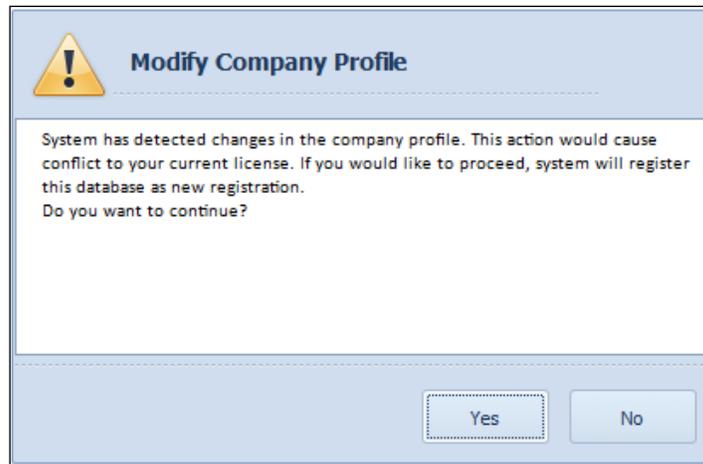




## Modify Company Profile Prompt

### Overview

Changes in *Company Profile* such as Address, TIN, and Company Name will show you the prompt below upon saving. This article will walk you through updating the company profile successfully.

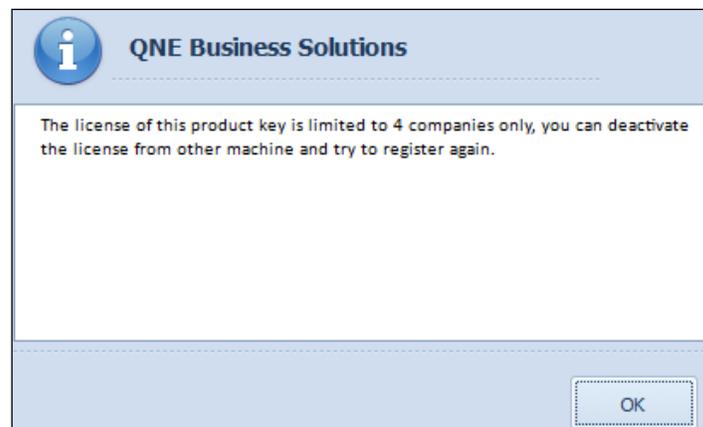


### Solution #1

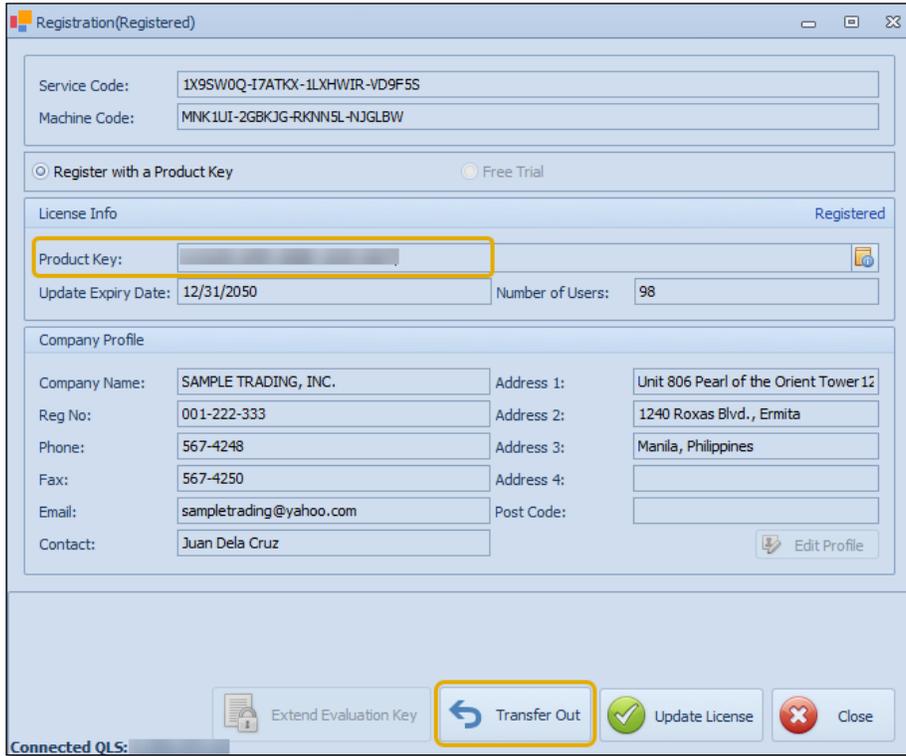
1. The prompt is just informing that the system will register the database or company as new. To proceed, click **Yes** and it will be all set.

