

Online Registration (Single User)

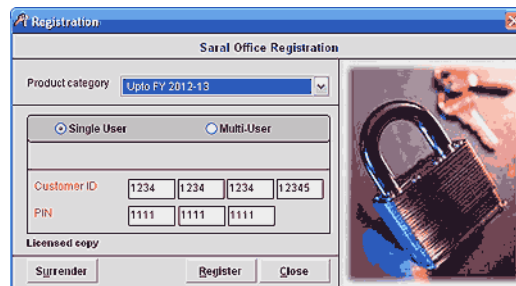
You can register Saral TaxOffice as a single user after the installation of the software. Contact **Relyon Support** for the payment options or refer [Buy Online](#) to make the online payment. After the payment is made, receive the invoice that contains Customer ID , PIN Number and Password from Relyon through your registered E-mail address. To register Saral TaxOffice:

1. Click  on the desktop or click **Start > Programs > Relyonsoft > Saral TaxOffice**.The following window is displayed.

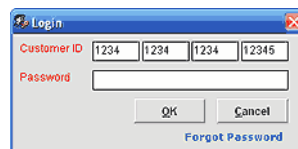


Note: Click **Continue** to run **Saral TaxOffice** in Trial Version with limited features.To get all the features Register the software.

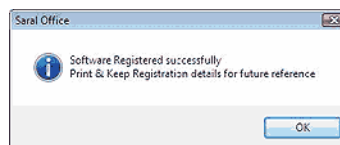
2. Click **Register**. The Registration window is displayed.



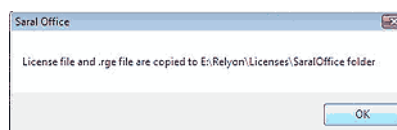
3. Select the **Financial Year in Product Category**.
4. Select **Single User** to register the software as a single-user.
5. Enter the **Customer ID and PIN** displayed in the Invoice received from Relyon Softech Ltd.
6. Click **Register**. The following window is displayed.



7. Enter the **Password** displayed in the Invoice received from Relyon Softech Ltd.
8. Click **Ok**. The following window is displayed with the **Successful Registration** message.



9. Click **Ok**. A notepad will be displayed with the Registration details which will be stored in the application path.
10. Close the **Notepad** to display the following window with the location path of the **License file** and **.rge** file.



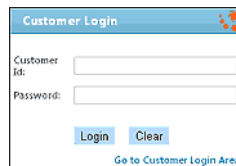
11. Make a note of the location path of the **License file** and **.rge file** for future reference.
12. Click **Ok** to complete the online registration.

Change Password

You can change the password after you have successfully registered Saral TaxOffice.

To change the password:

1. Click <http://www.relyonsoft.com/home/buy/index.php> to display the **Relyon Buy Online** webpage.
2. On the **Customer Login** which is displayed below, enter the **Customer ID** and **Password**. (Received from Relyon Softech Ltd).

A screenshot of the 'Customer Login' form. It has a title bar 'Customer Login' with a close button. Below the title bar, there are two input fields: 'Customer Id:' and 'Password:'. Below these fields are two buttons: 'Login' and 'Clear'. At the bottom, there is a link 'Go to Customer Login Area'.

3. Click **Login** to your profile page.
4. Click **Change Password** to change the password of your choice.

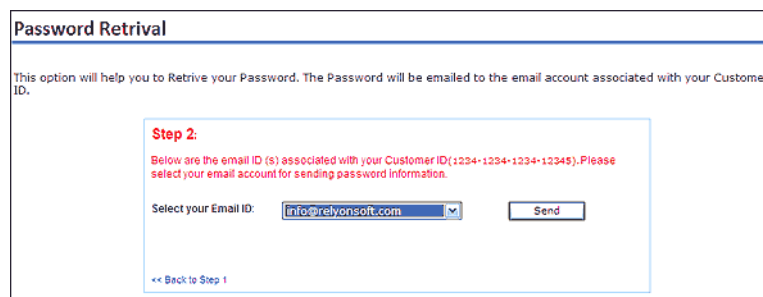
Forgot Password

If you forget the password in future, you can retrieve the password from Relyon Softech to your registered email address.

