

HOW TO ADD OPTIONAL FEATURE CODES

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

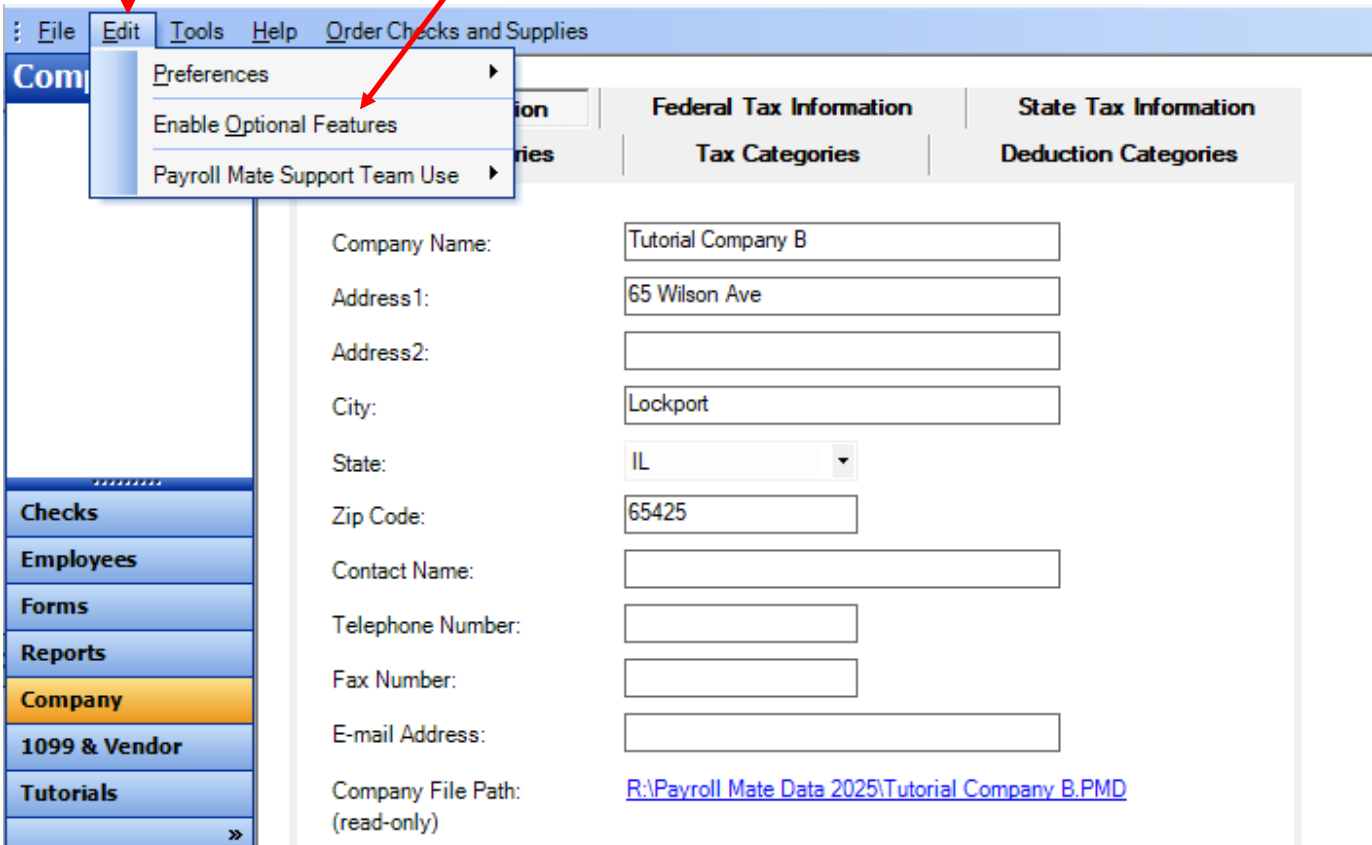
1. Click **Edit**
2. Click **Enable Optional Features**

