

Did you know?

Quick & Easy Company File Activation/Confirmation

Every 4 to 9 months, you will receive an alert that prompts you to activate/confirm your company files. This helps to ensure only authorised users gain access to confidential company information. The activation/confirmation of your company files can be done easily with a few clicks of a button.

You require internet access to do this.

How can I quickly activate or confirm my company files?

Mind your own business

Steps:

1. This message appears when you open your MYOB company file.

Select the 1st option: "I want to activate my company file online"

Company File Activation

MYOB

Activate Your Company File

You have 30 days before you must activate your company file.

I want to activate my company file online
You must be connected to the internet.

I want to activate my company file by phone
This is an automated phone service.

I want to activate my company file later
Trial version users should also choose this option.
(30 days remaining)

I want to mark this company file as Read Only
For company files you no longer need to add data into.

Please Note
If the file you have just opened is a back-up file, a file from a previous financial year that has been closed, or a file you no longer need to add data to, you do not need to activate it. Just select "I want to mark this company file as Read Only".

Cancel Continue

2. Enter the 12-digit product serial number and click on CONTINUE
3. Once 10-digit Company File Code appears, select CONTINUE
4. Your company file has been successfully activated/confirmed.

Company File Activation - Online

MYOB

Activate Online

Activation only takes a few moments. You must be connected to the internet.

Please enter your serial number below. Your company file code is displayed when a valid serial number is entered.

Serial Number: [Where is my serial number?](#)

Company File Code:

MYOB stores your serial number and company file code. No other information is used by MYOB when you activate your company file. For more information see the [MYOB Privacy Policy](#).

Back Continue

Tip: If you have trouble connecting on-line, check your firewall and internet security settings to ensure it allows your PC access to [https:// confirmation.myob.com](https://confirmation.myob.com) to perform the online activation/confirmation.

MYOB South Asia Websites:

Malaysia: www.myob.com.my **Singapore:** www.myob.com.sg