



## MySageID

MySageID in the most basic form is a validated user and this validation is confirmed via a valid email address. The application of MySageID however is vast and far reaching. To provide some examples.

- MySageID is the gateway into Business Central. The access also provides the MySageID users the opportunity to transact, purchase or renew contracts including subscribing to training sessions or printing a license certificate. The control goes to you, the user to take charge and maximize your use of a Sage product and the Sage business relationship.
- MySageID can be used as a single-sign on (SSO) for ANY of Sage products with the condition that the MySageID user has been provided adequate rights in those Sage products. There is no need to remember multiple passwords and log-in IDs anymore for different systems it is all in one for your convenience.
- MySageID can be used to sign-on to Sage Connect which is the online portal for all your on-premise products. Of course the same conditions applies that you must be provided adequate rights first to access the relevant information.

**You will receive Email Notifications for the following processes.**

- Email Validation
- Successful validation and registration of your MYSageID and access to Business Central.

**With the goal to protect the integrity of information for the user and Sage, certain information that is changed will require a proof of change and an approval process. Examples to this are the following,**

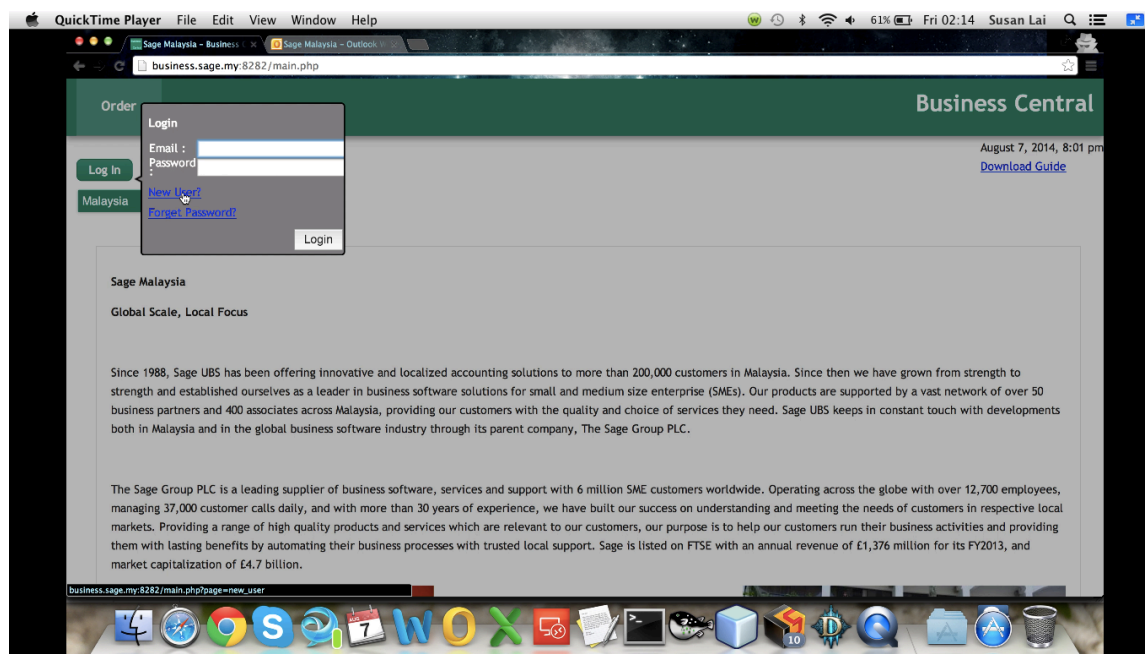
- Change of Company Name
- Change of Address

**You will receive Email Notifications for the following processes.**

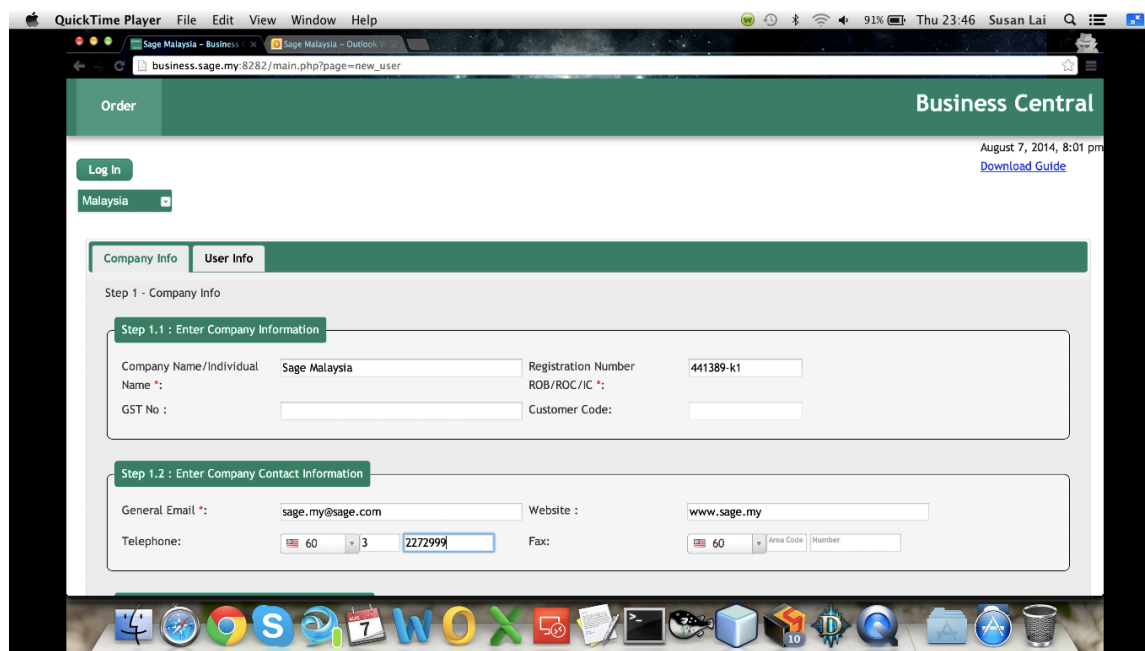
- Approval of the new information.



To first start, if you are a new MySageID user, click on the login button and select new User.



Enter your company information such as you can see at this screen. The mandatory fields are Company name, Company registration number and your email ID. Other important information to be entered will be your contact number for telephone and fax.





At the Company location information, please input your address and related fields. State the number of your employees size and the industry your business is in.

