

Register CenterPoint

Document #:	3020	Product:	CenterPoint®
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When CenterPoint is installed on your computer it will be in a 30 day demo mode until the software is registered. You will be prompted to register the software when the program is loaded. The registration number provides you with a license for the products you have purchased.

There are two options for registering the software:

[Option A: Online Registration](#)

[Option B: Manual Registration](#)

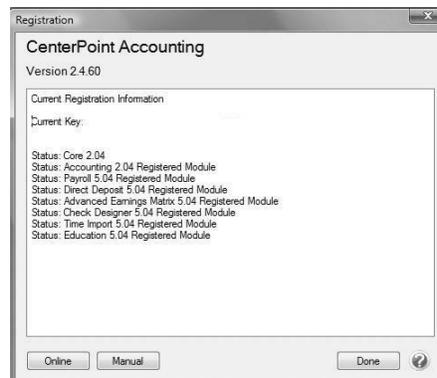
If you would like to register your software but have already closed the Registration form, click on **Help > Product Registration > CenterPoint Registration** at the main CenterPoint menu.

 **Note:** Your Federal/State Tax forms (Aatrix) will need to be registered separately. Please see “Register Federal/State Tax Forms (Aatrix)” for complete instructions.

Option A: Online Registration

1. When CenterPoint is first opened on your computer it will display a **Registration** screen. Click **Online**.

 **Note:** if you do not have internet access on the computer in which CenterPoint is installed, please follow Option B below to register manually. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.



2. The Registration Online form will be displayed. If you are currently a member of the Red Wing Software website, enter your **Email Address** and **Password**, then click **Login** to access the online product registration.
 - » If you haven't registered on our website previously, click the **Register** link. On the Company Information screen, enter the required information, and then click **Submit**.
 - » If you are currently a member of the Red Wing Software website and you forgot your login credentials, click the **Forgot?** link and complete the required information. You will receive an email with reset login credential

information, complete the required information. After you reset your login credentials, enter your **Email Address** and **Password**, and then click **Login** to access the online product registration.

3. On the next **Registration** screen, your registration information will display, click **Next**.

4. Click **OK**. On the next Registration screen, click **Email** to receive a copy of the information via your e-mail address. Save this email. Click **OK**. Then click **Close Form**.

Option B: Register Manually (use this option only if you do not have internet access on this machine)

 Note: The Registration Key is supplied when the software is shipped to the customer. It is located on a bright colored piece of paper. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. At the Registration screen, click on **Manual**.

 Note: If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.

2. On the **Registration Key Entry** screen, enter the registration key provided to you in the **Registration Key** field. Then click **Save**. When you enter the registration key:

- » It is not necessary to enter the dashes
- » Either upper/lower case letters can be entered
- » The letters I, Q, O and S will not be a part of the registration key. For example, all "0" characters are the number zero.