

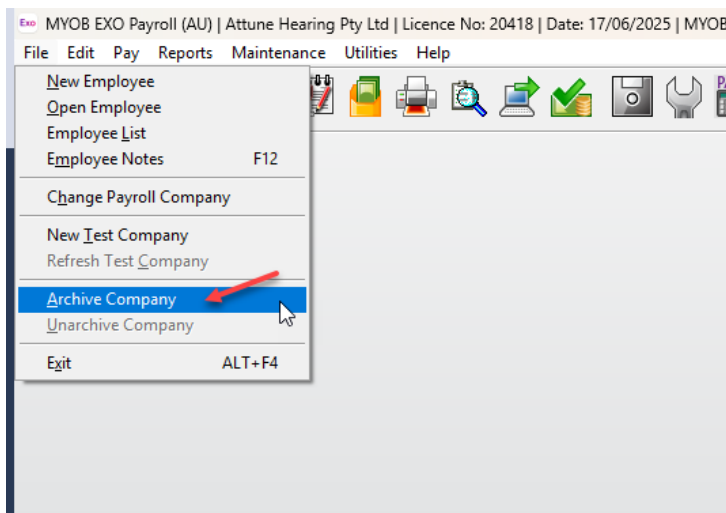
## MYOB Exo Payroll – Archiving Payroll for End of Life

### Overview

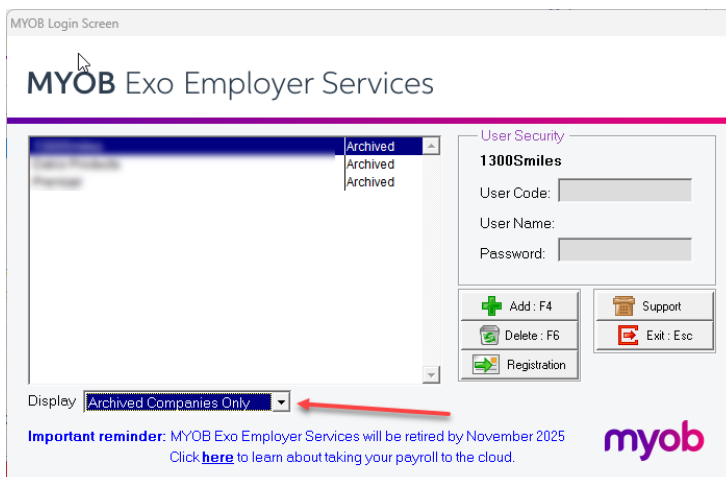
As Exo Employer services reaches end of life, licences will no longer be issued. MYOB have advised that clients will need to archive their payroll companies in order to maintain access for historical purposes BEFORE their current licences expire.

### Step 1

To do this, login to Exo payroll and go to the File menu, selecting Archive.



Once Archived, then the company can still be accessed by selecting the Archived companies only option on the login screen, and logging in as usual. You can access all reports, employees, and data as read-only.



The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.