### Solution #2

1. If performing the first solution and you get another prompt like below, click **OK** and then close the company profile screen.



2. Ask all other users to log out of QNE for now. *(This will only take a few minutes)*
3. Go to **File > Registration**.
4. Copy or note down your license/product key. Click **Transfer Out**.



Registration(Registered)

Service Code: 1X9SW0Q-I7ATKX-1LXHWIR-VD9F5S  
Machine Code: MNK1UI-2GBKJG-RKNNSL-NJGLBW

Register with a Product Key  Free Trial

License Info Registered

Product Key: [Redacted]

Update Expiry Date: 12/31/2050 Number of Users: 98

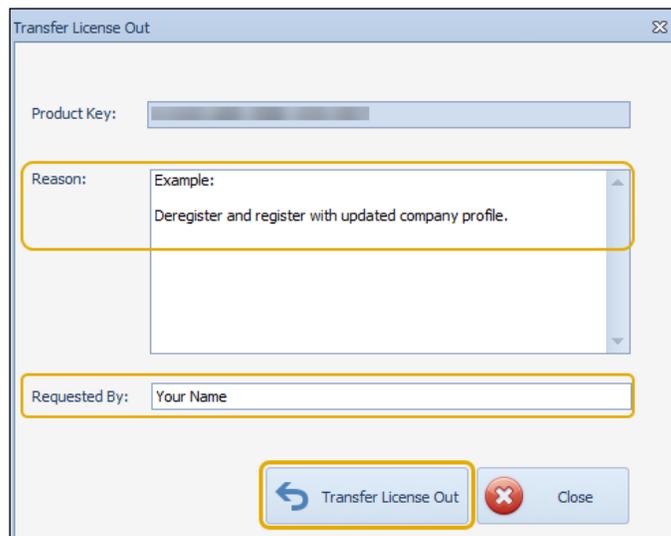
Company Profile

Company Name: SAMPLE TRADING, INC. Address 1: Unit 806 Pearl of the Orient Tower 12  
Reg No: 001-222-333 Address 2: 1240 Roxas Blvd., Ermita  
Phone: 567-4248 Address 3: Manila, Philippines  
Fax: 567-4250 Address 4:  
Email: sampletrading@yahoo.com Post Code:  
Contact: Juan Dela Cruz Edit Profile

Extend Evaluation Key **Transfer Out** Update License Close

Connected QLS:

