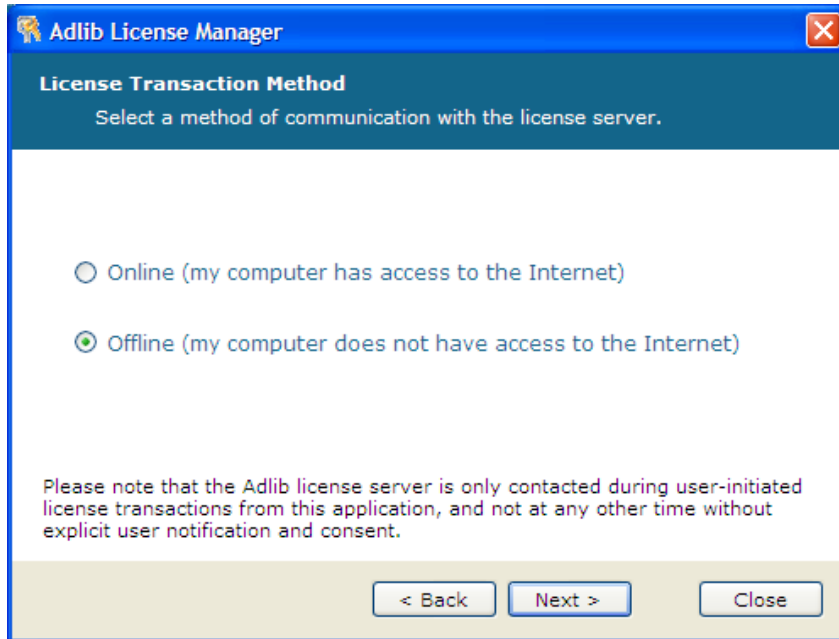


### 5.3 Activate License – Offline

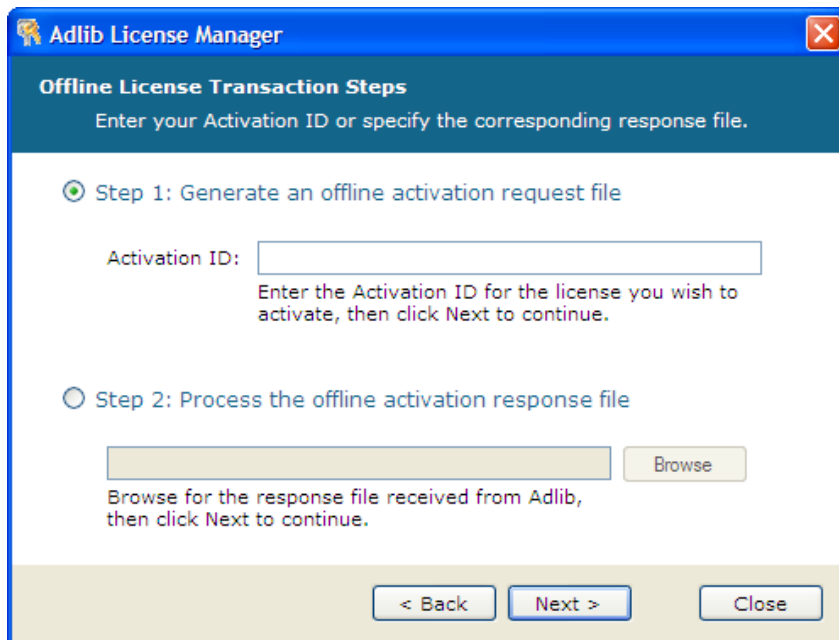
Select the **Activate License** option and click the **Next** button.

Select the **Offline** option and click the **Next** button.



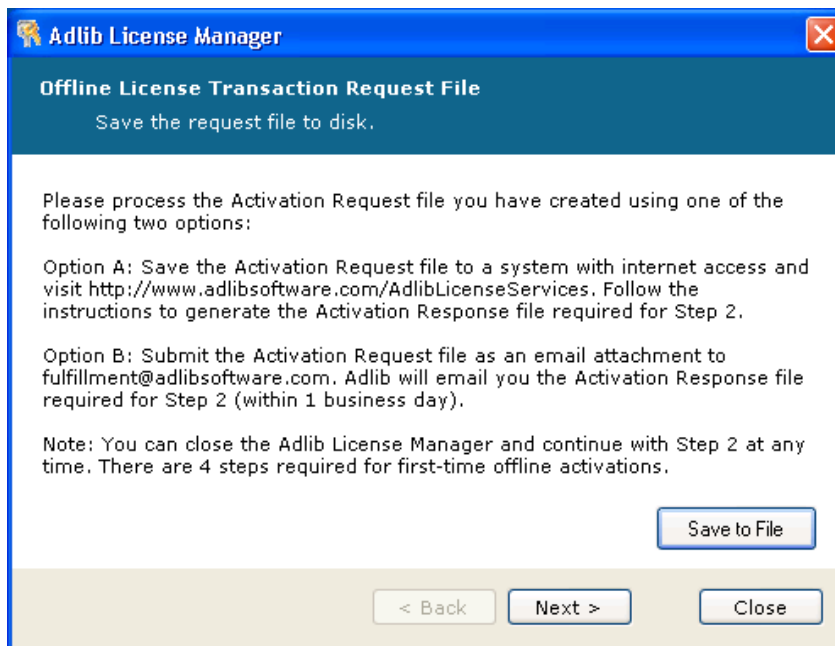
Select the **Step 1** option and enter the **Activation ID** provided by Adlib Fulfillment.

