

Register CenterPoint

Document #: 3020 Product: CenterPoint®

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.



ote: Your Federal/State Tax forms (Aatrix) will need to be registered separately. Please see "Register Federal/State ax 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

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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.

Registration Online Fo	orm	×
	Close	e Forn
If you are currently a please enter your En the Red Wing Softwa registration.	a member of the Red Wing Software web site, nail Address and Password you use to log into re web site to access the online product	
Email Address		
Password	Login	
Forgot? Click this lin	nk to retrieve your login credentials.	
Register_ Click this li credentials.	ink to create new Red Wing Software web site	

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

2	Registration Online Form
	Close Form
	Product Registration *
	CenterPoint Accounting Online Registration (Update/Verify) Hello
	Company Name:Red Wing Software, Inc.
	If this is correct, please select the next button to update your current product registration.
	Current key: Machine Id:
	Service Server: http://www.redwingsoftware.com
De	one

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.