



Peachtree Product and Payroll Tax Service Online Registration Guide

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Sage Software, Inc. | 1715 North Brown Road | Lawrenceville, Georgia 30043
JCS Computer Resources, www.jcscomputer.com 866-467-7672



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Introduction

Welcome to the Peachtree by Sage Simple Payroll and Select Payroll Registration Guide!

The purpose of this guide is to assist you in registering your Peachtree Accounting product and your Peachtree Simple Payroll or Peachtree Select Payroll Plan. Registering your tax service prior to starting the 2009 payroll year is a vital step in ensuring you have access to the most current tax tables and forms for the coming year.

The illustrations included in this guide show you how to easily register your Peachtree product and your 2009 payroll tax service. To complete the required steps, you will need the following:

- Access to your installed Peachtree Accounting program
- An Internet connection to access the Peachtree Online Registration webpage
- The Serial Number for your Peachtree Accounting product
- Access to the e-mail address you used when your Peachtree Accounting product was purchased

Once you have access to the above items, continue through this guide to complete your Peachtree product and Peachtree Simple Payroll or Peachtree Select Payroll registration.

Check Your Peachtree Registration Status

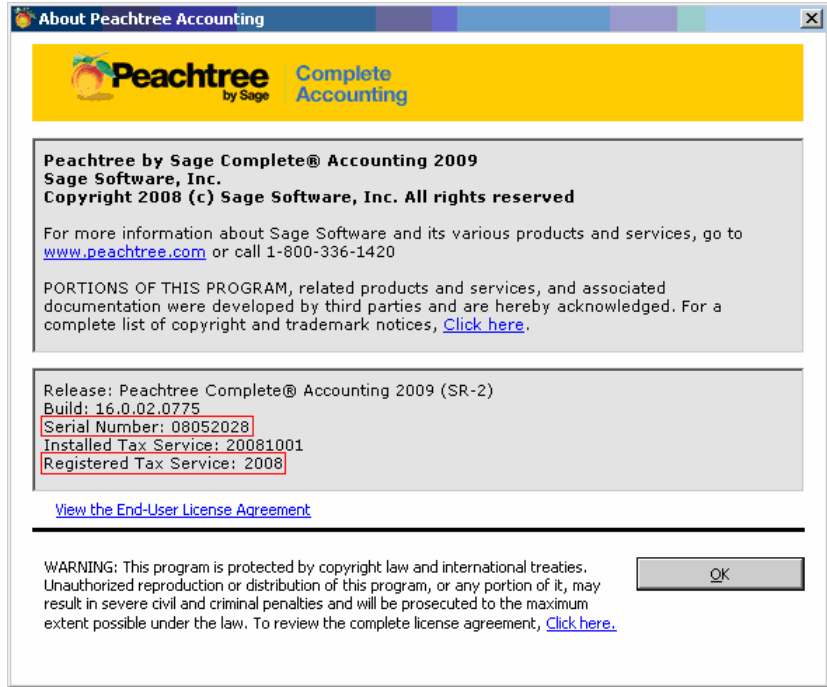
First, you will verify the current status of your product registration and tax registration. It is possible that Peachtree Accounting has already automatically registered one or more of your products.

Open your Peachtree Accounting program and open your company. From the main menu along the top of the window, click **Help** and select **About Peachtree Accounting**. This will open the About Peachtree Accounting window where you can determine if your product or tax is registered.

On the lower half of the About Peachtree Accounting window, locate the lines **Serial Number** and **Registered Tax Service**.



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If **Serial Number:** displays your serial number, it indicates your Peachtree Accounting software is properly registered. If the **Registered Tax Service:** displays **2009**, then you are already registered for the 2009 Payroll Tax Year. If both of these values are present, you have already successfully registered the product and the tax service and you do not need to continue with this guide.

If the **Serial Number:** displays **<NOT REGISTERED>**, continue following the steps below to register your Peachtree Accounting product and your Peachtree Simple Payroll or Peachtree Select Payroll.