Click the **Next** button.



Click the **Save to File** button and choose a location to save the file to your computer.

Click the **Next** button.



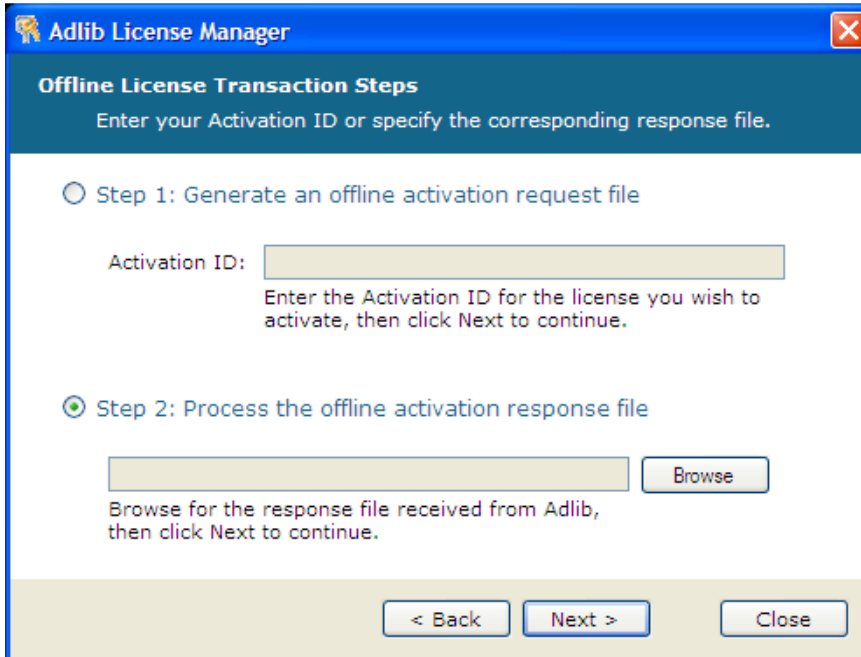
You must now process the file using one of the following methods:

- a. Copy your Activation Request file to a system connected to the internet and access <http://www.adlibsoftware.com/AdlibLicenseServices>. You can generate an Activation Response file for the next step from this website.
- b. Submit the Activation Request file via email to [fulfillment@adlibsoftware.com](mailto:fulfillment@adlibsoftware.com). An Activation Response file sent by Adlib (within one business day) can then be used in the next step to complete your license transaction. If an activation has not occurred on this system before, you will be required to perform a 4-step activation. You can close *Adlib License Manager* and continue with the next step at any time.

Once you receive the response file, copy it on the system where *Express Server* is installed.

Select the **Step 2** option and click the **Browse** button to locate the file.

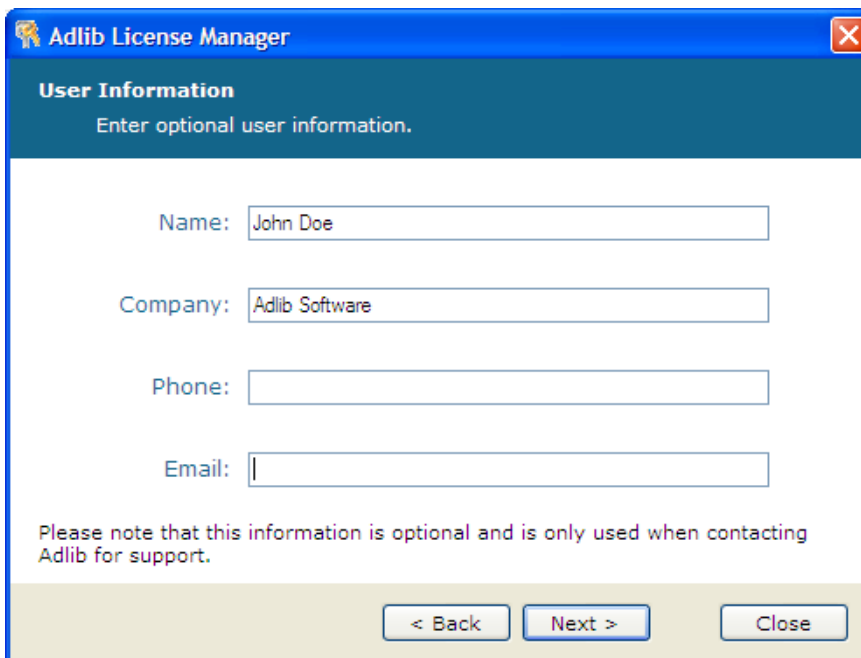
Click the **Next** button.