5. Fill in the *Reason* and the *Request By* fields. Click **Transfer License Out**.



Transfer License Out

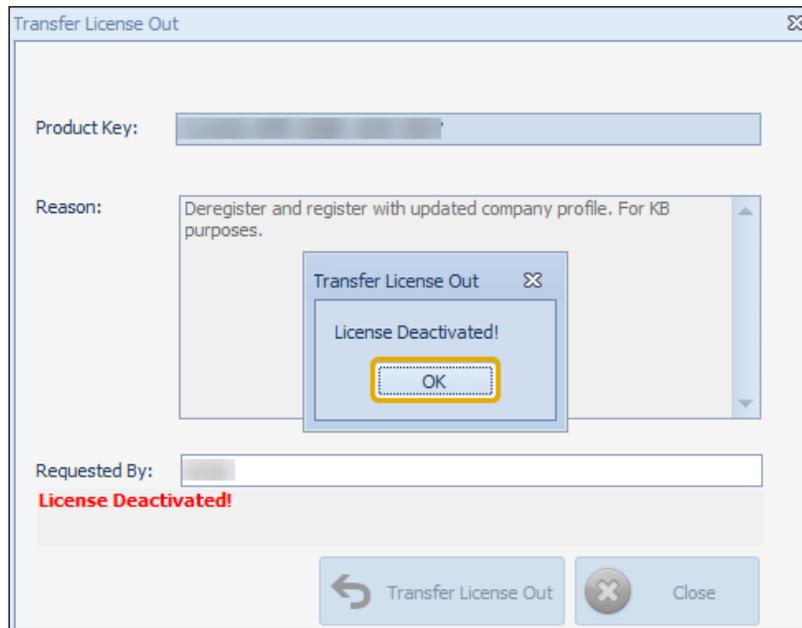
Product Key: [Redacted]

Reason: Example:  
Deregister and register with updated company profile.