1. Click **Forgot Password**. The following window is displayed.

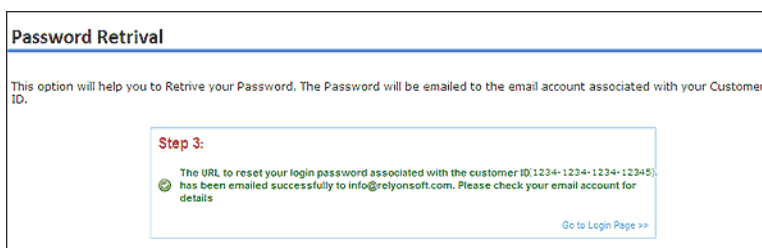
A screenshot of the 'Password Retrieval' window. The title bar says 'Password Retrieval'. Below the title bar, there is a text box: 'This option will help you to Retrive your Password. The Password will be emailed to the email account associated with your Customer ID.' Below this, there is a section titled 'Step 1:' with the instruction 'Please Enter Your Customer ID to Proceed with.' Below this instruction, there is a text input field for 'Customer ID:' and a 'Next' button. Below the input field, there is a hint: '(Eg: 1234-4356-7891-12345 OR 12344356789112345)'.

2. Enter the **Customer ID**.
3. Click **Next**. The following window is displayed.

A screenshot of the 'Password Retrieval' window, Step 2. The title bar says 'Password Retrieval'. Below the title bar, there is a text box: 'This option will help you to Retrive your Password. The Password will be emailed to the email account associated with your Customer ID.' Below this, there is a section titled 'Step 2:' with the instruction 'Below are the email ID (s) associated with your Customer ID(1234-1234-1234-12345). Please select your email account for sending password information.' Below this instruction, there is a text input field for 'Select your Email ID:' with a dropdown menu showing 'info@relyonsoft.com' and a 'Send' button. At the bottom left, there is a link '<< Back to Step 1'.

4. Select your registered **Email ID** (If you have registered multiple emails id's).

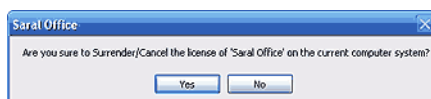
- Click **Send**. The following window is displayed to confirm that Password has been sent to the registered email Id.



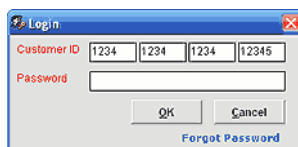
Surrender

To surrender Saral Taxoffice to Relyon Softech:

- Click **Surrender** on the **Registration** window. The following window is displayed.



- Click **Yes** to surrender. The following window is displayed.



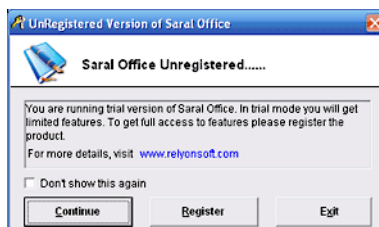
- Enter the **Password**.
- Click **Ok** to surrender Saral TaxOffice.

Online Registration (Multi User Server)

You can register Saral TaxOffice as a multi user after the installation of the software. Contact **Relyon Support** for the payment options or refer [Buy Online](#) to make the payment online. After the payment is made, receive the invoice that contains Customer ID , PIN Number and Password from Relyon through your registered E-mail address.

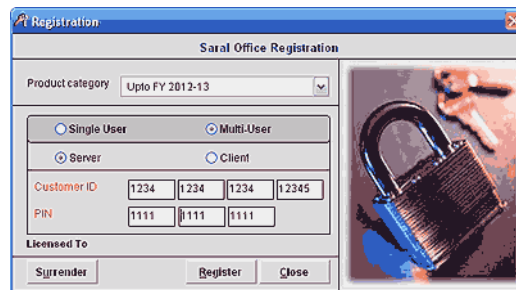
To register Saral TaxOffice:

- Click  on the desktop or click **Start > Programs > Relyonsoft > Saral TaxOffice**. The following window is displayed.

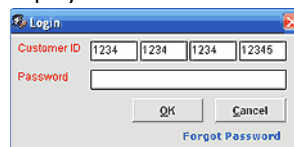


Note: Click **Continue** to run Saral TaxOffice in Trial Version with limited features. To get all the features Register the software.

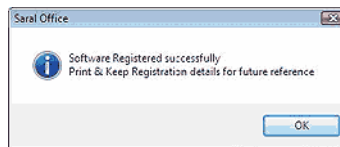
- Click **Register**. The Registration window is displayed.



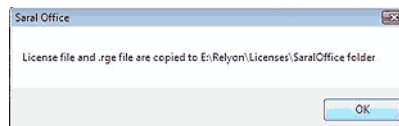
- Select the **Financial Year** in **Product Category**.
- Select **Multi-User**. The **Server** and **Client** options are enabled.
- Select **Server** to install in the server computer.
- Enter the **Customer ID** and **PIN** displayed in the Invoice received from Relyon Softech Ltd.
- Click **Register**. The following window is displayed.



