



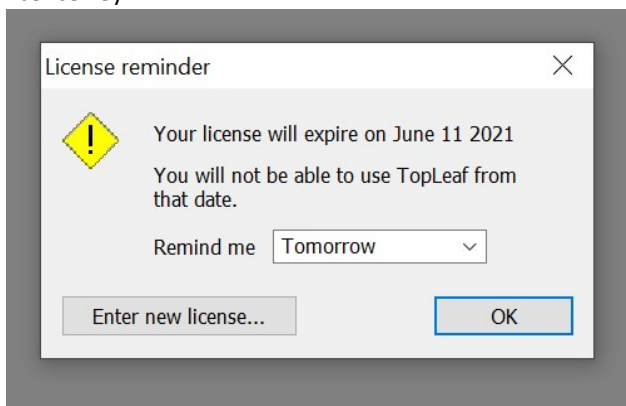
How to: Renew and Update TopLeaf licence?

License expiry notification –

TopLeaf will notify you when your licence is due for renewal. This will typically start 30 days prior to the expiration date of the licence. In addition to the notification screen, our system will send a notification and reminder email to the person of contact for your organisation.

The notification screens and this document will help you, as necessary, through the process.

1. When the notification for licence expiration pops up on TopLeaf start-up, coordinate with the contact person for your organisation to ensure your subscription is renewed so we can send you the new licence key.



2. Additionally, your contact person will receive an email reminder about the license expiry.
3. Upon renewal, your new licence key will be made available via the TopLeaf support desk.
4. After you have received your new licence key, you may enter it via the notification Window.
5. Alternately, you may enter the licence key in the same manner as the How to: Update your TopLeaf v10 licence.
6. Refer to the applicable How To support document for more information.