



MYOB EXO Employer Services 2015.1

Registration Process



Momentum **Software Solutions**

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Momentum provide Support for all MYOB EXO Business and Employer Services modules

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Registration Process: MYOB EXO Employer Services

In each installation of MYOB EXO Employer Services software there are files that contain the relevant licencing information so that the software can function appropriately.

The software needs to be re-registered (re-licenced) each year. This process occurs automatically since the release of EXO Employer Services 2015.1.

NOTE: Your registration will be expired once the payment date of a pay run exceeds the renewal date of your licence. There is no grace period once a pay exceeds the renewal date.

For Automatic Registration to work smoothly

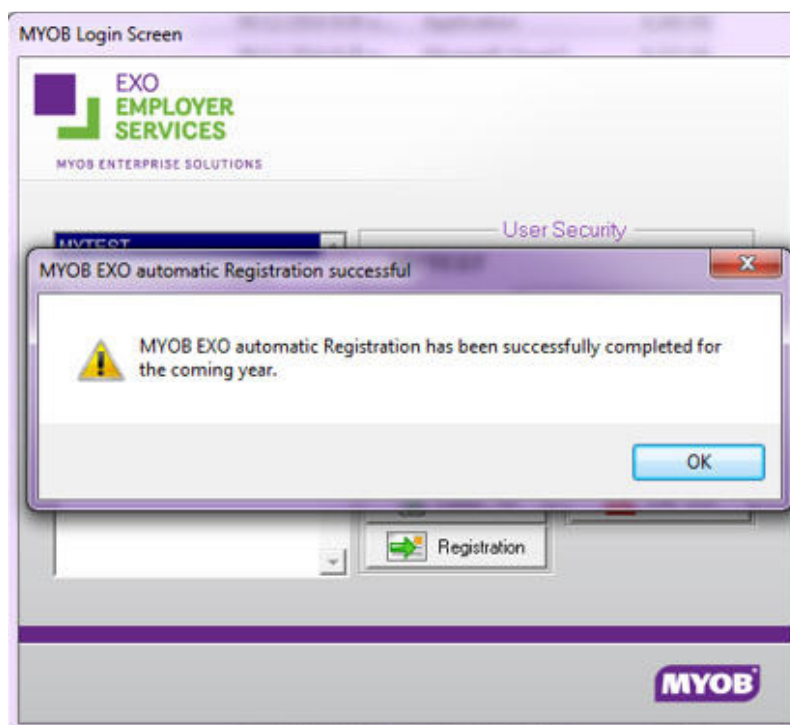
The following will need to be in place:

1. Your Company Contact Details up to date
2. Registration Contact Details set to Momentum Software Services
3. No Test Databases on the login screen.
4. Renewal paid 1 month before expiry date

Automatic Registration

Thirty days before a site's licence is due to expire (the expiry date), the system will automatically attempt to retrieve registration details via the Internet when a user first logs in. (This is the same process that occurs when a user clicks the Register Online button on the registration window.)

If the attempt is successful, i.e. if your Annual Licence Fee has been paid and processed by MYOB, a message will be displayed to the user and no further action required.