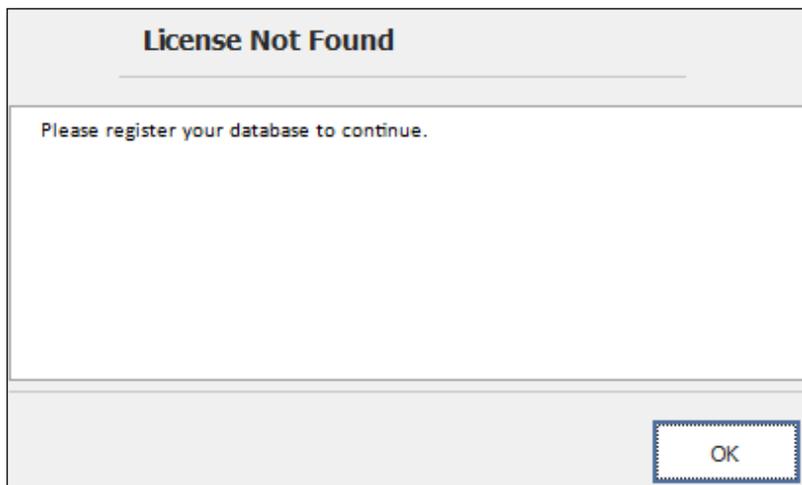
Requested By: Your Name

**Transfer License Out** Close

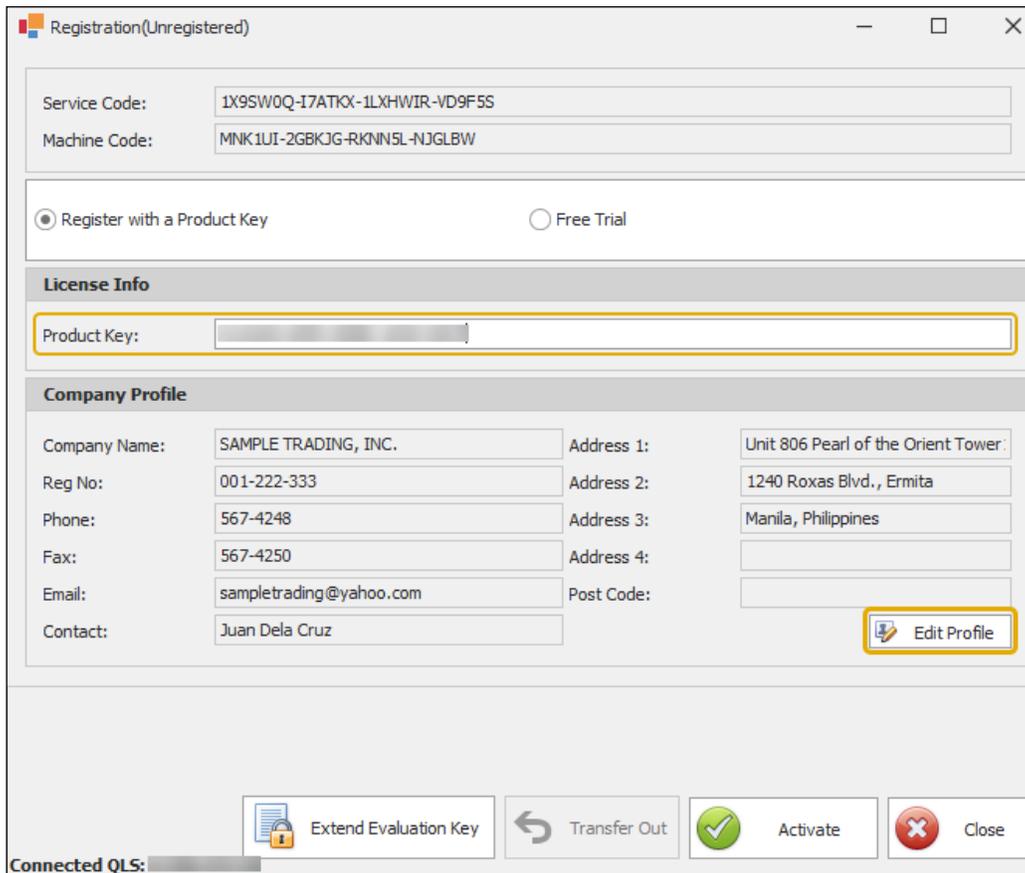
6. Click **OK** once the license is deactivated. (You will be logged out automatically)



7. Log back in and click **OK** on the *License Not Found* prompt.



8. Enter your license/product key and click **Edit Profile**.



Registration(Unregistered)

Service Code: 1X9SW0Q-I7ATKX-1LXHWIR-VD9F5S  
Machine Code: MNK1UI-2GBKJG-RKNN5L-NJGLBW

Register with a Product Key  Free Trial

**License Info**

Product Key:

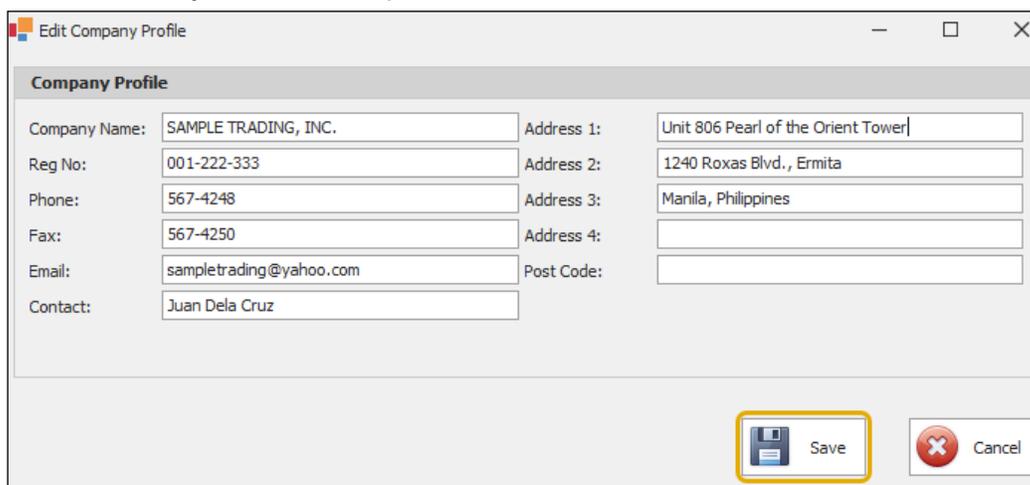
**Company Profile**

Company Name: SAMPLE TRADING, INC. Address 1: Unit 806 Pearl of the Orient Tower  
Reg No: 001-222-333 Address 2: 1240 Roxas Blvd., Ermita  
Phone: 567-4248 Address 3: Manila, Philippines  
Fax: 567-4250 Address 4:  
Email: sampletrading@yahoo.com Post Code:  
Contact: Juan Dela Cruz

