

# Sage WageEasy

## Increasing Active Licences

### Licensing Wizard: Increasing Active Licences in Your Sage WageEasy Database

**Purpose:** Steps to be followed when increasing the number of active employees for processing payroll in your Sage WageEasy database.

1. Go into Sage WageEasy Open the database you wish to increase licenses on.
2. Go to HELP > Show Licences
3. Click Next, Tick "Change Licence Details"
4. Tick I have read and understood, "Click Next"
5. Tick "The above company details are correct "Click Next"
6. If prompted, enter your client number for example "900000". Your client number can be found on your annual SMS invoice, alternatively please contact Sage WageEasy Support on 1300 924 332
7. Increase licence numbers to the total amount of licences you need in that database, Tick "The above licence details are correct "Click Next"

**Wage Easy Payroll HR Licencing Wizard**

### Active Employees Licencing Details

What is the registered number of active employees?

Licensed for  Active Employees

An **Active Employee** is an employee who does not have a termination date on their file.

Typically, during the lifetime of a business, staff will leave and new staff will be hired. Once a staff member has a termination date on their file, you can add a new staff member without having to purchase additional licences.

For example, at any given moment, you may have 200 people on the books, but only 150 of these are active employees.

The above licencing details are correct

< Back    Next >    Cancel

8. Print Registration form > Next

9. Email the registration form through to [licensing.wageeasy.au@sage.com](mailto:licensing.wageeasy.au@sage.com) or fax to 03 9947 9250.

**Please note:** If you are not a direct client you will need to send this form to your Sage WageEasy Dealer.

10. Upon receipt of the registration form our licensing team will send you a purchase order, when the purchase order has been signed and returned to Sage WageEasy and payment has been received, a permanent licence for your database will be issued.

**Please note:** As soon as you change the licence details in a Sage WageEasy database, the database goes onto a temporary licence which expires after 45 days. During the temporary licence period you will be able to process as normal, however, when the temporary licence period expires you will not be able to process payroll. Please contact us if you would like to discuss any of the above information.