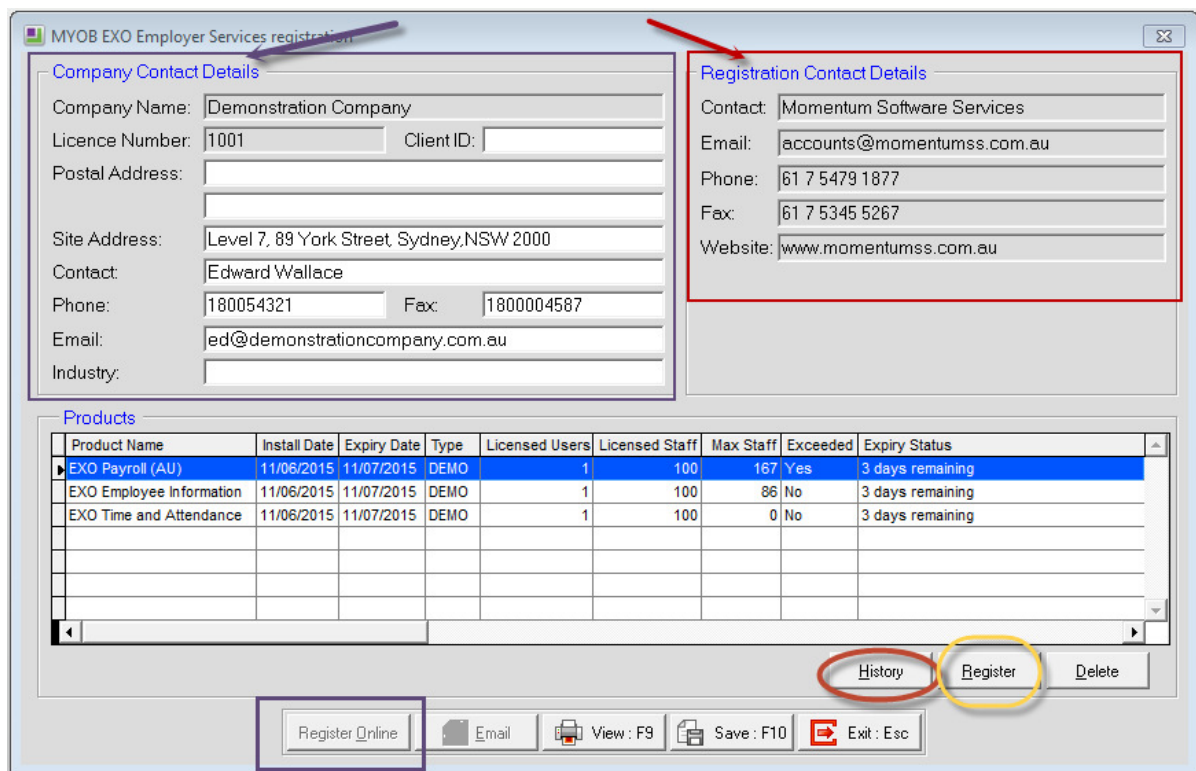
If the attempt fails, an error message will appear. For example, if the Annual Licence Fee is unpaid, you will be asked to ensure payment has been made, and the system will continue to check on subsequent days and automatically register the software.

In other cases, when the error message appears a copy of the registration report will be automatically emailed to Momentum Support. We will follow up with you via phone or email* to complete the registration process.

The system will re-try weekly. If the system has still not been registered fourteen days before the licence is due to expire, automatic registration will then be attempted every two days.

***Note:** Your network must allow traffic on port 587 for the system to be able to send the registration report via email. This relates to security settings on your network and requires the Company IT support to check or assist with any issues.

To check your registration status, select Registration from the Company Selection window. You will see the currently installed modules, and the registration status for each.



Company Contact Details

This section displays contact information for your company. Before you send registration information to Momentum please update your contact details if they have changed, so that we can stay on touch with you. The contact person is particularly important to us, as it is the most likely to change.