The screenshot shows a web browser window displaying the Sage Malaysia registration form. The form is divided into several sections:

- Step 1.2 : Enter Company Contact Information**
  - General Email \*: sage.my@sage.com
  - Website : www.sage.my
  - Telephone: 60 3 2272999
  - Fax: 60 3 22614179
- Step 1.3 : Enter Company Location Information**
  - Address \*: Suite 1B-6, Block 1B, Level 6  
Plaza Sentral, Jalan Stesen Sentral 5
  - Country \*: Malaysia
  - City \*: Brickfields
  - State \*: Wilayah Persekutuan
  - Postcode \*: 50470
- Step 1.4 : Provide Company Profile**
  - Number Of Employees: Within 50 to 99 Employees
  - Industry: Software

It is required to input your mobile contact number as well as the person location information as you can see from this screen. Specify if you like to receive future newsletter from Sage.

The screenshot shows the Sage Malaysia registration form continuing from the previous step. It includes the following sections:

- Designation:** [Empty field]
- Password \*:** [Empty field]
- Confirm Password \*:** [Empty field]
- Please Key In Until Valid show up then only able to key in Confirm Password field
- Step 2.2 : Enter Person Contact Information**
  - Email \*: sage.my@sage.com
  - Mobile \*: 60 [Number]
  - Telephone: 60 [Area Code] [Number]
  - Fax: 60 [Area Code] [Number]
  - Receive Newsletter?  SMS  Calls  Email  Letter
- Step 2.3 : Enter Person Location Information**
  - Same As Company Info
  - Address \*: [Empty field]
  - Country \*: Malaysia
  - City \*: [Empty field]
  - State \*: Wilayah Persekutuan
  - Postcode \*: [Empty field]



Enter a password which should be at least 8 characters including one upper case letter, one lower case letter, one special character and make sure there is at least numeric digits.

The screenshot shows the Sage Business Central registration interface. At the top, there's a navigation bar with "Order" and "Business Central". A "Log In" button and a "Download Guide" link are visible. The main form is titled "Step 2.1 : Enter Person Information". It contains several input fields: "Prefix:" with a dropdown menu showing "MR.", "Family Name \*:" with the text "My", "Given Name \*:" with the text "Sage", "IC/Passport:" (empty), and "Upload Picture:" with a "Choose File" button and "No file chosen" text. Below these are "Designation:" (empty) and "Password \*:" (masked with dots). A green tooltip is displayed over the password field, stating: "Password must be at least 8 characters, and must include at least one upper case letter, one lower case letter, one special character, and one numeric digit!". A red note below the password field says: "Please Key In Until Valid show up then only able to key In Confirm Password field". At the bottom of the form, there is a section for "Step 2.2 : Enter Person Contact Information". The Windows taskbar at the bottom shows various application icons.

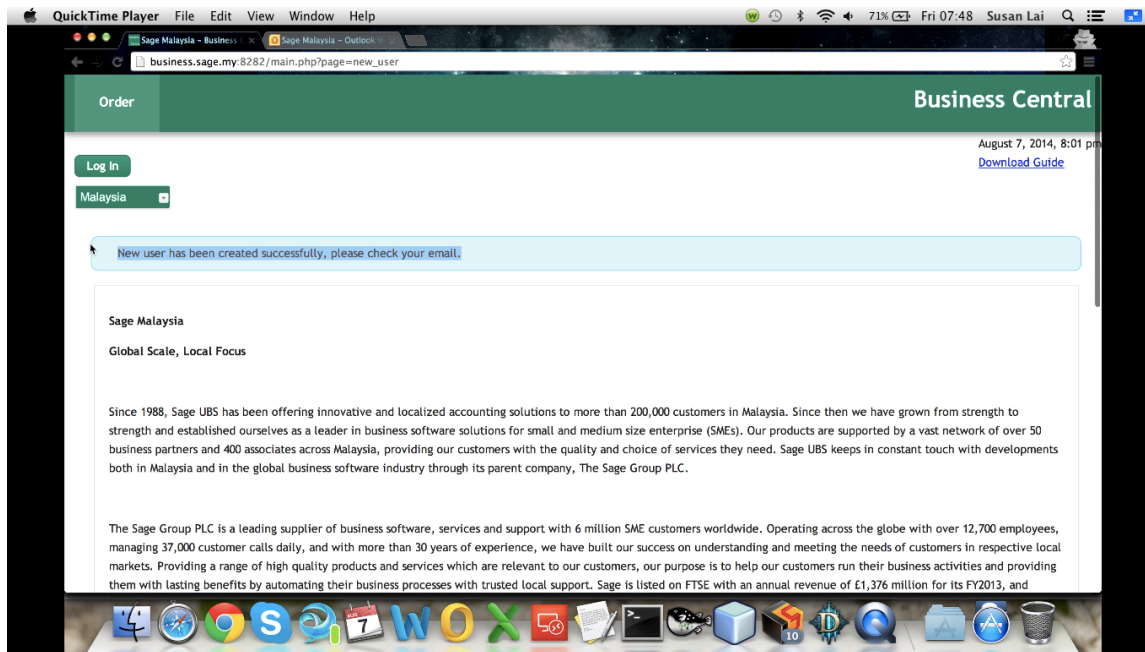
Click on the check box to agree on the Terms & Conditions. Select the Save button when you are ready.

The screenshot shows the Sage Business Central registration interface, now at "Step 2.3 : Enter Person Location Information". The form includes contact details: "Email \*:" (sage.my@sage.com), "Mobile \*:" (60 170001111), "Telephone:" (60 3 22729999), and "Fax:" (60 3 22614179). There are checkboxes for "Receive Newsletter?", "SMS", "Calls", "Email", and "Letter", all of which are checked. The location section includes "Address \*:" (Suite 1B-6, Block 1B, Level 6, Plaza Sentral, Jalan Stesen Sentral 5), "City \*:" (Brickfields), "Postcode \*:" (50470), "Country \*:" (Malaysia), and "State \*:" (Wilayah Persekutuan). Below the location fields is a "Terms and condition" section with a checkbox "I agree to the terms and condition" which is currently unchecked. A green "Save" button is located at the bottom right of the form. The Windows taskbar at the bottom shows various application icons.