If the **Serial Number:** displays your serial number, but the **Registered Tax Service** does not say **2009**, your Peachtree Accounting product is registered, but your payroll taxes are not. Skip to the section titled **Register Your Peachtree Simple Payroll or Peachtree Select Payroll Plan**.

Register Your Peachtree Accounting Product

On the About Peachtree Accounting window, if the **Serial Number** is listed as **<NOT REGISTERED>**, follow these steps to use the Peachtree by Sage Product and Tax Registration website.



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From the main menu along the top of the window, click **Help** and select **Peachtree Registration** to open the **Register Peachtree Accounting** window.

The Serial Number displayed should match the number on your Peachtree Accounting product CD case. If you have already received a Registration Number from calling into Customer Support or Customer Service, enter that number into the **Registration Number** box, enter your **Customer ID** and click **OK**. Your Peachtree Accounting product will now be registered, and you can skip to the section titled **Register Your Peachtree Simple Payroll or Peachtree Select Payroll Plan**.

If you do not have a Registration Number, click the Website link on the left of this window. This will open the **Product and Tax Registration** webpage at www.peachtree.com/register in a new browser window.

Note: If the computer with Peachtree Accounting does not have an Internet connection, these steps can be performed at another computer. Simply navigate your web browser to www.peachtree.com/register.

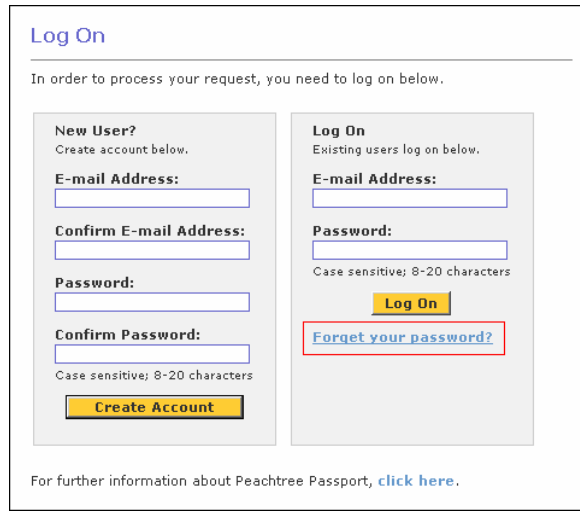
Select your specific version of Peachtree Accounting from the list of choices, for example Peachtree Premium Accounting, and click the **Continue** button at the bottom of the window.

The following page will ask you to log in with your Peachtree Passport account. Enter the e-mail address associated with your Peachtree Customer ID, enter your password, and click **Log On**.



Peachtree Passport accounts are automatically created by the Sage Software system when purchasing your Peachtree Accounting products. The e-mail address associated with our records for your company can be used to log on to Passport.

If you have forgotten your password, or have never created a password, click **Forgot your password?** Follow the instructions on screen to change or reset your password. You will be sent an e-mail to activate your passport account. After you have activated your passport account, return to this page.



Log On

In order to process your request, you need to log on below.

<p>New User? Create account below.</p> <p>E-mail Address: <input type="text"/></p> <p>Confirm E-mail Address: <input type="text"/></p> <p>Password: <input type="text"/></p> <p>Confirm Password: <input type="text"/></p> <p>Case sensitive; 8-20 characters</p> <p>Create Account</p>	<p>Log On Existing users log on below.</p> <p>E-mail Address: <input type="text"/></p> <p>Password: <input type="text"/></p> <p>Case sensitive; 8-20 characters</p> <p>Log On</p> <p>Forgot your password?</p>
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For further information about Peachtree Passport, [click here](#).

