

IMPORTANT INFORMATION – ACTION REQUIRED

Renewal of Payroll Licenses for next 12 months.

If you are not the person responsible for code expirations and renewals please forward this email to the correct staff member.

Your Payroll License is due for renewal, an Invoice has been attached to this email and is due for payment by the due date shown. Please note this renewal is for your payroll software ONLY this is not part of EXO Software at all.

IMPORTANT:

MYOB may **NOT** be able to issue your renewal online without this report.

This needs to be done to ensure there is no delay in renewing rendering your payroll software inactive.

The expiry Date is listed on your renewal Invoice.

Codes can not be issued until the your Invoice has been paid, **please advise of payment** by emailing your remittance to wendy@horizonbiz.com.au.

ONLINE REGISTRATION - Please note online registration can only take place once renewal Invoice has been paid and Horizon has notified MYOB of this. Should this fail please email your license exceeded report to wendy@horizonbiz.com.au for me to follow up for you.

Please run the license exceeded report as below.

- **How do I print a Licence Exceeded Report?**

Go to the Payroll Login Screen

Click on Support button

Click on the Print Licence Exceeded Report button

Once printed if you could email to wendy@horizonbiz.com.au.

Please visit our website www.horizonbiz.com.au/client-area for our trading terms, privacy policy and much more.

As MYOB is no longer providing direct support for payroll, all licensing has been handed directly to it's business partners. We have contracted Business Hub, a specialist payroll business, to provide ongoing advice and support to our payroll clients. Should you require support do not hesitate to contact me and I can forward you the appropriate forms.

Thank you for your continued business and support.

Regards,

Wendy Jones

Office Manager

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