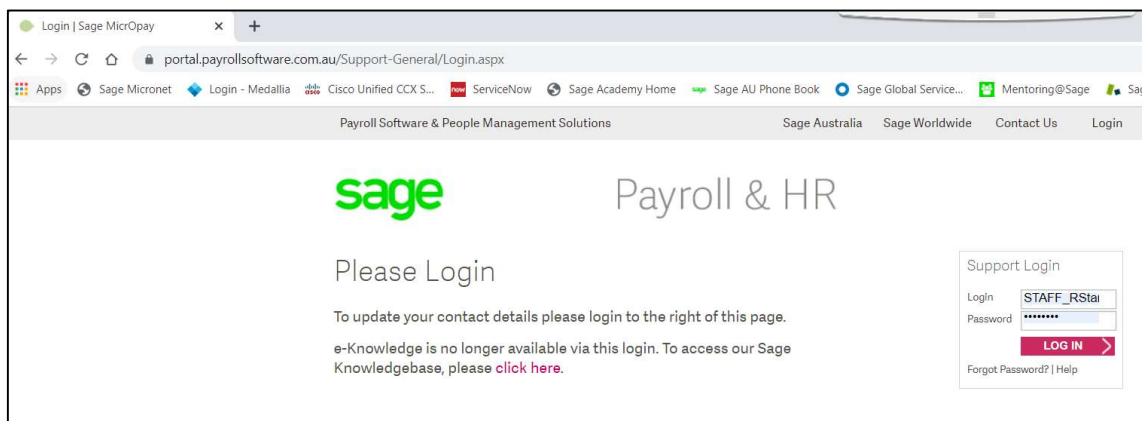


UPDATING YOUR REGISTERED SAGE CONTACTS

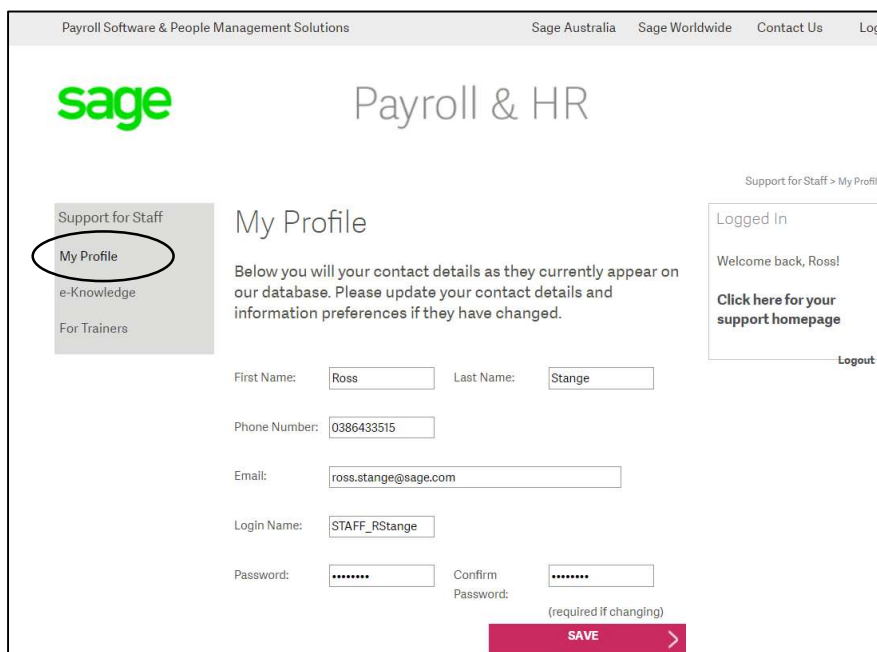
To ensure that all of your contacts with Sage can access Support Services as required please ensure that all are registered. For security and privacy reasons we cannot discuss details of your account with contacts that are not registered against your Sage account.

To update all contacts please go to

<https://portal.payrollsoftware.com.au/Support-General/Login.aspx>



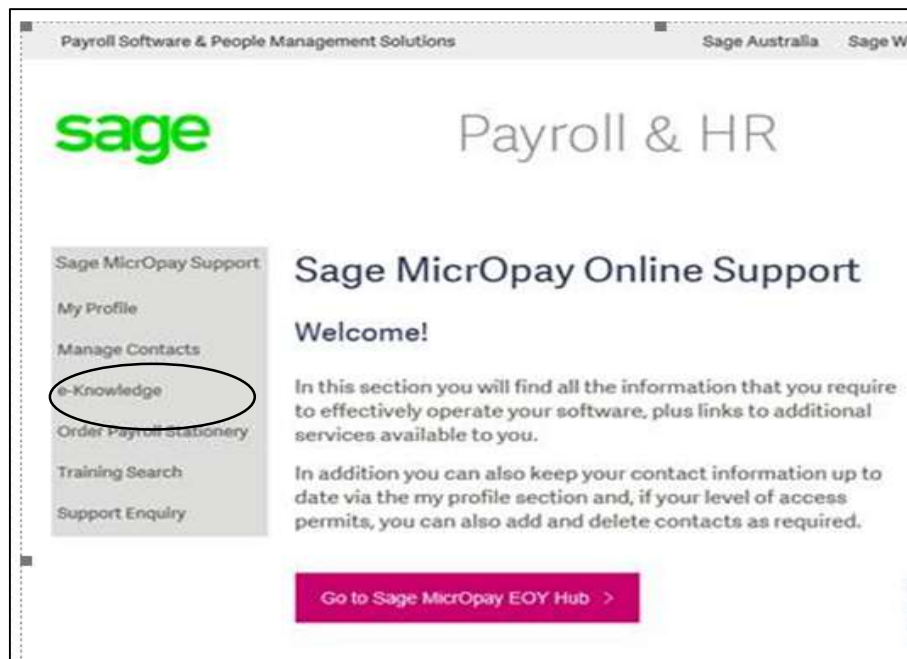
To update your personal details please select:-



Please ensure that you populate ALL fields.

Note: You must have a phone number but populate all 0's if Fax does not apply

To Manage Other contacts please select “Manage Contacts”



Please ensure that you populate ALL fields

Note: You must have a phone number but populate all 0's if Fax does not apply

Personal Details

Salutation:

First Name: Last Name:

Email:

Job Title:

Phone Number: Fax Number:

Int Phone Prefix:
List of country calling codes (if Outside Aust.)

Admin User:

The newly established web users will receive an email containing an password initialisation hyperlink to set up their passwords.

Critical Information

Please indicate if you are a primary contact for the following types of critical communications. Please note that at least one representative from your organisation should have these options selected.

Receives Software Updates Receives Billing Reminders

My Role

Please select from the options below to best describe the role you play in your organisation. Please note you can select more than one option.

Payroll Processing Payroll Management
 HR Management Human Resources
 Accounts Payable IT Management
 Senior Management

If you have selected 'Senior Management', then please select a specific title from the dropdown box below:

Unsubscribe

Opt Out of ALL email communications

By selecting this option you have chosen not to receive any email communications from Sage, including notifications of software updates. These updates are critical to the optimum performance of your Sage software. If you have selected this option accidentally, please return to your profile and select your information preferences.

CANCEL > INSERT >