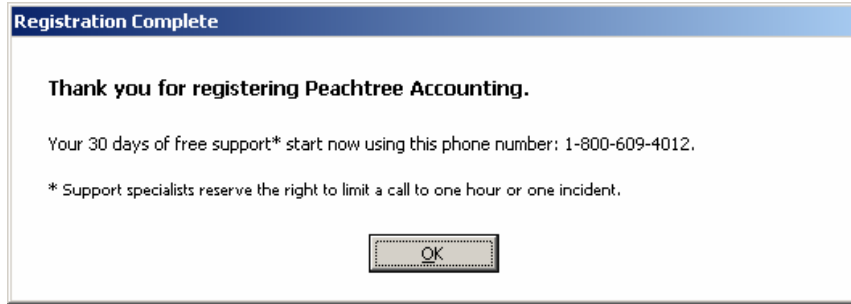
After logging on, you will be asked to enter the Serial Number and verify your company information. Once all the information is correct, click **Continue**.

The following page asks you to review the information entered for accuracy. If any changes need to be made, click the Back button in your browser prior to continuing. If the information is correct, click **Continue**.

The next page will display your **Registration Number** and **Customer ID**. Write down these numbers in a secure location for your records. The Peachtree Accounting CD case has an area where these numbers can be recorded next to the Serial Number. After writing down your Registration Number and Customer ID, close the web browser window to return to your Peachtree Accounting program.

On the Register Peachtree Accounting window, enter your Registration Number and Customer ID in the spaces provided, and then click **OK**. A window will appear confirming that your Peachtree Accounting product is now registered.





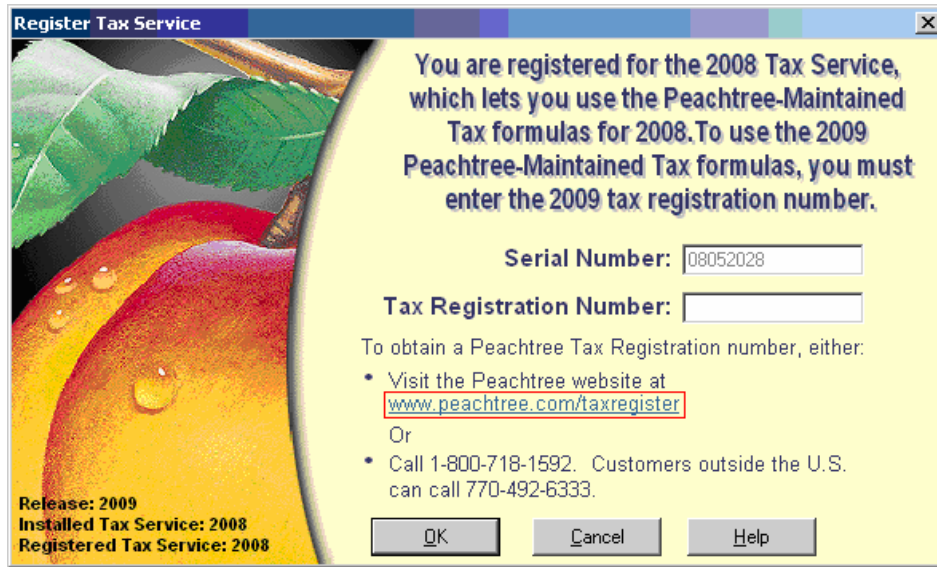
Click **OK** to complete the registration process. Continue following the steps below to register your Peachtree Simple Payroll or Peachtree Select Payroll Plan.

Register Your Peachtree Simple Payroll or Peachtree Select Payroll Plan

Once the Peachtree Accounting product has been registered, from the main menu at the top of the window, click **Help** and select **Tax Service Registration** to open the **Register Tax Service** window.

The Serial Number displayed should match the number on your Peachtree Accounting product CD case. If you have already received a Tax Registration Number from calling into Customer Support or Customer Service, enter that number into the **Tax Registration Number** box and then click **OK**. Your Peachtree Simple Payroll or Peachtree Select Payroll will now be registered, and you can skip to the section titled **Finalize Your Peachtree Simple Payroll or Peachtree Select Payroll Plan**.





If you do not have a Tax Registration Number, click the website link in the center of this window. This will open the **Product and Tax Registration** webpage at www.peachtree.com/register in a new browser window.

Note: If the computer with Peachtree Accounting does not have an Internet connection, these steps can be performed at another computer. Simply navigate your web browser to www.peachtree.com/register.