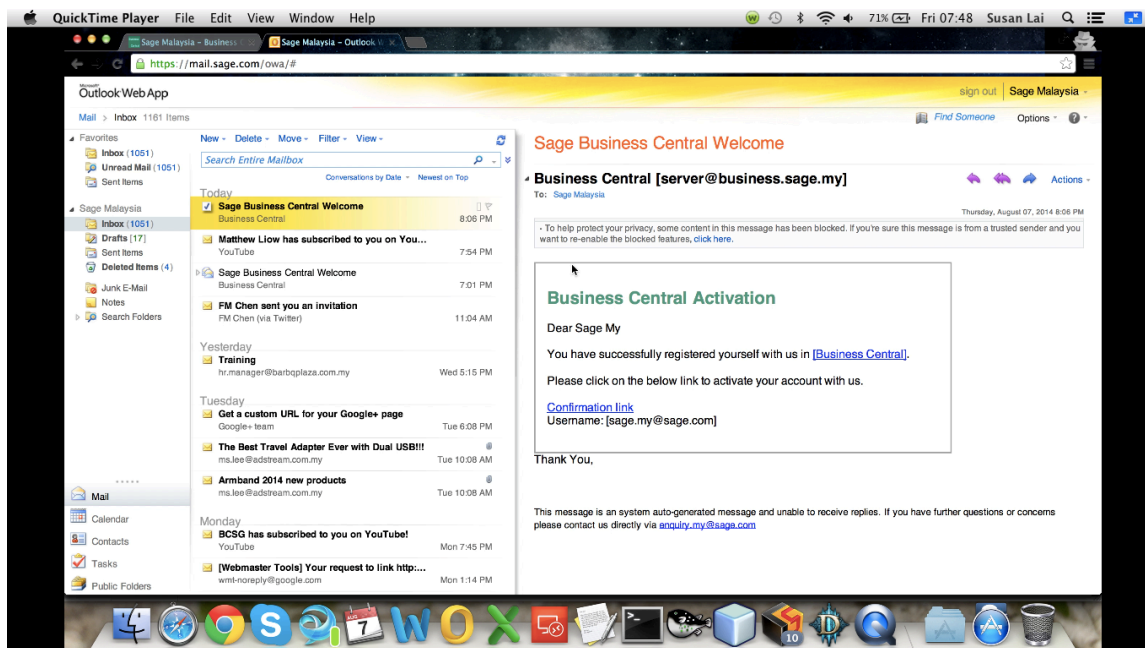




A message indicating that a new MySageID user have been successfully created.

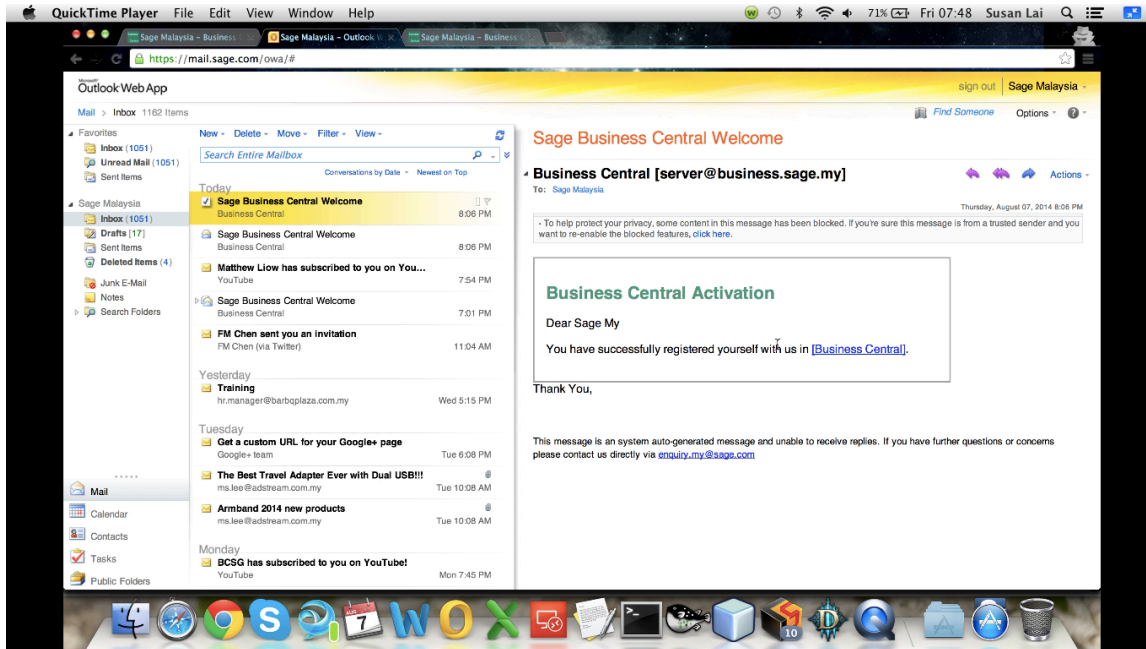


Go to your email inbox to look for an email from Sage Business Central. Please click on the link provided to activate your account with Sage.

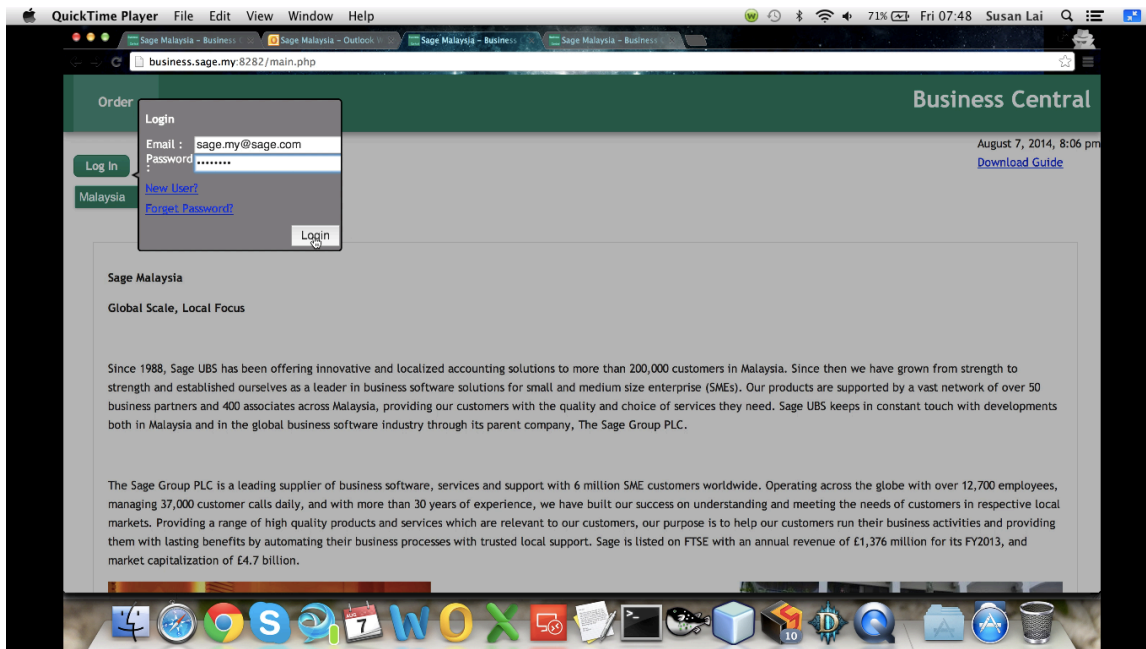




An email will be returned to your email inbox to indicate that your activation at Business Central have been successfully registered.



Go back to your browser and type <http://business.sage.my>. Enter your MySageID and the password that you have created to login to Business Central.





## BUSINESS CENTRAL

Business Central manages information on the licensees which is called MyAppID, previously known as SNO, Sage Cover subscription contracts, training and other available facilities.

