

Install and Register Sage Peachtree

Below are instructions on how to register, install, and receive updates for Peachtree. Follow these steps before starting your year-end processes.

How to register my Sage Peachtree product

Before registering you should verify the current status of your product registration. It is possible that Peachtree Accounting has already automatically registered one or more of your products.

To verify the registration status:

1. From the main menu, click Help and select About Peachtree Accounting. The About Peachtree Accounting window opens.
2. The Serial Number displayed should match the number you received in an email at the time of purchase.
3. If the Serial Number line displays your serial number, it indicates that your Peachtree Accounting software is registered.
4. If the Serial Number is listed as "NOT REGISTERED", continue to the next section.

To register your Peachtree Product if you already have a Registration number:

1. From the main menu, click Help and select Peachtree Registration. The Register Peachtree Accounting window opens.
2. The Serial Number displayed should match the number on your Peachtree Accounting product CD case.
3. Enter the registration number, Customer ID, and Recommender ID (if applicable) and click OK.
4. Your Peachtree Accounting product is now registered.

To register your Peachtree Product if you do not have a Registration number:

1. From the main menu, click Help and select Peachtree Registration. The Register Peachtree Accounting window opens.
2. Click the Website link on the left of this window. This will open the Product and Tax Registration webpage at www.peachtree.com/register.
3. Select your version of Peachtree from the list of choices, and click Continue.
4. The next window will ask you to log in with your Peachtree Passport account. Enter the e-mail address associated with your Peachtree Customer ID, your password, and then click Log On.

Note: 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.

5. If you have forgotten your password, or have never created a password, click "Forgot your password?" and follow the instructions to change or reset your password, then return to this page.
6. 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.
7. The following page asks you to review the information entered. If any changes need to be made, click the Back button in your browser prior to continuing. If the information is correct, click Continue.
8. The next page will display your Registration Number and Customer ID. Write down these numbers in a secure location for your records.

Note: The Peachtree Accounting CD case has an area where these numbers can be recorded next to the Serial Number.
9. After writing down your Registration Number and Customer ID, return to your Peachtree Accounting program.
10. On the Register Peachtree Accounting window, enter your Registration Number and Customer ID in the spaces provided, and then click OK.
11. A window displays confirming that your Peachtree Accounting product is now registered.