

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 onpremise 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.

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Since 1988, Sage UBS has been offering innovative and localized accounting solutions to more strength and established ourselves as a leader in business software solutions for small and med business partners and 400 associates across Malaysia, providing our customers with the quality both in Malaysia and in the global business software industry through its parent company. The	than 200,000 customers in Malaysia. Since then we have grown from strength to lium size enterprise (SMEs). Our products are supported by a vast network of over 50 and choice of services they need. Sage UBS keeps in constant touch with developments Sage Group PLC.
The Sage Group PLC is a leading supplier of business software, services and support with 6 mil managing 37,000 customer calls daily, and with more than 30 years of experience, we have bu markets. Providing a range of high quality products and services which are relevant to our cus them with lasting benefits by automating their business processes with trusted local support. market capitalization of £4.7 billion.	tion SME customers worldwide. Operating across the globe with over 12,700 employees, lit our success on understanding and meeting the needs of customers in respective local tomers, our purpose is to help our customers run their business activities and providing age is listed on FTSE with an annual revenue of £1,376 million for its FY2013, and
business.sage.my:8282/main.php?page=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.

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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.

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Step 1.3 : Enter Company	Location Information			
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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.

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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.

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

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

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New user has been created successfully, please check your email.	
Sage Malaysia Global Scale, Local Focus	
Since 1988, Sage UBS has been offering innovative and localized accounting solutions to more than 200,000 custom strength and established ourselves as a leader in business software solutions for small and medium size enterprise business partners and 400 associates across Malaysia, providing our customers with the quality and choice of service both in Malaysia and in the global business software industry through its parent company. The Sage Group PLC.	ners in Malaysia. Since then we have grown from strength to (SMEs). Our products are supported by a vast network of over 50 es they need. Sage UBS keeps in constant touch with developments
The Sage Group PLC is a leading supplier of business software, services and support with 6 million SME customers of managing 37,000 customer calls daily, and with more than 30 years of experience, we have built our success on un markets. Providing a range of high quality products and services which are relevant to our customers, our purpose them with lasting benefits by automating their business processes with trusted local support. Sage is listed on FTSE	worldwide. Operating across the globe with over 12,700 employees, derstanding and meeting the needs of customers in respective local is to help our customers run their business activities and providing with an annual revenue of £1,376 million for its FY2013, and
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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 <u>http://business.sage.my</u>. 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.

<u>Important Note:</u> 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.

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

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

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

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

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Terms and condition				
I agree to the term	ns and condition			

Sage Registered @ 2013. All Rights Reserved.

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

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This is the screen of the User Management.

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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.

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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.

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Sage Software Sdn Bhd (441389-k) Suite 18-6, Level 6, Block 18, Plaza Sentral, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia Toll Free 1300 80 724 Faz: +6/ 03 2261 4179 Email: emailry.my@sage.com



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.

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Type of Channel : Partner/Associate	
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SAGE Agreement (EULA)	
UBS Corporation Sdn Bhd) for the product that accompanies this EULA, which includes computer software	and hardware device (dongle), and may include associated media, printed materials, elect:
documentation, and internet-based services ("Product"). BY INSTALLING, COPYING, OR USING THE PRODUC THIS PRODUCT MAY CONTAIN ADVERTISEMENTS OF SPONSORS INCLUDING HYPERLINKS TO SPONSORS' OWN WI	.T, YOU AGREE TO THE TERMS OF THIS EULA AND OUR PRIVACY POLICY. YOU FURTHER AGREE T /EB SITE, THOSE ADVERTISEMENTS PROVIDED MAY NOT REMAIN CURRENT OR BE MAINTAINED. TI
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Read and checked the Terms & Conditions box to agree to it.

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Click the Save button.

Step 3 : Agreemen	t Terms And Conditions				
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A message indicating that the application have been successfully submitted when you have fulfill all the required criteria.

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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.

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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 form the documents you have submitted. Whilst we will try our best to respond soonest, we estimate that this process maybe 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.