

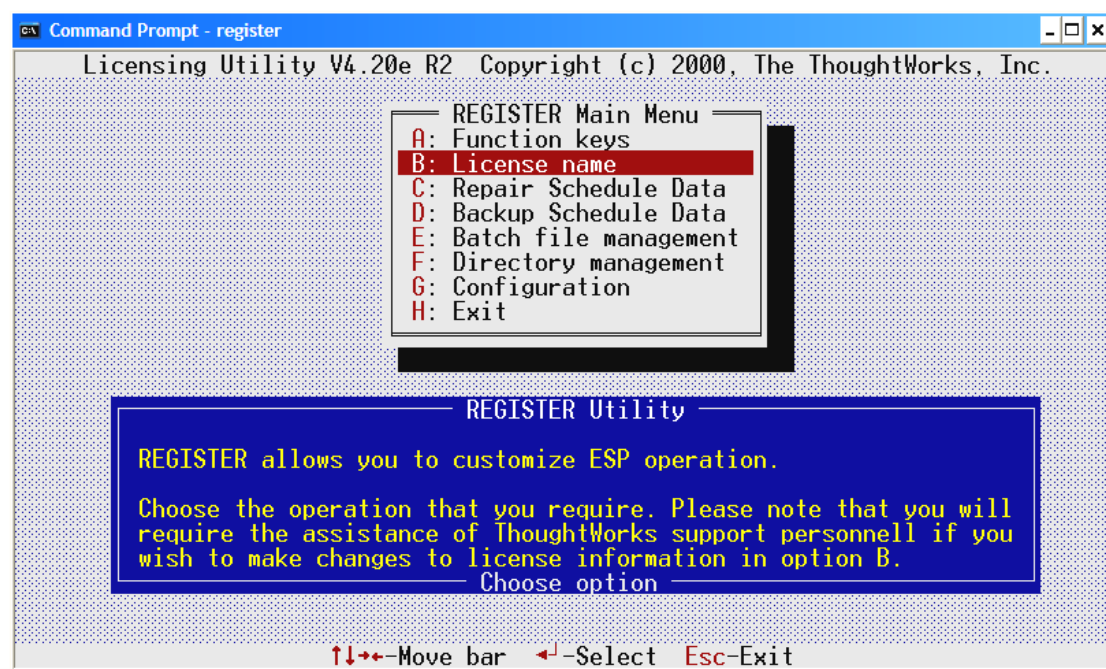
## Registering your ESP V4 License

With the release of ESP 5 updates to V4 have discontinued. The Version 4 information on our website is for those few customers still using V4; new customers should begin with ESP 5.

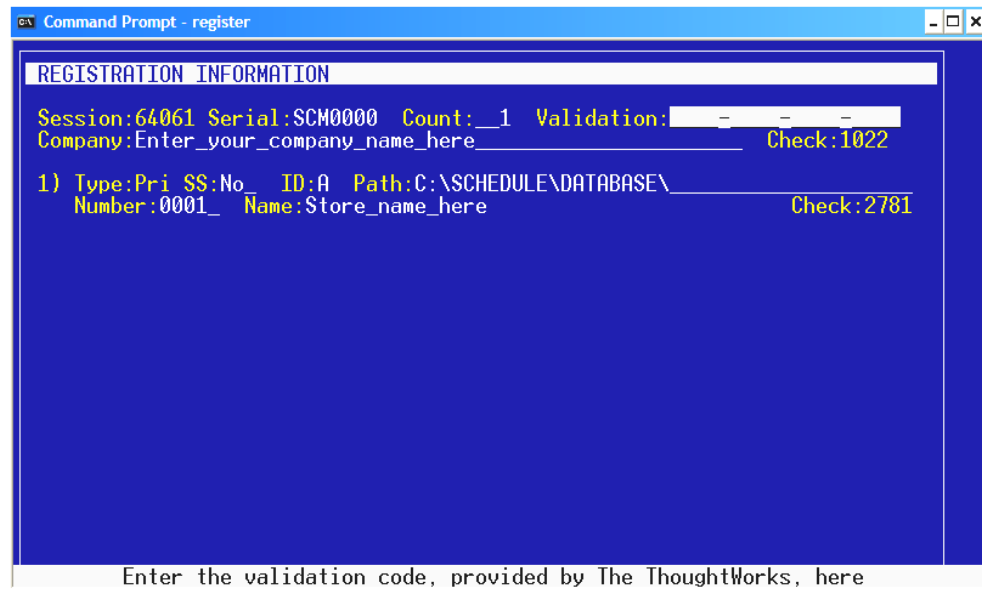
Your license of ESP V4 will need to be registered if you are:

- installing a new copy of ESP on a computer for the first time;
- extending the temporary expiration date of a trial or evaluation copy of ESP;
- adding additional stores to a computer that already has ESP; or
- after a computer crash.

To activate ESP, the program must already be installed on the computer. After ESP has been installed, click on **START | RUN** and in the **Open** dialogue box type: **C:\SCHEDULE\REGISTER.EXE** choose **OK** and you should see the menu shown below.




Select option **B: License name** from the menu and you should now see a screen similar to the one shown below. You will need to fill in your serial number and company name at the top. If you don't know your serial number you may enter SCM0000 (four zero's). The directory path, location number, and location name should already be filled in. However, if your store number is not correct, you should enter the correct number. You should also change the store name to something more descriptive; you may change it to anything you wish.



Once you have filled in this information, you are ready to contact us for the validation code. You may contact us by phone or e-mail (information below).

To e-mail the information, press the PRINT SCREEN button on your keyboard to capture an image of this screen, then paste it into a Microsoft Word document and e-mail that to us. Or, if you are not able to print the screen, write down the *Session*, your *Company* name, the complete directory *Path*, *Number*, and *Name*, along with the *Check* numbers on the right side of the page.

 Your e-mail must include your name, location and a message indicating the reason you need to license your copy of ESP (e.g., new purchase, installing on a new computer, etc). Also include the name of the Owner of your company so that we can look up your license information in our records. Without this information we are not able to process your request for a validation code.

We will then e-mail you back a **Validation code** that you need to enter in the validation field at the top of this screen. After you have filled in the validation code, press the F10 key to save this information. If you have typed in the validation code correctly the information will be saved and you will return to the register menu. Choose **H. Exit** to return to your desktop.

If you require assistance with any of the above steps please contact us at the appropriate number below.

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For help call our Support Hotline, visit our web site, or send us e-mail  
Toll-free in Canada and the U.S. 1-800-263-9446 ♦ Worldwide 1-905-628-2944  
E-mail: [support@thoughtworksinc.com](mailto:support@thoughtworksinc.com) ♦ Website: [www.thoughtworksinc.com](http://www.thoughtworksinc.com)