

Fast-Class File

Client Data System

Volume 93: E-Z Renewal

Control files can be updated using **E-Z Renewal**. As the control file expiration date approaches, E-Z Data will send you an email with the required login information to update your license. If you're registering for the first time, use the supplied user I.D., password, and link provided in the email to reach the E-Z Renewal download page.

Note: E-Z Renewal is not compatible with versions of CDS earlier than 3.2. If you are using a version of CDS earlier than 3.2, you will receive your control file in the usual manner via email.

To Download and Install E-Z Renewal (if registering for the first time):

- Follow the instructions on the email to reach the E-Z Renewal download page.
- On the E-Z Renewal download page, click the **Download EZRenew.zip** link to download the **EZRenew.zip** file.
- Click **Save** in the **File Download** window.
- Select a location to save the **EZRenew.zip** file located with the Save As window.

Note: For a network version of CDS, E-Z Renewal should be run from the workstation or workstation/server. It cannot be run on just a server, as E-Z Renewal requires EZUtil, which is part of the workstation installation. You can run E-Z Renewal on any CDS workstation on your network with an internet connection. Users without an internet connection will be emailed a control file.

- After selecting a location to save the **EZ Renew.zip** file, click **Save**.
- After the **EZRenew.zip** file has been downloaded, use an unzipping utility to extract the contents of the file.
- Open the new **EZRenew** folder and double click on the **EZRenewalSetup.exe** file to install E-Z Renewal.
- When the installation is complete, you will have a new **E-Z Renewal** icon on your desktop.

To Update Your Control File with E-Z Renewal:

Note: Users of a network installation of CDS should run E-Z Renewal on the workstation/server machine and ensure that all users have logged out of CDS before updating the control file with E-Z Renewal. If, for some reason, E-Z Renewal cannot be run on the server, E-Z Renewal can be run on any CDS workstation on the network with an internet connection.

- Double-click on the **Client Data System E-Z Renewal** icon on the desktop.
- Enter the required information in **Step 1** of the **License Renewal Process** wizard.

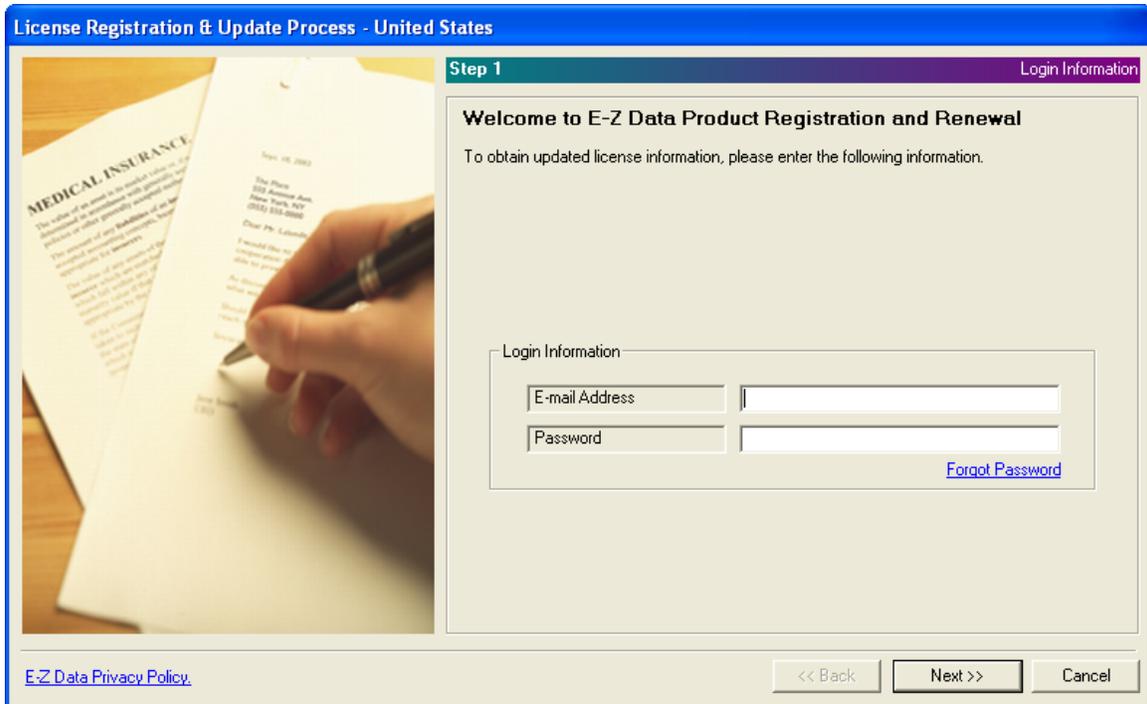


Figure 1: Step 1 of the License Renewal Process wizard.

- Enter your email address and password.

Note: If you're registering for the first time, you will be prompted to create a password and enter your business address and business information. Your email and password allows you to login to <https://register.ez-data.com> to review your licenses, update your file, and access CDS downloads as they become available.

- Click **Next**.
- E-Z Renewal will verify login information.
- After login information is verified, enter any required information in **Step 3** of the **License Renewal Process** wizard.
- Click **Register**.
- The control file will be updated.
- An update confirmation email will be sent to the email entered in **Step 1** from customerservice@ez-data.com. The email will include the email and password used to create a login to <https://register.ez-data.com> and a complete listing of all licenses and modules currently owned by the registered user.

Future Control File Updates

After using E-Z Renewal for the first time, future updates will be even easier. When CDS prompts you with a message that the control file is about to expire, all you will need is the email and password used to login to <https://register.ez-data.com> and you will be able to update your control file immediately.

For future upgrades you must:

- Leave E-Z Renewal installed on your system.
- Remember your password.