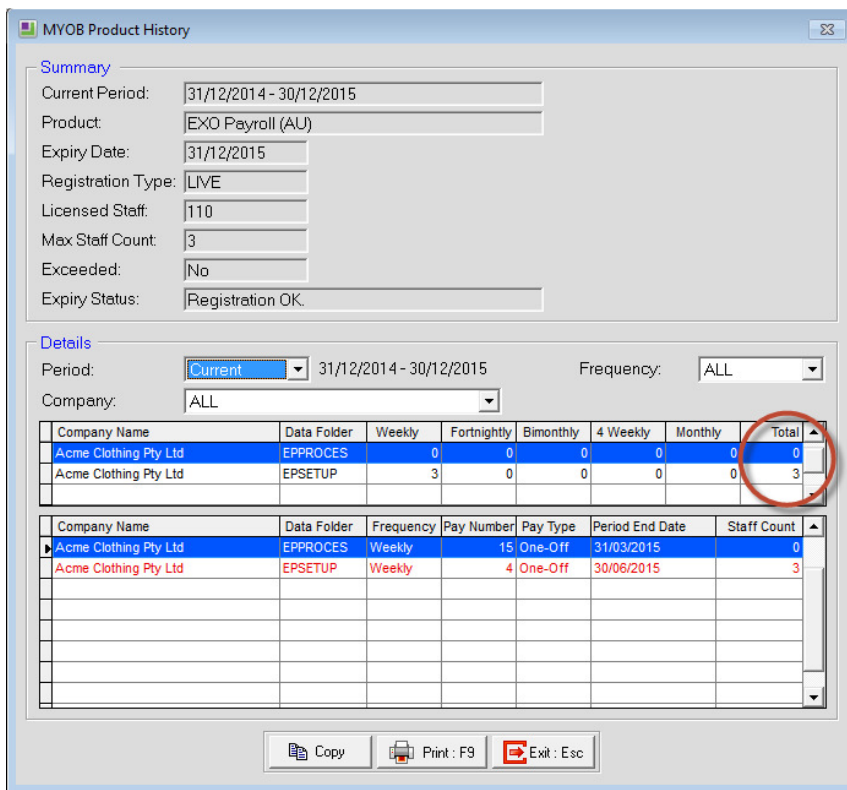
Registration Contact Details

This section displays your Exo Partner Details. If it does not say Momentum Support Services, please contact us and we will assist you with updating this information. This is now very important for the smooth renewal of your registration.

We will send you a file (contact.ini) that will need to be saved to you payroll root directory. Instructions will also be included at the time.

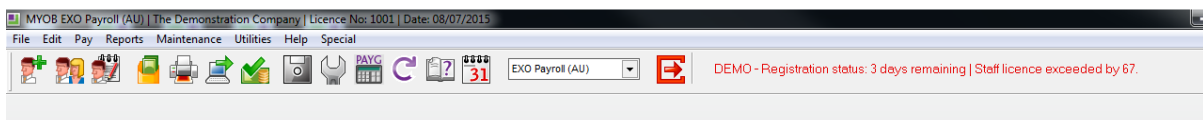
History Button

On the Registration page the new History button opens a new window showing the selected module's licensing history, including current staff levels for all companies and the pay history for all companies over the licensing period.



This page will assist you with identifying the reason for Licence Exceeded messages. As related to the maximum number of employees you have processed during the year across all your entities.

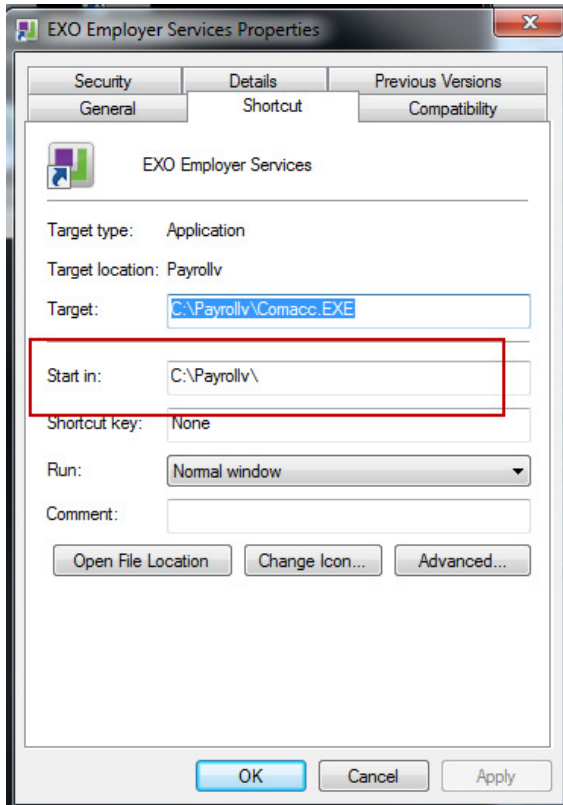
Registration information is also now available on the Main screen at the top and if clicked, will take the user immediately to the Registration page.



How to Update the Registration Contact Details

You will need to have received an email with a file attachment from us.

