

Registering Your Copy of WorkCenter

When you purchase WorkCenter, your personal business development officer will email you your purchase invoice. Upon receipt of this invoice, please verify the accuracy of the invoice, sign and date the invoice and fax the copy to our office at the fax number noted on the invoice.

When Client Services receives your signed invoice, they will email you your electronic key code or codes to activate your software. When you receive this email, open WorkCenter and follow these instructions:

1. Click on the Web Center Tab located at the top right of your screen view.
2. Next to the WorkCenter logo, you will notice these words highlighted in red “click here to activate your software”.
3. After you have selected this, this screen view will appear. Please enter your first and last name and enter your electronic key code that was furnished to you in the email.
4. Accept the license agreement and click on “OK”.

A screen view will appear asking you to close down your copy of WorkCenter and re-open the software. At this time, your copy of WorkCenter will be activated and completely operational.

If you decide to move your copy of WorkCenter to another computer, please view the video “Moving your copy of WorkCenter to another computer”. You will need to un-register this copy prior to installing WorkCenter on your new computer. You may also need to move your existing database file for use with your new computer copy.