

Ref : 11120 / 2010.00 / CCS Software  
18 October 2005

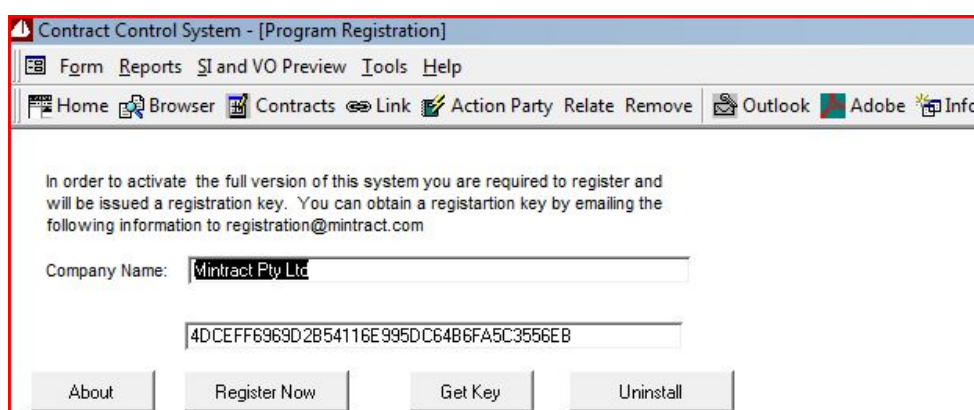
## ATTACHMENT 1: Registration Process for Mintract Software

These instructions apply to all the Mintract software modules. To register your software please follow the steps below:

1. Have your User Name and Password details that have been emailed to you, available.
2. Go to Menu 1 and select 'Tools' - 'Register'.

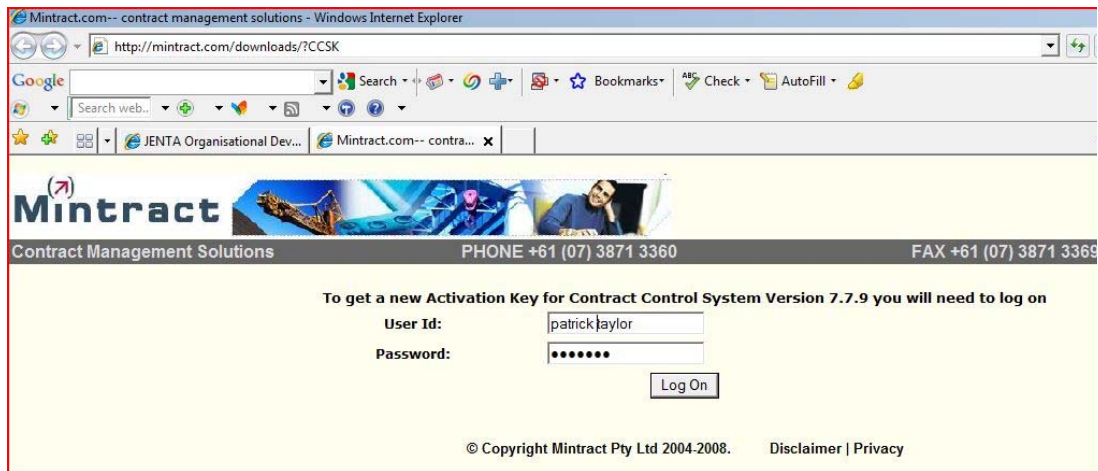


3. Ensure your 'Company' details are as has been confirmed to you by email from Mintract.

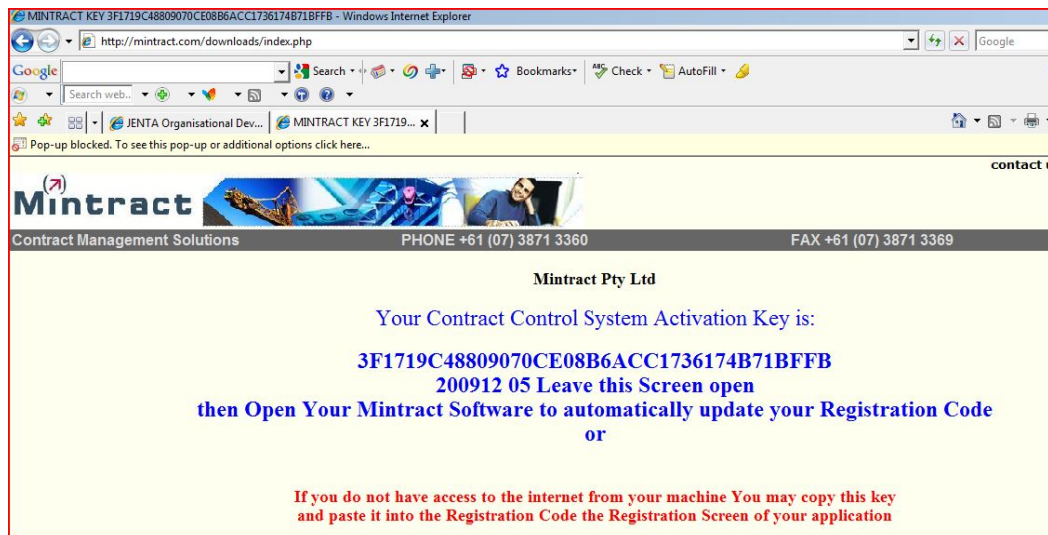


## Registration Process for CCS

4. Press 'Get Key'. This will connect you to the 'Support' page of the Mintract Web site. Log in using your 'User Name' and 'Password'.



5. A Registration key will now show on the screen.



6. Follow the instructions on the screen. Close down the Mintract software module (CCS, Daily Diary, PCM - whichever is being registered.) whilst leaving the web site screen with the registration details open.
7. Open the Mintract software module (CCS, Daily Diary, PCM - whichever is being registered.) up. The registration process will now automatically update the registration details.
8. If step 6 fails to complete, copy the registration number from the open web screen and paste it into the registration area as shown in step 2.
9. Alternatively if you do not have access to the internet from your computer, use another computer to access [www.mintract.com](http://www.mintract.com) and go to the 'Support' page. Log in as per step 3 and take note of the registration number. Enter the registration number into the registration area as shown in step 2.