### **Why do I need to do a channel registration?**

The channel registration process is established to register business partners of Sage from various categories. The completion of the registration process will accord the account a different status and access to more advanced features in Business Central to conduct more activities.

### **The current supported categories are the following.**

- Accountants and Tax Agents
- Value Added Resellers

There range of potential channel categories may increase or decrease over time or may have time limited opportunities.

**Important Note:** For obvious reasons there will be an approval process to verify the documentation as well as a company search. In addition, channel registration will have to be at the minimum with a registered business, even a sole proprietorship is adequate, however, individuals are not allowed.

### **Requirements**

The following are the requirements for channel registration.

- General – Form 9, Form 24 and Form 49
- Accountants – Membership information of MIA, CTIM or accountancy degree/qualification
- Please provide as many relevant documents as possible to support your application.



This is the main page of Business Central.

business.sage.my/main.php

Order

Business Central

August 15, 2014, 4:32 pm

Log In

Malaysia

Dear All,

Business Central is now live for registration, We will launch with our payment gateway live soon, so stay tuned. There will be a brief guide in the "Download Guide" section to get your started. And then if you do have any issue, please email your concern or questions to [business.my@sage.com](mailto:business.my@sage.com) along with a screen shot for us to better understand it. :-)

Sage Malaysia

Global Scale, Local Focus

Since 1988, Sage UBS has been offering innovative and localized accounting solutions to more than 200,000 customers in Malaysia. Since then we have grown from strength to strength and established ourselves as a leader in business software solutions for small and medium size enterprise (SMEs). Our products are supported by a vast network of over 50 business partners and 400 associates across Malaysia, providing our customers with the quality and choice of services they need. Sage UBS keeps in constant touch with developments both in Malaysia and in the global business software industry through its parent company, The Sage Group PLC.

Click on the Log In and then New User to start creating new account.

business.sage.my/main.php

Order

Business Central

August 15, 2014, 4:39 pm

Log In

Malaysia

Log In

Email :

Password :

New User?

Forgot Password?

Login

Dear All,

Business Central is now live for registration, We will launch with our payment gateway live soon, so stay tuned. There will be a brief guide in the "Download Guide" section to get your started. And then if you do have any issue, please email your concern or questions to [business.my@sage.com](mailto:business.my@sage.com) along with a screen shot for us to better understand it. :-)

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business.sage.my/main.php?page=new\_user

To begin, this is the Part 1 of the Company and User registration screen.

The screenshot shows the Sage Business Central registration interface. The browser address bar displays `business.sage.my/main.php?page=new_user`. The page header includes the Sage logo, the text "Business Central", and the date "August 15, 2014, 4:33 pm" with a "Download Guide" link. A navigation bar contains "Order", "Log In", and a "Malaysia" dropdown menu. The main content area is titled "Step 1 - Company Info" and contains two sub-sections: "Step 1.1 : Enter Company Information" and "Step 1.2 : Enter Company Contact Information".

**Step 1.1 : Enter Company Information**

Company Name/Individual Name *	<input type="text"/>	Registration Number	<input type="text"/>
GST No :	<input type="text"/>	ROB/ROC/IC *	<input type="text"/>
		Customer Code:	<input type="text"/>

**Step 1.2 : Enter Company Contact Information**

General Email *	<input type="text"/>	Website :	<input type="text"/>
Telephone:	<input type="text"/>	Fax:	<input type="text"/>

The telephone and fax fields include a dropdown menu for the area code (currently set to 60) and separate input boxes for the area code and the number.

Next, this is the Part 2 of the Company and User registration screen.

The screenshot shows the Sage Business Central registration interface for the second part. The browser address bar displays `business.sage.my/main.php?page=new_user`. The page header includes the Sage logo, the text "Business Central", and the date "August 15, 2014, 4:33 pm" with a "Download Guide" link. A navigation bar contains "Order", "Log In", and a "Malaysia" dropdown menu. The main content area is titled "Step 2 - User Info" and contains a sub-section "Step 2.1 : Enter Person Information".

**Step 2.1 : Enter Person Information**

Prefix:	<input type="text" value="MS."/>	Given Name *	<input type="text"/>
Family Name *	<input type="text"/>	IC/Passport:	<input type="text"/>
		Upload Picture:	<input type="button" value="Choose File"/> No file chosen
Designation:	<input type="text"/>		<input type="text"/>
Password *	<input type="text"/>	Confirm Password *	<input type="text"/>



Click Agree and Save when you have completed all the required details.

Step 2.3 : Enter Person Location Information

Same As Company Info

Address \*:

Country \*:

City \*:

Postcode \*:

Country \*:

State \*:

Malaysia

Wilayah Persekutuan

I agree to the [terms and condition](#)

Save

Confirm the email and then login again, go to Manage > Users to start creating more users.

business.sage.my/main.php#

Order Manage Business Central

Company Listing Users Register License Channel Registration

August 15, 2014, 4:36 pm  
[Download Guide](#)

Jin-Ji, Tern  
Email : \*\*\*\*\*@outlook.com  
Log Out

Malaysia

Dear All,

Business Central is now live for registration, We will launch with our payment gateway live soon, so stay tuned.  
There will be a brief guide in the "Download Guide" section to get your started.  
And then if you do have any issue, please email your concern or questions to [business.my@sage.com](mailto:business.my@sage.com) along with a screen shot for us to better understand it. :-)

Sage Malaysia  
Global Scale, Local Focus

This is the screen of the User Management.

business.sage.my/main.php?page=user\_management

Order Manage **Business Central**

August 15, 2014, 4:37 pm [Download Guide](#)

Jin-Ji, Tern  
Email : \*\*\*\*\*@outlook.com  
[Log Out](#)

Malaysia

### USER MANAGEMENT

Company: Tern Jin-Ji

User: \*\*\*\*\*@outlook.com

**Step 1 : Enter Person Information**

Prefix: MR. Given Name \*: Jin-Ji

Family Name \*: Tern IC/Passport:

Email/MySageID\*: \*\*\*\*\*@outlook.com Designation:

Upload Picture: Choose File | No file chosen

Password \*:

Under the User, select – Create New– to start creating new users. You will need to create user(s) and assign respective access rights relevant to the roles for your employees to manage Business Central.

business.sage.my/main.php?page=user\_management

Order Manage **Business Central**

August 15, 2014, 4:37 pm [Download Guide](#)

Jin-Ji, Tern  
Email : \*\*\*\*\*@outlook.com  
[Log Out](#)

Malaysia

### USER MANAGEMENT

Company: Tern Jin-Ji

User: --Create New--  
✓ \*\*\*\*\*@outlook.com

**Step 1 : Enter Person Information**

Prefix: MR. Given Name \*: Jin-Ji

Family Name \*: Tern IC/Passport:

Email/MySageID\*: \*\*\*\*\*@outlook.com Designation:

Upload Picture: Choose File | No file chosen

Password \*:





At the user section, there are options to control the access rights. You may grant read or write, or read and write access to each of the user account.

business.sage.my/main.php?page=user\_management

News Letter SMS Calls Email Letter

**Step 3 : Enter Person Function Rights Information**

Access Level Channel

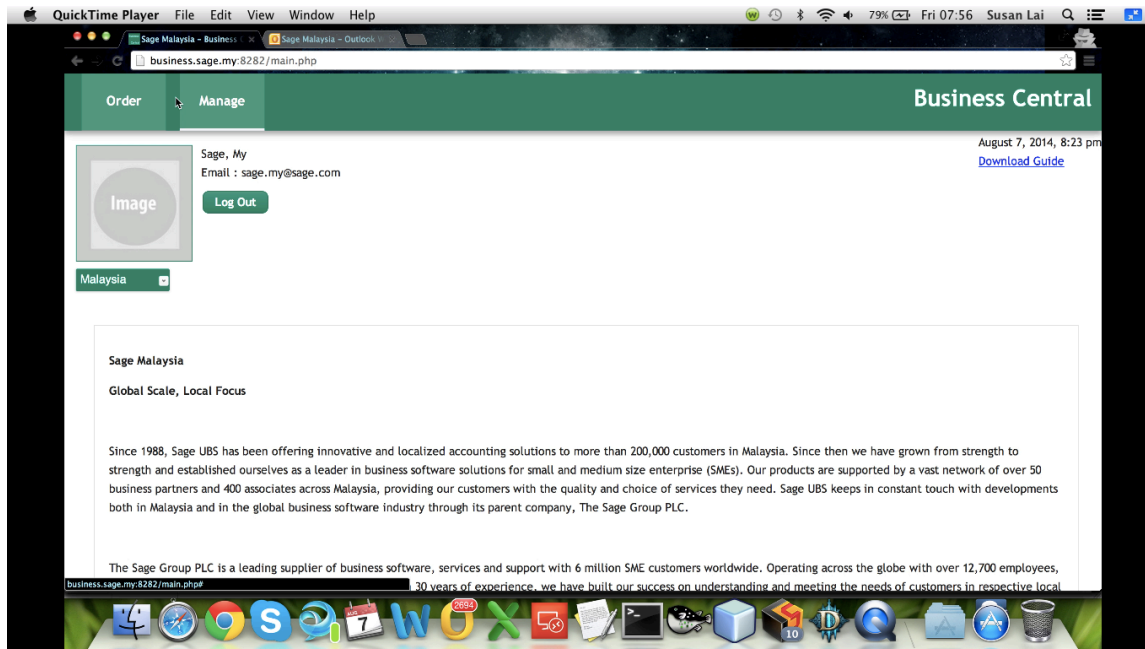
	Read	Write	Restore	Approve	Special
--	------	-------	---------	---------	---------

Access Level Customer

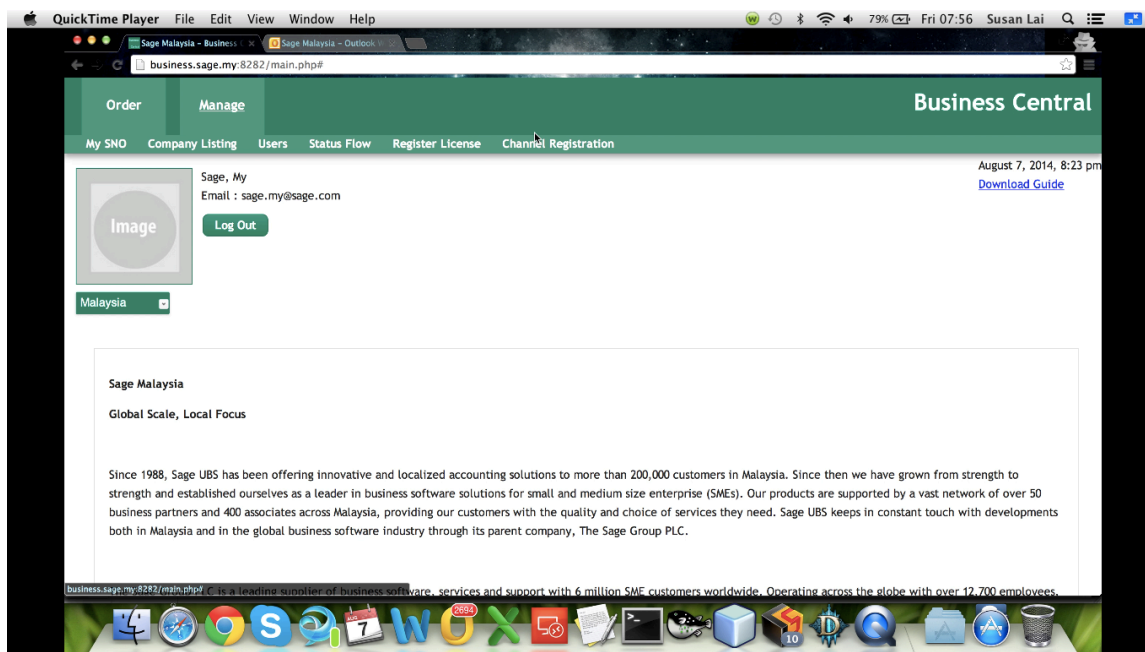
	Read	Write	Restore	Approve	Special
Order:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-Order					
Home:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-Manage					
Company Listing:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Users:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Register License:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Channel Registration:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



We are now going to do a Channel Registration for your company. You only need to do this once. Make sure you have login to the Business Central using your MySageID. Click on the Manage Menu at the top bar of this page.

