Register CenterPoint

Document #:	3020	Product:	CenterPoint®

When CenterPoint is installed, it will be in a 30 day demo mode until the software is registered. The first time CenterPoint is opened, you will be prompted to register the software. The registration key provides you with a license for the products you have purchased.

There are two options for registering the software:

Option A: Online Registration

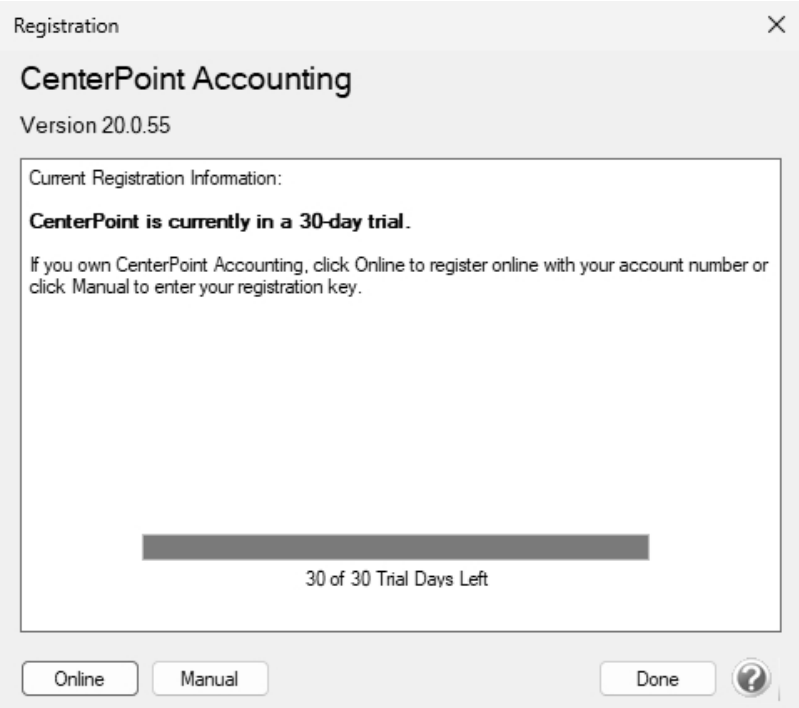
Option B: Manual Registration

If you would like to register your software but have already closed the Registration form, you can also access the Registration screen by selecting **Help > Product Registration > CenterPoint Registration**.

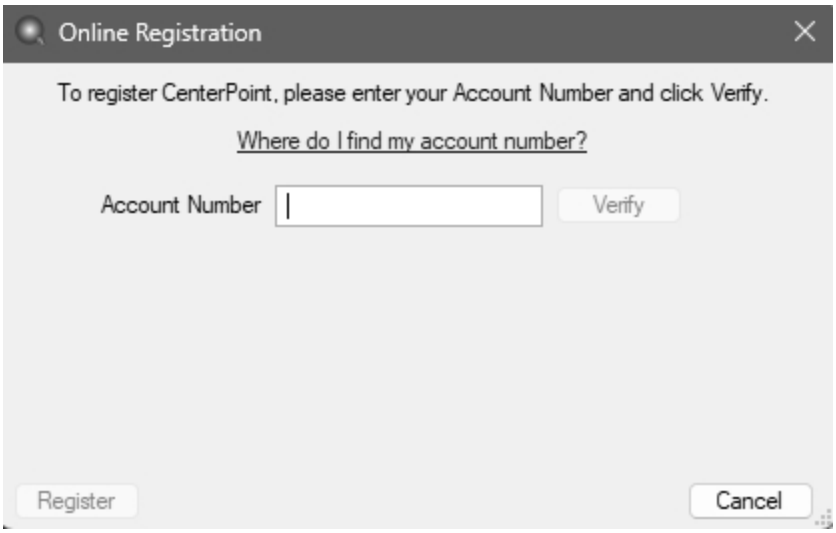
Option A: Online Registration

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.

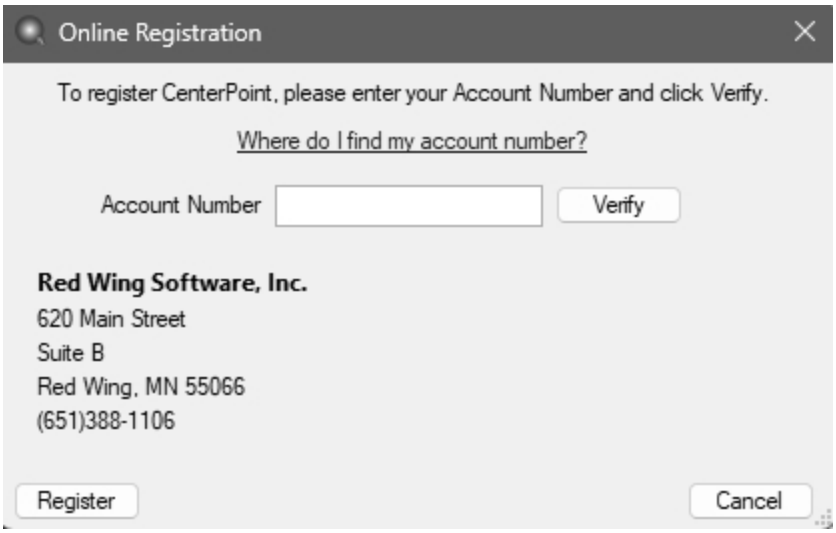
Note: if you do not have internet access on the computer in which CenterPoint is installed, please follow Option B below to register manually.



