com](mailto:customercare.asia@sage.com)

## How to Print the Registered Company Name in your Sage Accpac ERP Installation

### Step 1: Get to the screen that displays the Registered Company Name

- a. Logon to Sage Accpac ERP, if you have not already done so.
- b. Click on Common Services in the Menu
- c. The Company Profile will be displayed on the right of the menu as shown in Figure 1.

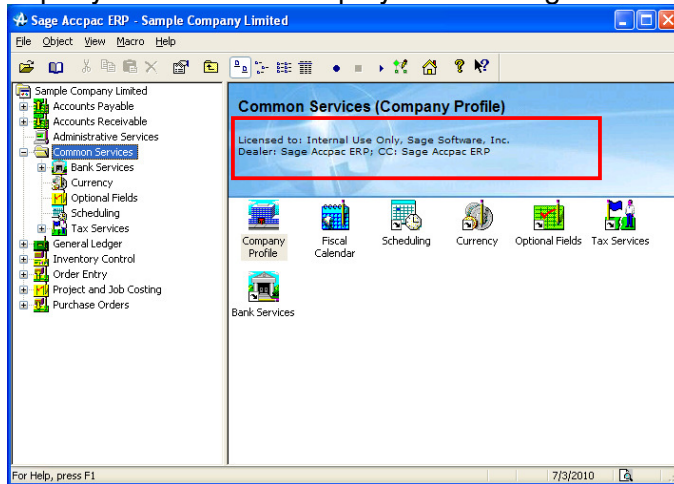


Fig 1 – Sage Accpac ERP desktop

- d. In the area marked with a red rectangle (see figure 1 above) and labeled as “Licensed to”, you can see the name of the *Registered Company Name*.

### Step 2: To Capture & Print the required information

- a. With the Screen shown in Figure 1 displayed on your computer, click the mouse once at any part of the screen. This will make this Window active.
- b. Hold down the **ALT** key and press the **PRTSC** key (on some keyboards this is labeled as PRINT SCREEN) on your keyboard. This copies the active Window onto the clipboard.
- c. Start MS Paint and then use Edit/Paste from the MS Paint menu to paste the image from the clipboard to the MS Paint workspace (see figure 2).

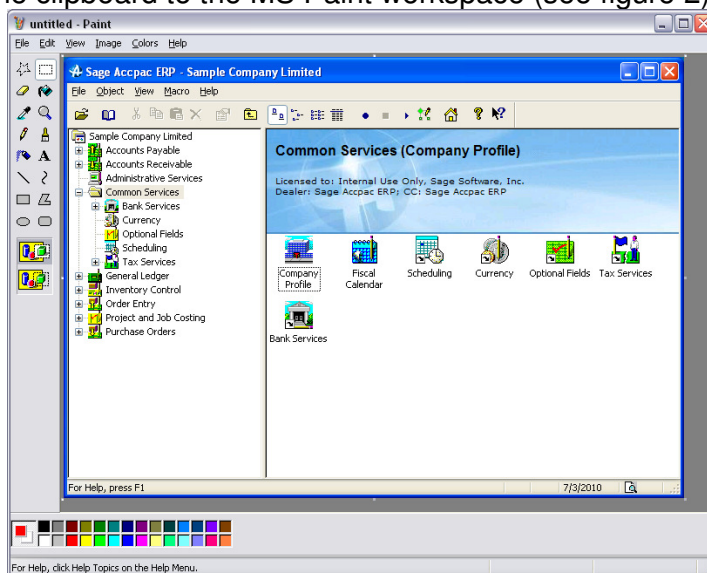


Fig 2 – Image from Clipboard pasted onto MS Paint

- d. Select File Menu on MS Paint and click on Print... to print the image.