Click Edit

1

Click Enable Optional Features

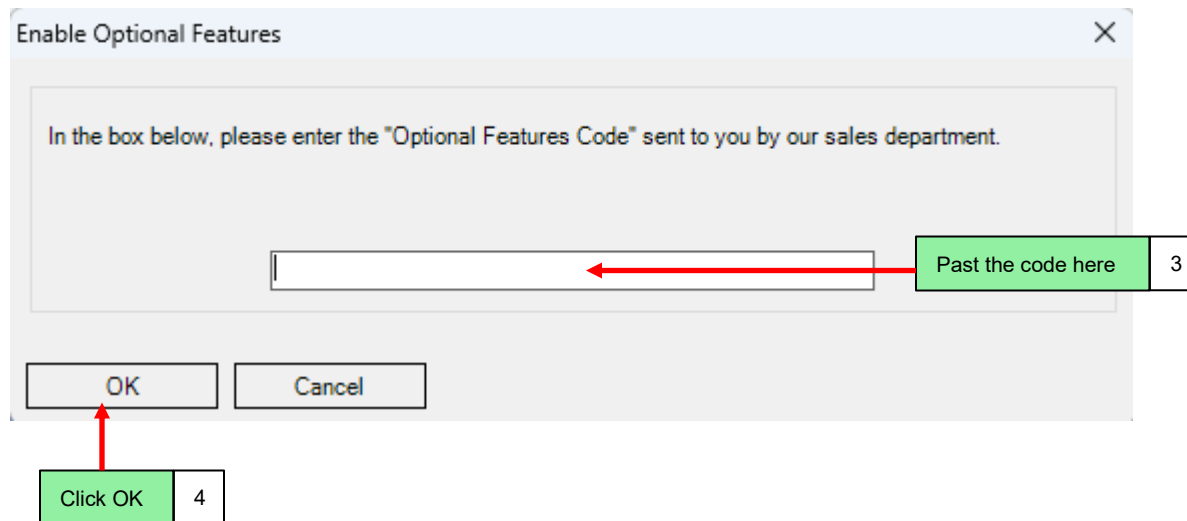
2



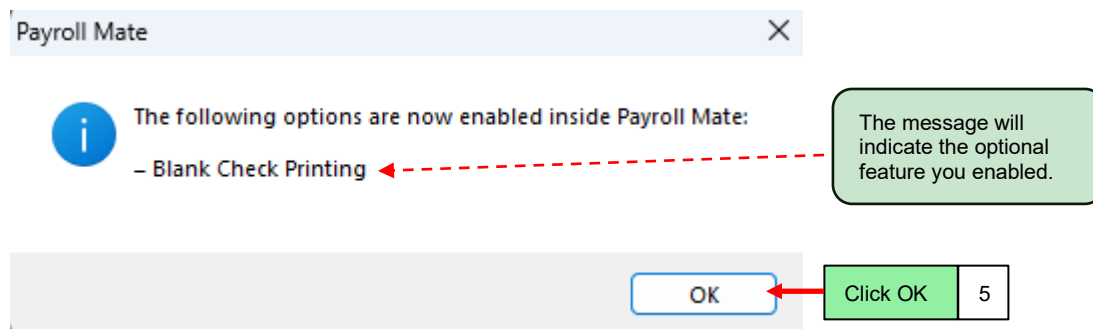
The screenshot shows the Payroll Mate software interface. The 'Edit' menu is open, and the 'Enable Optional Features' option is highlighted. The interface includes a menu bar with 'File', 'Edit', 'Tools', 'Help', and 'Order Checks and Supplies'. The 'Edit' menu has options for 'Preferences', 'Enable Optional Features', and 'Payroll Mate Support Team Use'. The main window displays company information for 'Tutorial Company B', including address, city, state, zip code, contact name, telephone number, fax number, email address, and company file path. The 'Company' tab is selected in the left sidebar.

Once you have purchased an additional option the code will be sent to your email (copy the code).

3. Copy the code and **paste the code here**
4. Click **OK**



5. Click **OK**



Congratulations. You have enabled an optional feature in your Payroll Mate!