Select either the Peachtree Simple Payroll Plan or the Peachtree Select Payroll Plan, and click the **Continue** button at the bottom of the window.

The following page will ask you to log in with your Peachtree Passport account. Enter the e-mail address associated with your Peachtree Customer ID, enter your password, and click **Log On**.

Peachtree Passport accounts are automatically created by the Sage Software system when purchasing your Peachtree Accounting products. The e-mail address associated with our records for your company can be used to log on to Passport.

If you have forgotten your password, or have never created a password, click **Forgot your password?** Follow the instructions on screen to change or reset your password. You will be sent an e-mail to activate your passport account. After you have activated your passport account, return to this page.



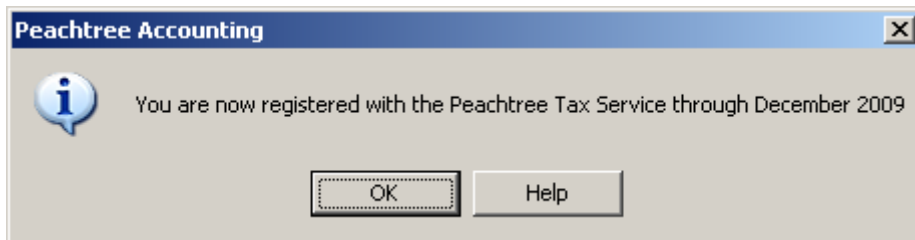
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After logging on, you will be asked to enter the Serial Number and verify your company information. Once all the information is correct, click **Continue**.

The following page asks you to review the information entered for accuracy. If any changes need to be made, click the Back button in your browser prior to continuing. If the information is correct, click **Continue**.

The next page will display your **Tax Registration Number** and **Customer ID**. Write down these numbers in a secure location for your records. The Peachtree Accounting CD case has an area where these numbers can be recorded next to the Serial Number. After writing down your Tax Registration Number and Customer ID, close the web browser window to return to your Peachtree Accounting program.

On the Register Tax Service window, enter your Tax Registration Number in the space provided, and then click **OK**. A window will appear confirming that your Peachtree Simple Payroll or Peachtree Select Payroll plan is now registered.

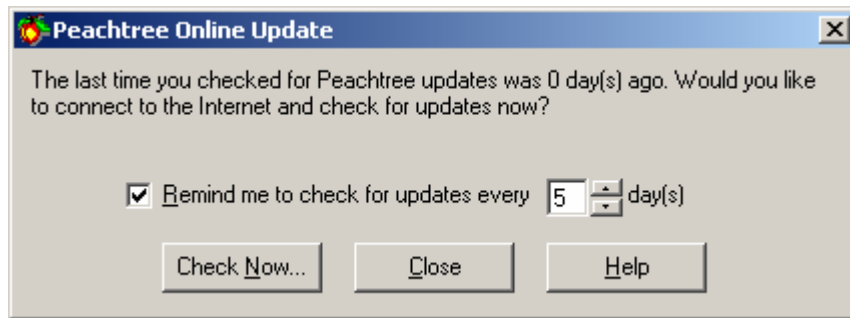


Click **OK** to complete the tax registration process. Continue following the steps below to finalize your Peachtree Simple Payroll or Peachtree Select Payroll Plan installation and registration.

Finalize Your Peachtree Simple Payroll or Peachtree Select Payroll Plan

The Peachtree Simple Payroll and Peachtree Select Payroll update for the 2009 Payroll Tax Year will be available for installation by the end of December 2008. To ensure timely and efficient installation of your Payroll Plan updates, follow these steps to enable your Peachtree Accounting software to check for updates on a regular basis.

From the main menu at the top of the window, click **Services** and select **Check for Updates** to open the **Peachtree Online Update** window.



Verify that **Remind me to check for updates** is selected, and set the number of days to **five (5)**. Click **Close** and your settings will be saved. This will allow Peachtree Accounting to check for updates to the software and the Payroll Plan.

Congratulations! Your Peachtree Accounting program and Peachtree Simple Payroll or Peachtree Select Payroll plan are now registered!



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