- Enter the **Password** displayed in the Invoice received from Relyon Softech Ltd.
- Click **OK**. The following window is displayed with the **Successful Registration** message.



- Click **OK**. A notepad will be displayed with the Registration details which will be stored in the application path.
- Close the **Notepad** to display the following window with the location path of the **License file** and **.rge** file.



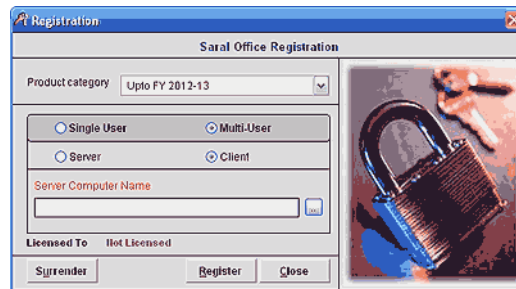
- Make a note of the location path of the **License file** and **.rge** file for future reference.
- Click **OK** to complete the online registration.
- To give access to the client computer, refer [License Manager](#)

Note: For information on the following, refer in **Registration Single-User**:

- [Change Password](#)
- [Forgot Password](#)
- [Surrender](#)

Multi-User Client

1. To register the software in a client computer, follow the [Online Registration \(Multi User Server\)](#) procedure from **1 to 4**.
2. Select **Client**. The following window is displayed.



3. Click and select the registered **Saral TaxOffice Server** computer or type the **IP address** of the server computer. The **License Manager** should be enabled in the server computer to get the access.
4. Click **Register** to register Saral TaxOffice in client computer.
5. Follow the procedure **9 to 13** to complete the Multi User client registration.

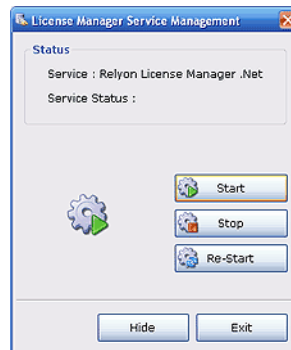
Note: If you download the updates for **Saral TaxOffice** from the client computer, it will check for the **updates** in the server computer for download. If the server computer is not updated with latest Saral TaxOffice, it will download the updates from Relyon website.

License Manager

The License Manager is installed only in the Server computer when you register Saral TaxOffice for Multi Users. It is installed to give access to the client computer through LAN.

To open the license manager:

1. On the **Registration** menu, click **License Manager**. The following window is displayed.



2. Click **Start** to give access to the client computer.

Note: Do not click **Stop** or **Exit** when the client computer is connected.

3. You can **Hide** the License Manager when the client computer is connected.
4. To open the License Manager, click on the **Task Bar**.
5. To stop the client computer from access, click **Stop**.

Offline Registration (Single User)

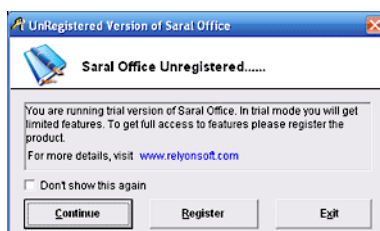
You can register Sara TaxOffice as a single user after the installation of the software (Refer Installation for more information). Contact Relyon Support for the payment options. After the payment is made, receive the invoice that contains Customer ID, PIN Number and Password through Relyon Softech representatives.

The following are the 2 methods to register Sara TaxOffice offline:

- **Method 1**
- **Method 2**

Method 1

1. Click  on the desktop or click **Start > Programs > Relyonsoft > Sara TaxOffice**. The following window is displayed.

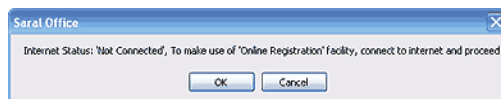


Note: Click **Continue** to run Sara TaxOffice in Trial Version with limited features. To get all the features Register the software.

2. Click **Register**. The Registration window is displayed.



3. Select the **Financial Year** in **Product Category**.
4. Select **Single User** to register the software as a single-user.
5. Enter the **Customer ID** and **PIN**.
6. Click **Register**. The following window is displayed.

