



Process to Update Anthology Payroll License

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Revision History

Rev.	Date	Description
01	June 2025	Initial release of document.

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Anthology Payroll License Upload

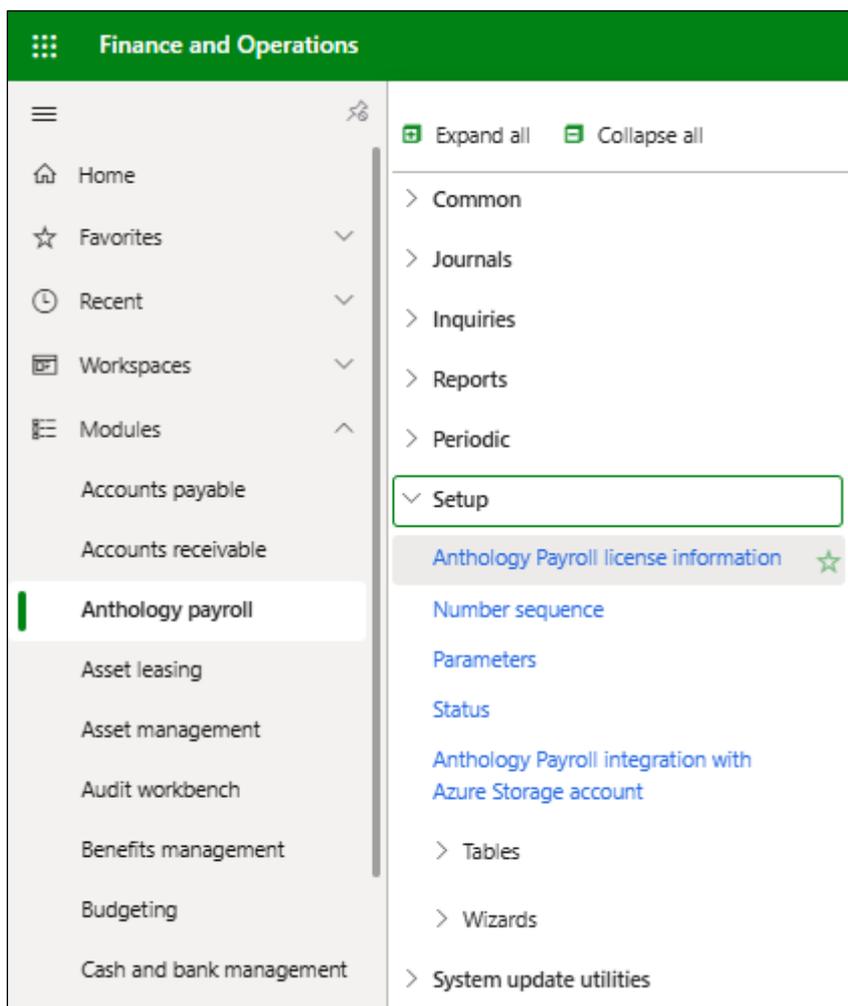
The following procedure outlines how to load an **Anthology Payroll licence** file into your system.

This task can be done by any Microsoft Dynamics 365 Finance & HCM user who has either the **Anthology Payroll Administrator** or **System Administrator** role.

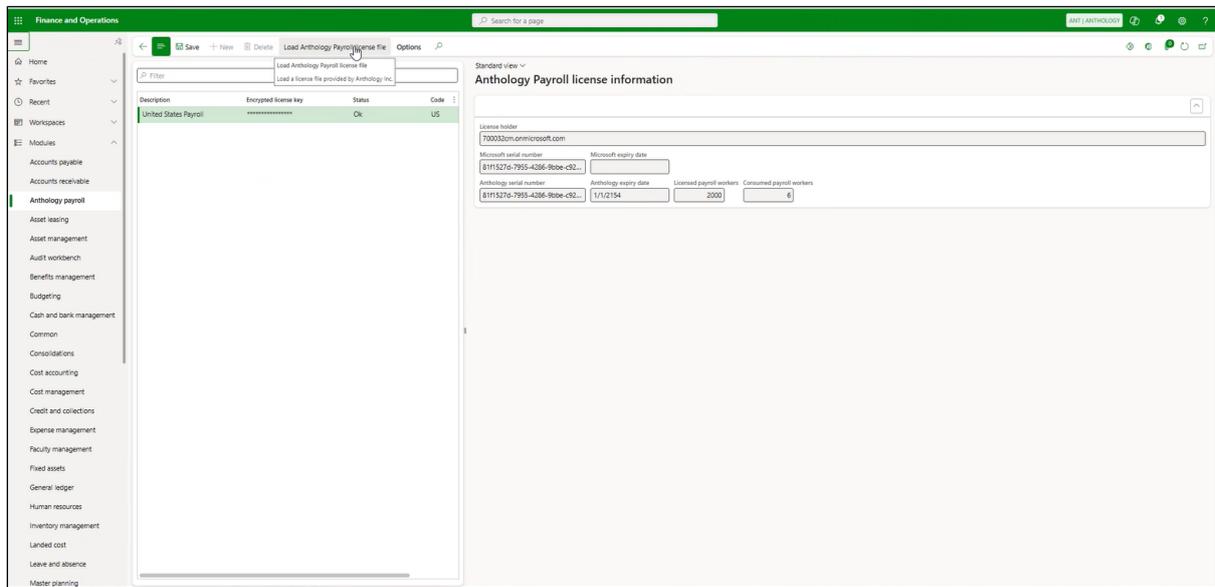
Before applying this procedure in your production environment, ensure you first complete it in a test environment. If you have more than two environments, follow this procedure in each additional environment where **Anthology Payroll** is installed.