The screenshot shows the 'Adlib License Manager' window with the title bar 'Adlib License Manager'. The main heading is 'Offline License Transaction Steps' with the instruction 'Enter your Activation ID or specify the corresponding response file.' There are two radio button options: 'Step 1: Generate an offline activation request file' (unselected) and 'Step 2: Process the offline activation response file' (selected). Under Step 1, there is an 'Activation ID:' label and a text input field, with a note: 'Enter the Activation ID for the license you wish to activate, then click Next to continue.' Under Step 2, there is a text input field and a 'Browse' button, with a note: 'Browse for the response file received from Adlib, then click Next to continue.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Close'.

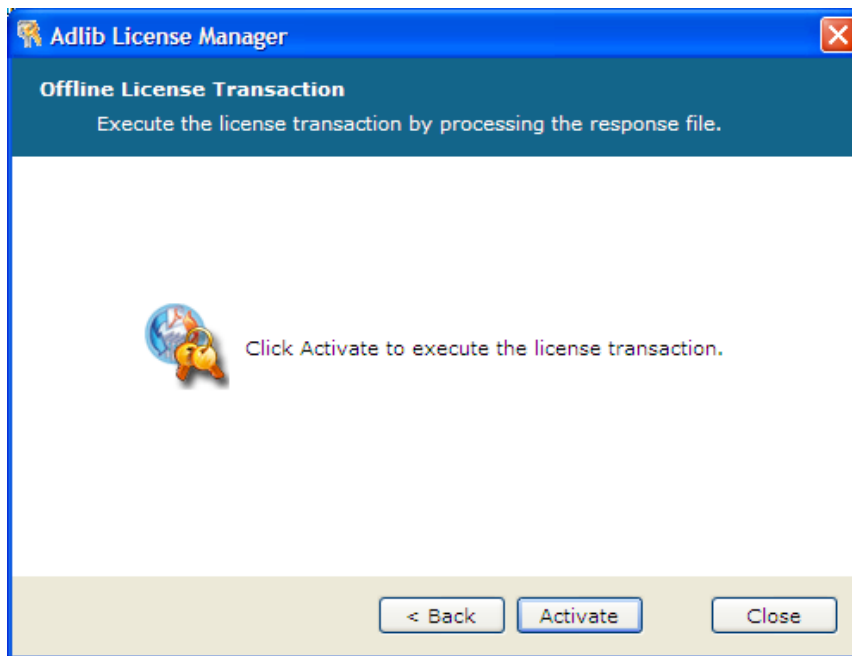
Enter **Name**, **Company**, **Phone** and **Email**.

Click the **Next** button.

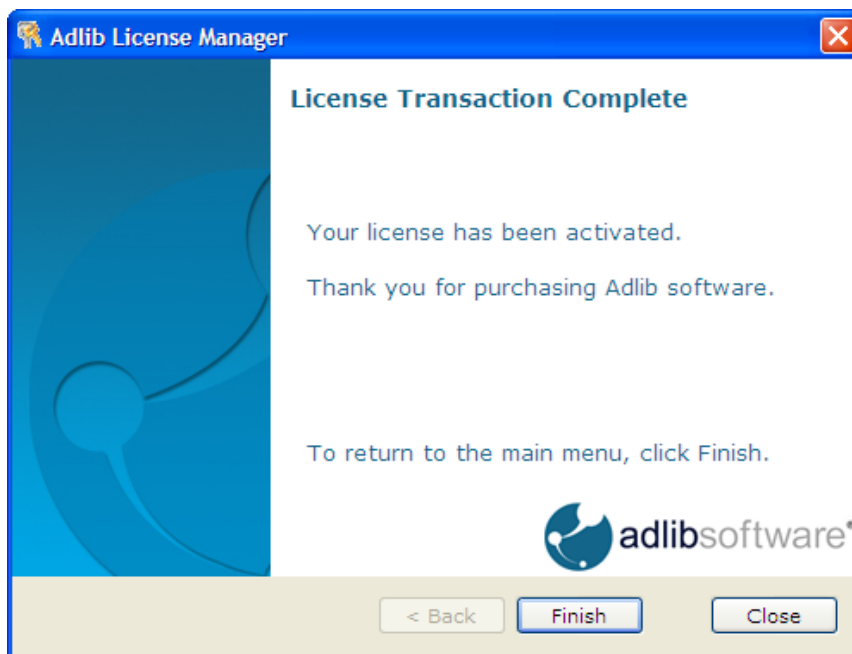


The screenshot shows the 'Adlib License Manager' window with the title bar 'Adlib License Manager'. The main heading is 'User Information' with the instruction 'Enter optional user information.' There are four text input fields labeled 'Name:', 'Company:', 'Phone:', and 'Email:'. The 'Name' field contains 'John Doe' and the 'Company' field contains 'Adlib Software'. Below the fields, there is a note: 'Please note that this information is optional and is only used when contacting Adlib for support.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Close'.

Click on the **Activate** button to execute the license transaction.



When the license has been activated, click the **Finish** button.



Click the **Close** button to exit *Adlib License Manager*.