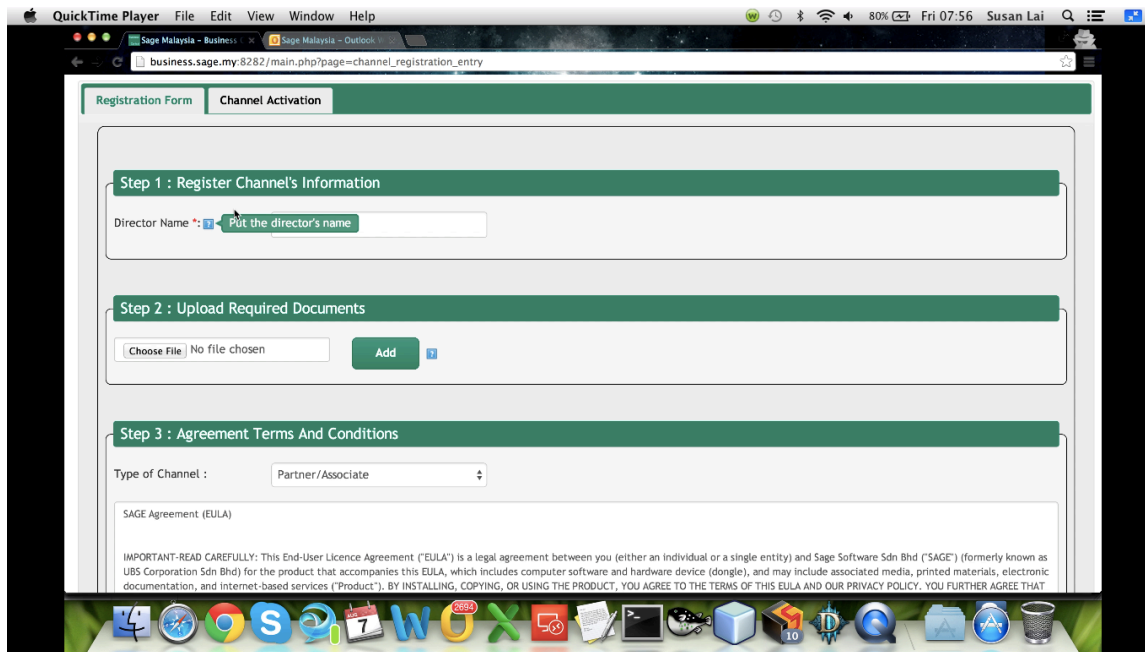
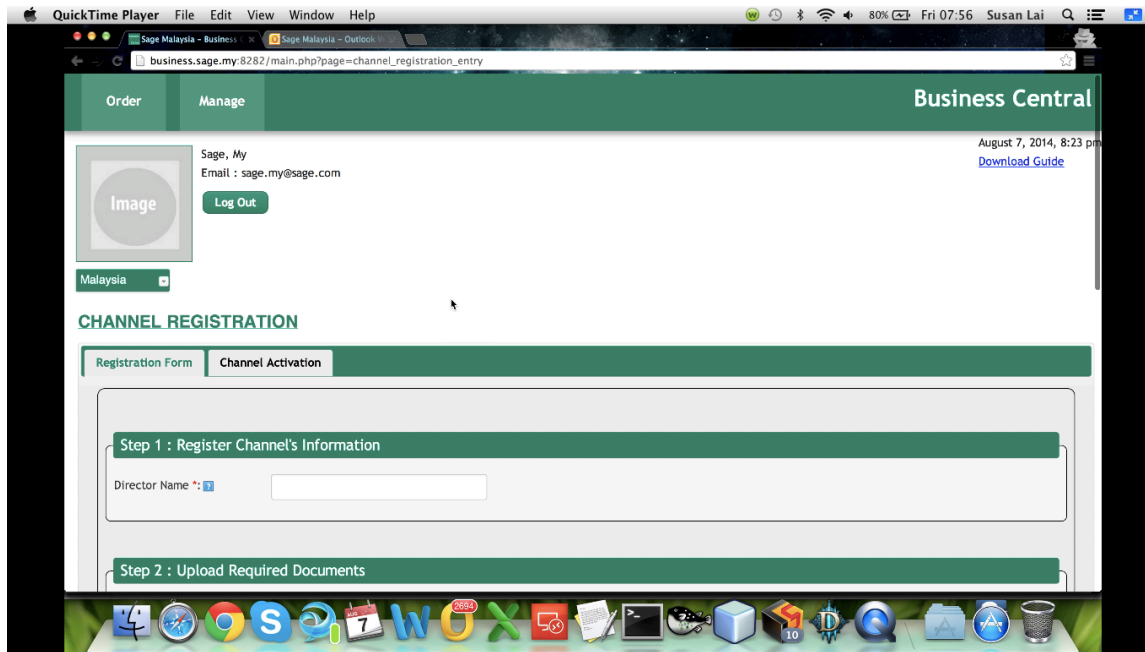


Select Channel Registration after that.



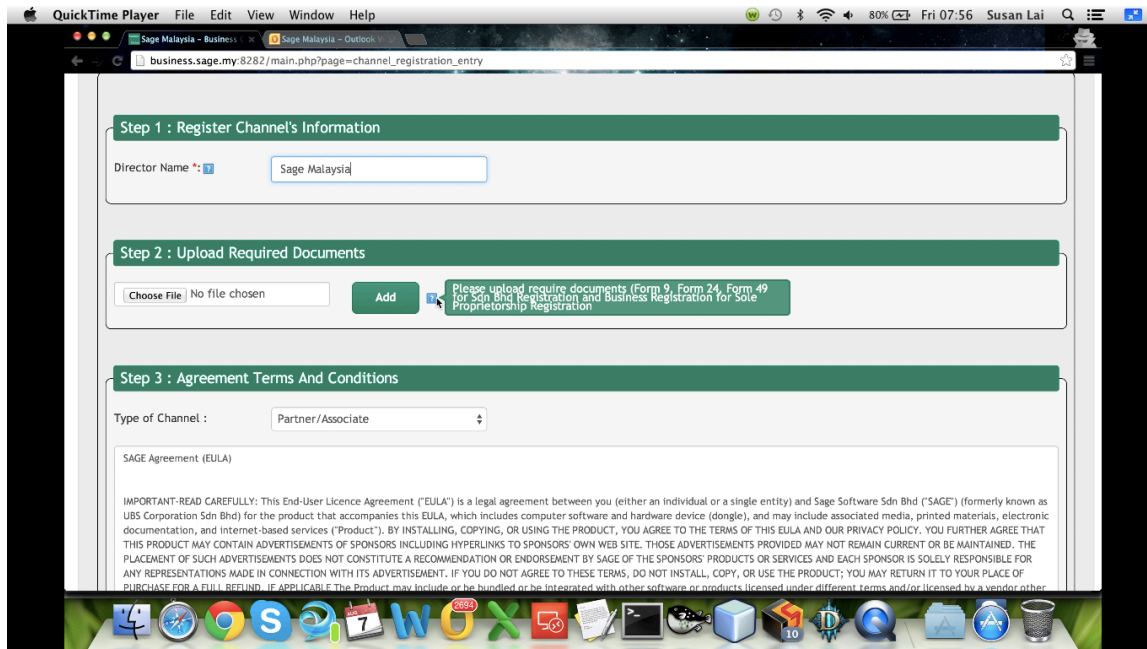


Enter the director's name of your company.