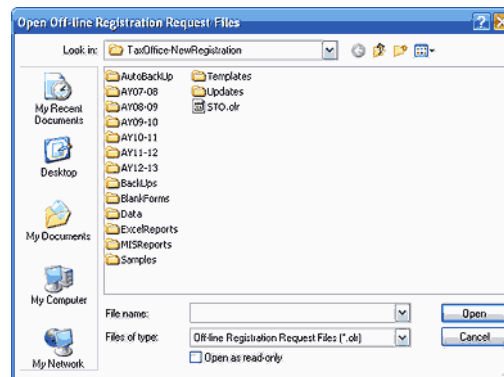


7. Click **Cancel**. The following window is displayed.

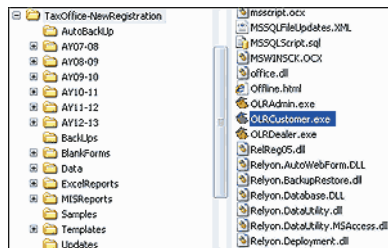


Note: For future reference of **STO.oir**, make a note of the path in the above window.

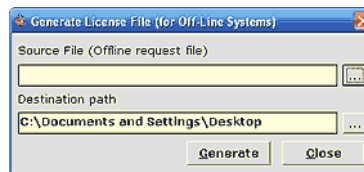
8. Click **Ok**. The following browse window is displayed with the **STO.olr** path.



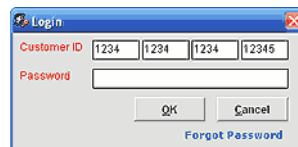
9. Copy and Paste **STO.olr** on the desktop.
 10. Go to **Saral TaxOffice** application path. (Path mentioned on the window in procedure 7).
 11. Locate **OLRCustomer.exe** in the application path as displayed below.



12. Copy and Paste **OLRCustomer.exe** on the desktop.
 13. Copy **STO.olr** and **OLRCustomer.exe** to any external devices like **Pendrive** etc.
 14. Paste **STO.olr** and **OLRCustomer.exe** in the computer where internet is accessible. (You can use any computer which has a internet connection. **Example:** A computer in a **Internet Browsing Center.**)
 15. Double click **OLRCustomer.exe**. The following window is displayed.

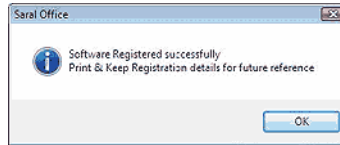


16. Click **...** and select the path of **STO.olr**. (Path mentioned in procedure 14)
 17. By default, **Destination Path** to generate **.Lic file** is displayed. If required, click **...** to change the destination path.
 18. Click **Generate**. The following window is displayed.

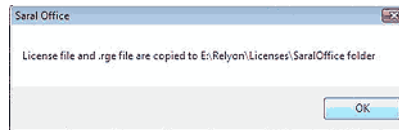


19. By default, **Customer ID** will be displayed.
 20. Enter the **Password**. (Received from Relyon Softech)
 21. Click **Ok**. The **.Lic file** will be generated in the destination path.
 22. Copy the **.Lic file** from the destination path to any external devices like Pendrive etc.
 23. Paste the **.Lic file** in the application path (Path mentioned on the window in procedure 7).
 24. Open **Saral TaxOffice** application and click **Registration** to display the registration window. (Refer procedure 2 to view the registration window).

25. Click **Register** on the registration window. The following window is displayed with the **Successful Registration** message.



26. Click **Ok**. A notepad will be displayed with the **Registration** details which will be stored in the application path.
27. Close the **Notepad** to display the following window with the location path of the **License file** and **.rge file**.



28. Make a note of the location path of the **License file** and **.rge file** for future reference.
29. Click **Ok** to complete the offline registration.

Method 2

1. Follow **Method 1** procedure from **1** to **8**.
2. Copy and Paste **STO.olr** on the desktop.
3. Copy **STO.olr**, **Customer ID** and **PIN** to any external devices like **Pendrive** etc.
4. Paste **STO.olr**, **Customer ID** and **PIN** in the computer where internet is accessible. (You can use any computer which has a internet connection. Example: A computer in a Internet Browsing Center.)
5. Send **STO.olr**, **Customer ID** and **PIN** through email to support@relyonsupport.com for verification.
6. Receive **.LIC** file through email from Relyon Softech Ltd. after the verification.
7. Copy the **.Lic** file to any external devices like **Pendrive** etc.
8. Paste the **.Lic** file in the application path (Path mentioned on the window in **Method 1** in procedure **7**).
9. Follow **Method 1** procedure from **24** to **29** to complete the offline registration.

Offline Registration (Multi User)

Refer **Online Registration (Multi User Server)** and follow the same procedure in **Offline Registration (Single User)**.