2. On the Registration screen, click **Online**.
3. On the Online Registration screen, enter your company **Account Number** and then click **Verify**. Click the **Where do I find my account number?** link for examples on locating your account number. Click here to see an example. If the Account Number is invalid, a *The Account Number entered is not valid. Please try again or contact Red Wing Software for assistance.* message will display. If an invalid account number is entered three successive times, no further attempts can be made for 10 minutes or until CenterPoint is restarted.

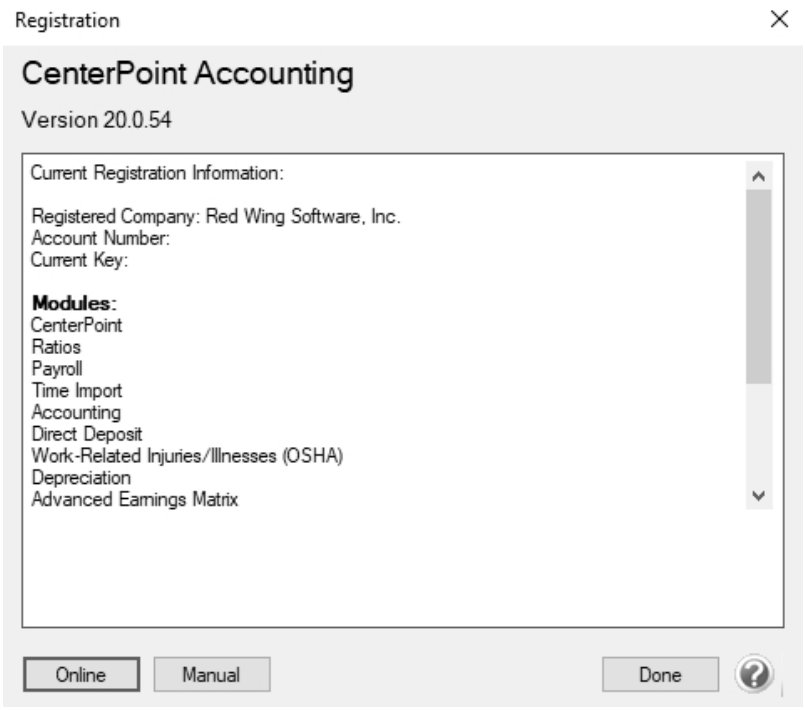


5. When the account number is verified, the company name, address, and phone number will display. Click **Register**.



4. On the next CenterPoint Registration screen, verify the company information is correct and click **Register** to complete your online registration.
5. At the Your registration has been set, thank you message., click **OK**.
6. To view your registration status, select **Help** > **Product Registration** > **CenterPoint Registration.**

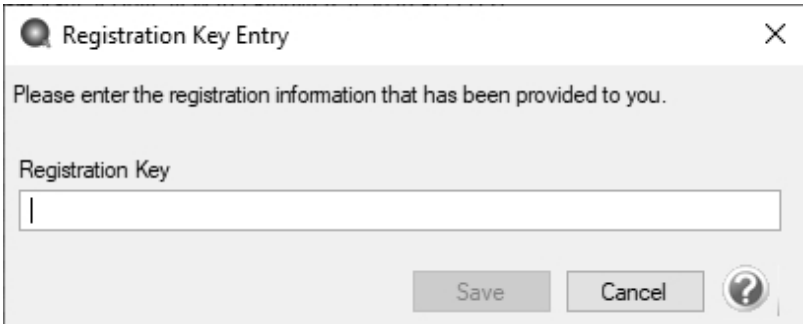
This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.



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

Note: The Registration Key is supplied in a Getting Started with CenterPoint email when the software is purchased. If you are unable to find your registration key, please register online or contact Red Wing Software.

1. When CenterPoint is first opened, a **Registration** screen will display. If the Registration screen is no longer visible, select **Help > Product Registration > CenterPoint Registration**.
2. On the Registration screen, click **Manual**.



3. On the Registration Key Entry screen, in the **Registration Key** box, enter the registration key provided to you. 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.
4. Click **Save**.

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