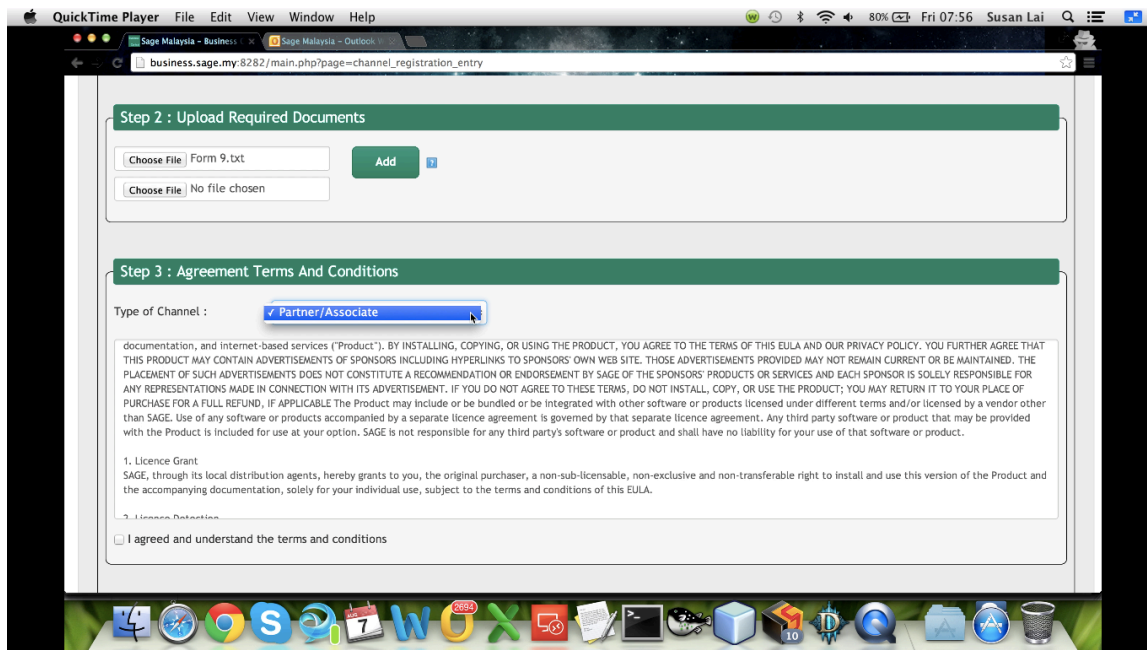




Please upload the required information to support your Channel Registration. Do scan and attached a copy of your Form 9, Form 24 and Form 49.

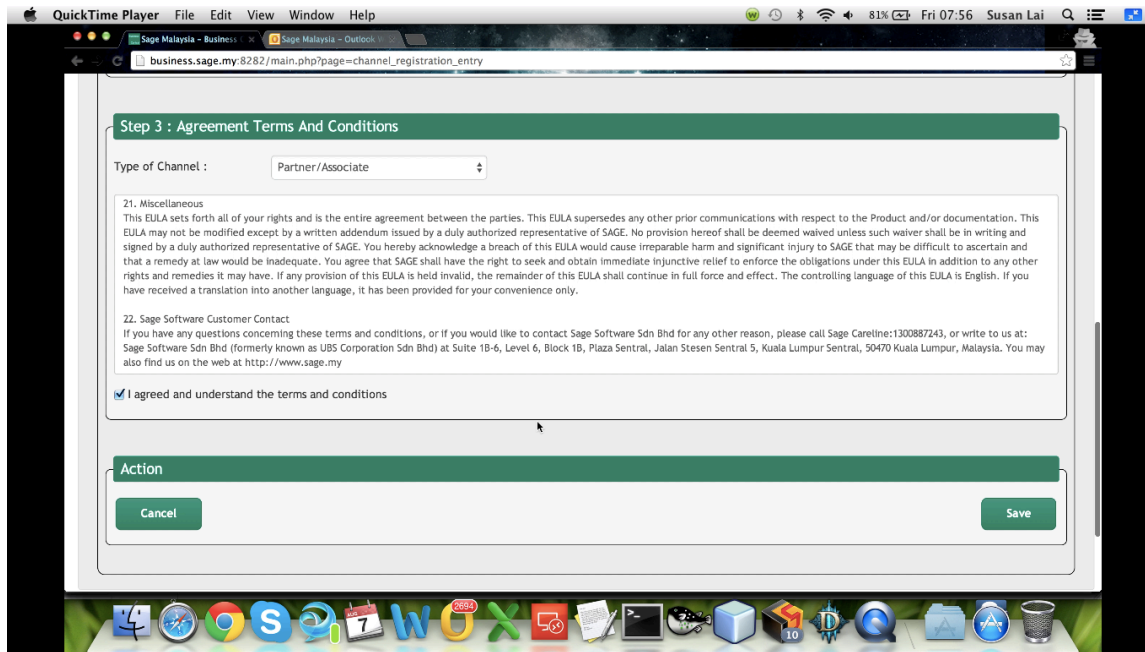


Select Partner or Associate as the Channel Type.

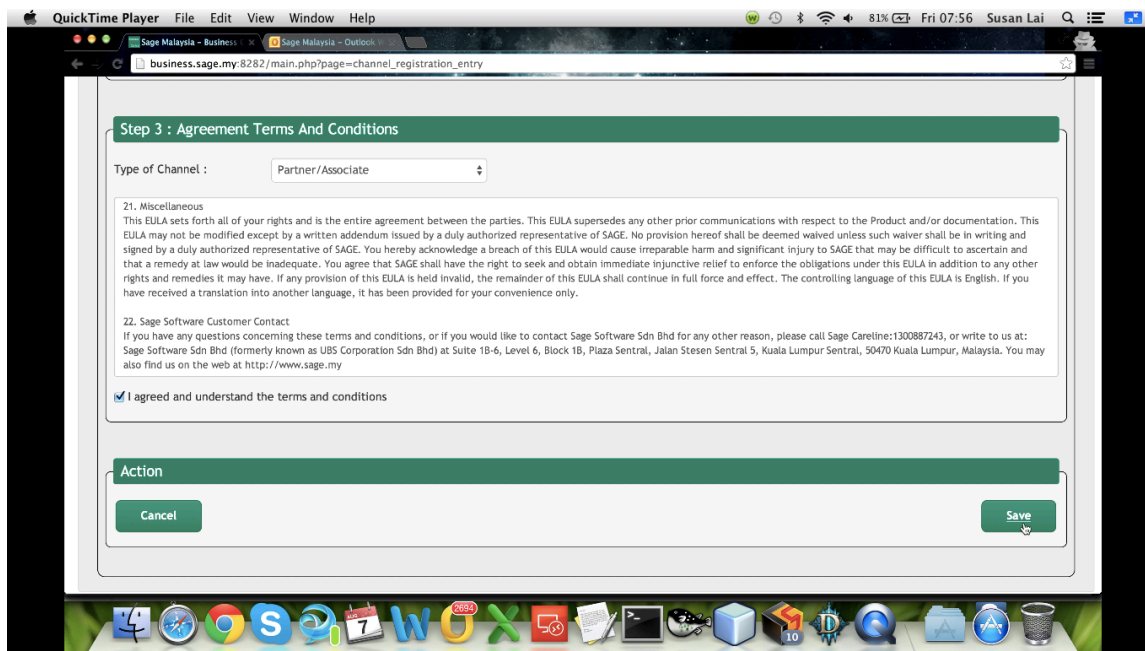




Read and checked the Terms & Conditions box to agree to it.