1. Go to your desktop and right click on your Exo Employer Services icon.
2. Select Properties.
3. Look at the path in the Start in: box, this is the location of your Payroll directory and will be where you will need to save the contact.ini file.



4. In your email, go to the attachment.
5. Right click on the file.
6. Select Save (or Save As).
7. Browse for your Payroll directory as per Start in:
8. Click save.
9. Allow any over-writes.
10. Restart payroll and from the login page, click Register.
11. You will now see Momentum's contact details on the right hand side.

Registering Products

The Products grid displays all products installed including those the client is licensed to use, along with their installation dates, licence expiry dates, licence limits and registration statuses. The Type column displays the current registration status:

DEMO - a demonstration site

NEW - a new client that has recently purchased the software

LIVE - shows products the client is licensed to use

You can select a product and click the History button to show historical registration information for that product, including the number of employees at each pay frequency and details of each pay recorded during the licensing period.

There are now 3 methods to register your software:

Automatic Registration

When your renewal has been paid. Details at the start of this document.

Online Registration

Clicking the Register Online button attempts to register all products in one operation by using your Internet connection to query your MYOB account status and send new registration codes directly to your software, rather than having to enter one.

If the online registration process is successful, your product registration will be set forward another year - the Expiry Date will refresh when the operation is complete.

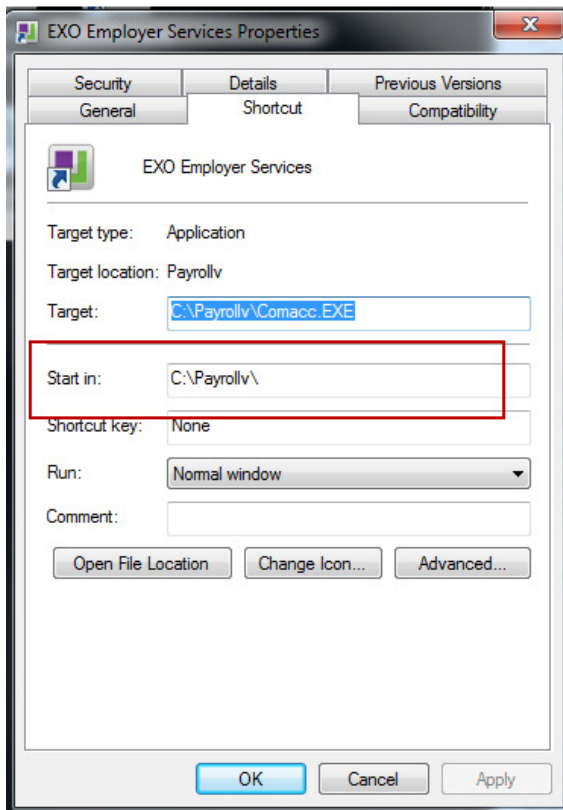
Manual Registration

If you aren't able to use an Internet connection, or if the online registration attempt fails, you can generate a report containing your registration details and send it to Momentum yourself, then enter the new details manually for each product once they're sent back to you. Click Email to generate a copy of this report and immediately send it to Momentum via email, or click View to view and print a copy, and then send it to Momentum by mail or fax.

We will send you the registration files that will need to be saved to you Payroll root directory. Instructions will also be forwarded at the time.

Manual Registration Instructions

1. Go to your desktop and right click on your EXO Employer Services icon.
2. Select Properties.
3. Look at the path in the Start in: box, this is the location of your Payroll directory and will be where you will need to save the registration files.



4. In your email, go to the attachments.
5. Right click on the file.
6. Select Save or Save As. (Depending on your email software you may have the option to Save all Attachments) Use what is available to you.
7. Browse for your Payroll directory as per Start in:
8. Click save.
9. Allow any over-writes.
Note: if using Save or Save as you will have to repeat these steps for each file that has been attached.
10. Restart payroll and from the login page, click Register.
11. Check your expiry date is now next year.

Delete Test Databases

With the introduction of the automated registration and licence verification, it is no longer possible to keep copies of your entities for testing purposes on the login screen.