Instructions

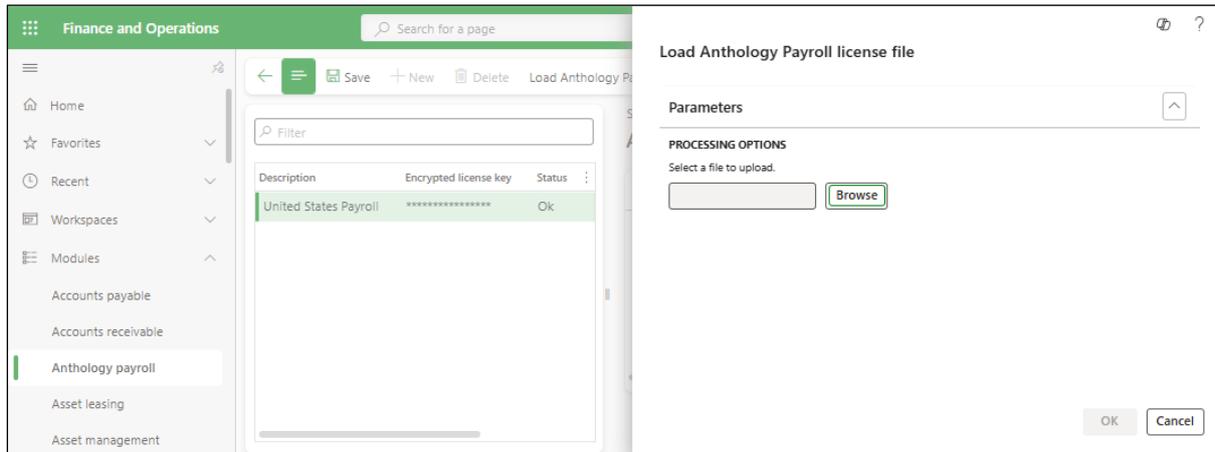
Step 1: Click **Modules > Anthology Payroll > Setup > Anthology Payroll license information**



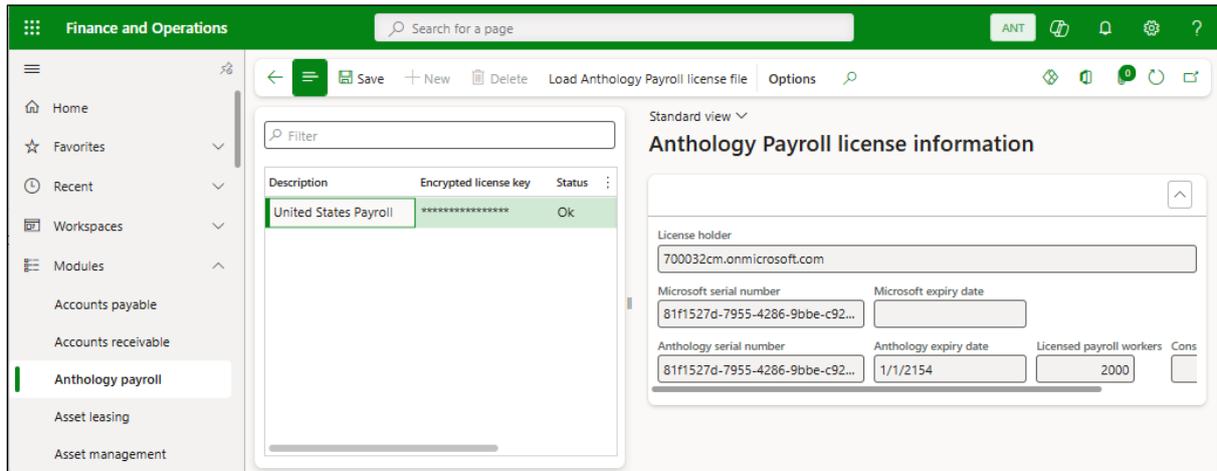
Step 2: click **Load Anthology Payroll License File** option.



Step 3: In the pane that appears on the right, click **Browse**. In the file selection dialog, locate and select your license file, then click **Open**. Once you are back in the **Load Anthology Payroll license** pane, click **OK** to proceed.



Step 4: Upon successful file upload, ensure the status in the left column displays **OK**, and that the updated expiry date is visible under **Anthology expiry date** in the right column.



For any questions or assistance, please contact [Anthology Support](#).