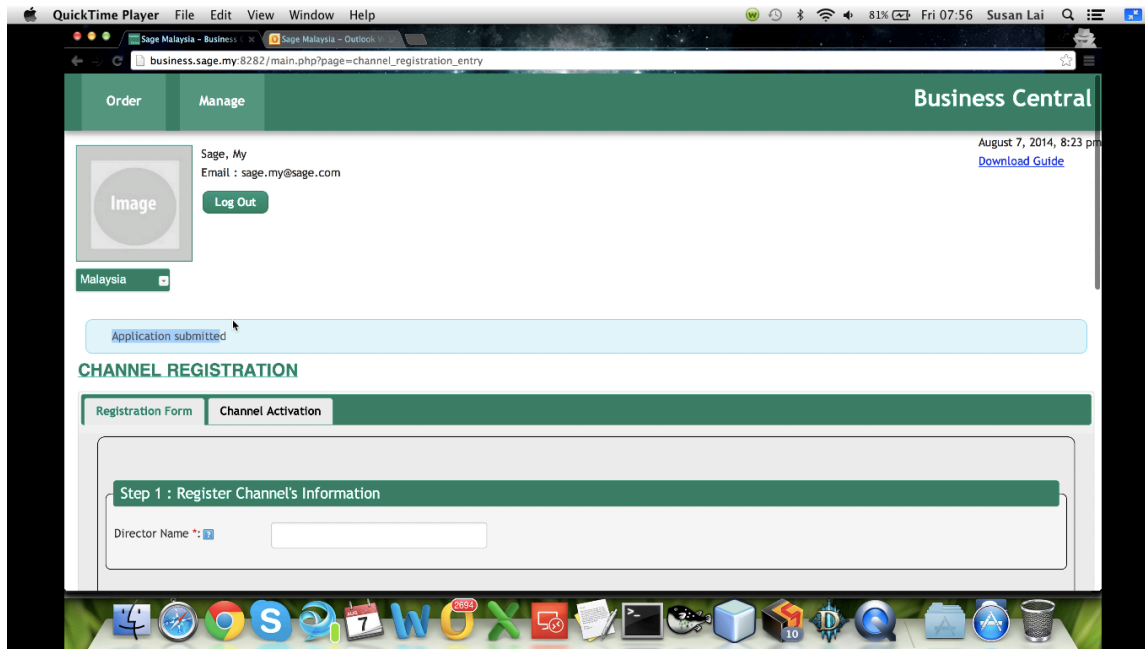


Click the Save button.

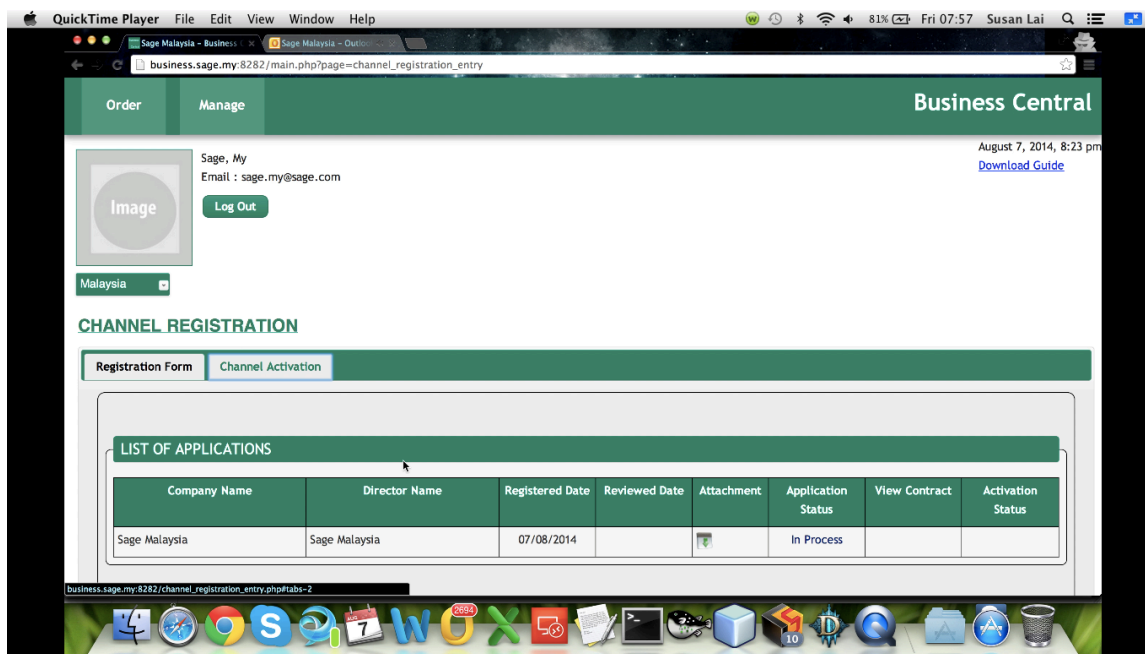




A message indicating that the application have been successfully submitted when you have fulfill all the required criteria.



You have now reached the approval process from Sage. When your Channel application is subsequently approved between 2 to 5 business days, you will receive an email informing you of the application status.





## FAQ

### **Can I register for more than 1 channel type?**

- You are more than welcomed to apply for as many as you would want, provided the application is approved.

### **Once I am approved, what does it mean?**

- This registration is for the channel type. The business engagement can be in various forms, i.e. Retail Model or Agency Model for software and service sales. There is a separate Business Registration for the different engagement types.

### **How long is the validation process?**

- We are expecting possibly a moderate number of registrations and this process requires the validation of information from the documents you have submitted. Whilst we will try our best to respond soonest, we estimate that this process may take anywhere from 1 to 5 working days after submission.
- With the exception of the UBS dongle, multi-user, all other products, regardless of product brand will only be entitled to the 1st user. Any additional users will need to be purchased as Add-On.

### **Do I need to post or email the documents to Sage?**

- It is not necessary. We trust that you would provide valid documents to us and our team will verify those documents via softcopy. What you will need to do is to upload those documents along with your registration submission in the process.

### **Am I limited to one document upload?**

- No. You can upload what is necessary in multiple documents. Business Central will store all these documents for future reference which could be important for you as well.

### **How can I see the impact of the approval of my application?**

- You will notice that under the general information of your company, it will appear as the Company Relationship Type.

### **What if I have more questions?**

- Please direct your questions to [business.my@sage.com](mailto:business.my@sage.com).