Extend Evaluation Key Transfer Out Activate Close

Connected QLS:

9. Edit the information you want to update and click **Save**.

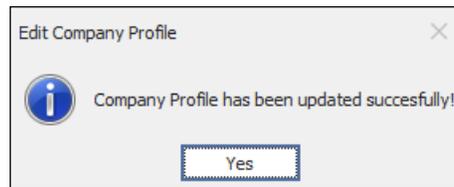


Edit Company Profile

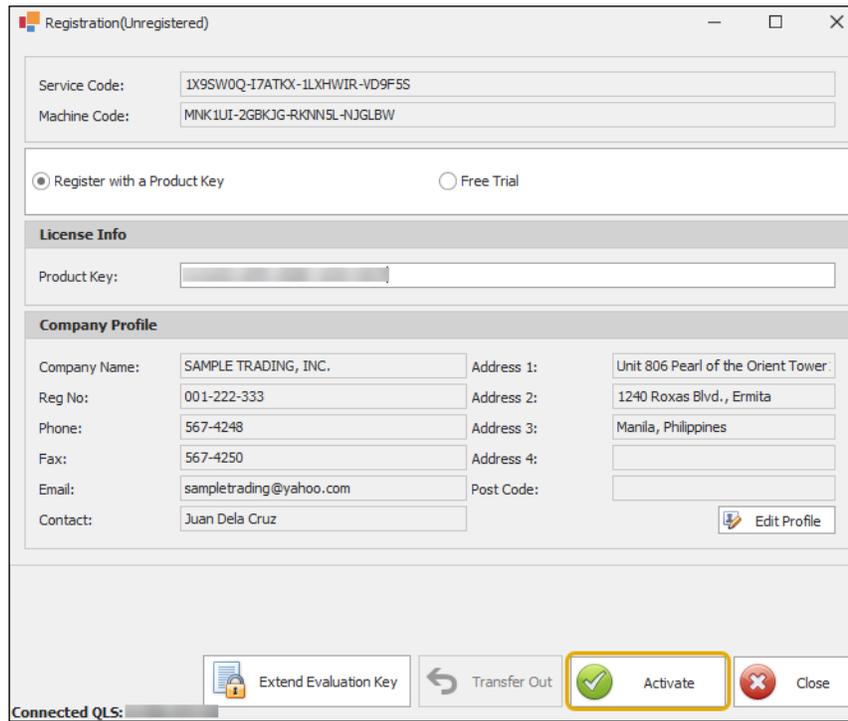
**Company Profile**

Company Name: SAMPLE TRADING, INC. Address 1: Unit 806 Pearl of the Orient Tower  
Reg No: 001-222-333 Address 2: 1240 Roxas Blvd., Ermita  
Phone: 567-4248 Address 3: Manila, Philippines  
Fax: 567-4250 Address 4:  
Email: sampletrading@yahoo.com Post Code:  
Contact: Juan Dela Cruz

10. Click **Yes**.



11. Click **Activate**.



Registration(Unregistered)

Service Code: 1X9SW0Q-17ATKX-1LXHWIR-VD9F5S  
Machine Code: MNK1UT-2GBKJG-RKNNSL-NJGLBW

Register with a Product Key  Free Trial

**License Info**

Product Key: [Redacted]

**Company Profile**

Company Name:	SAMPLE TRADING, INC.	Address 1:	Unit 806 Pearl of the Orient Tower.
Reg No:	001-222-333	Address 2:	1240 Roxas Blvd., Ermita
Phone:	567-4248	Address 3:	Manila, Philippines
Fax:	567-4250	Address 4:	
Email:	sampletrading@yahoo.com	Post Code:	
Contact:	Juan Dela Cruz		

Extend Evaluation Key | Transfer Out | **Activate** | Close

Connected QLS: [Redacted]

12. Click **OK** and it is now all set. (All other users may now log back in)



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>