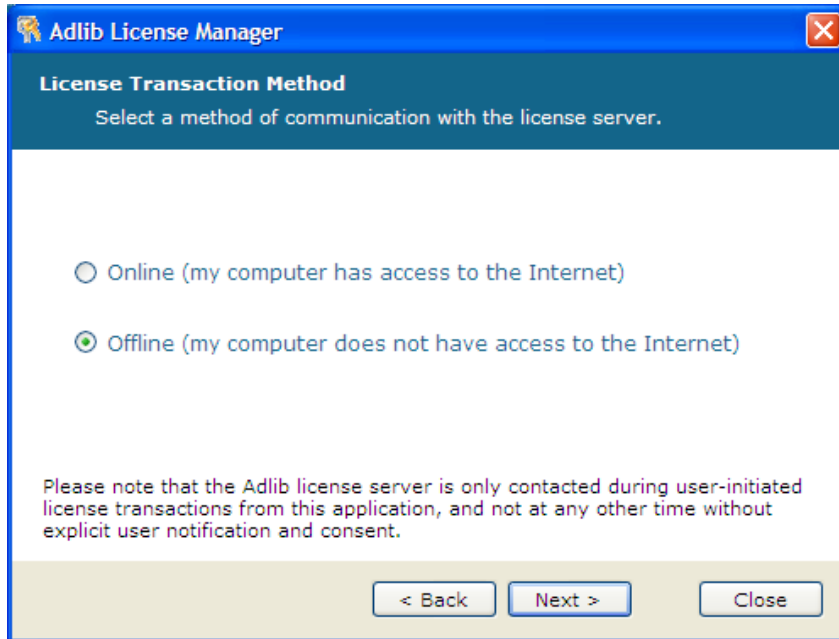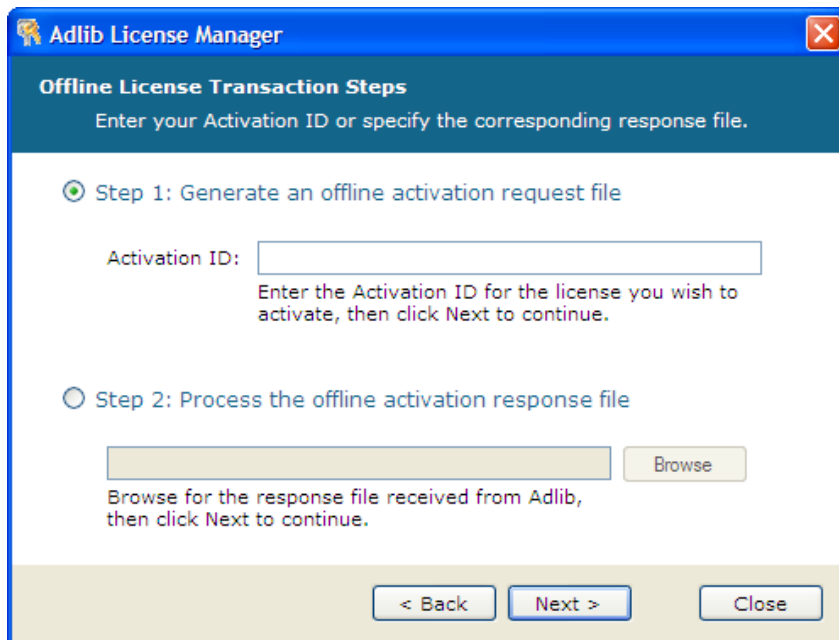## 5.3 Activate License – Offline

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

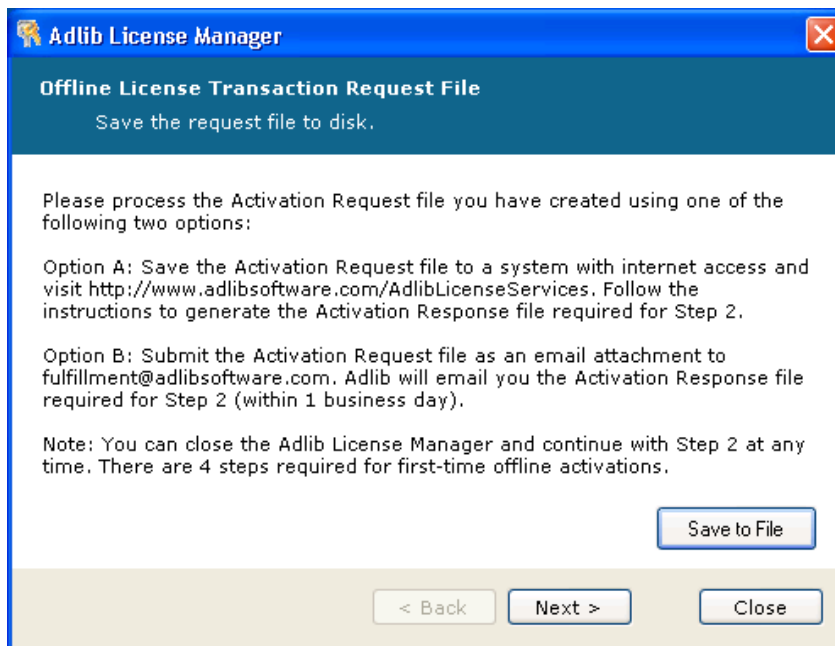Select the **Offline** option and click the **Next** button.

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.
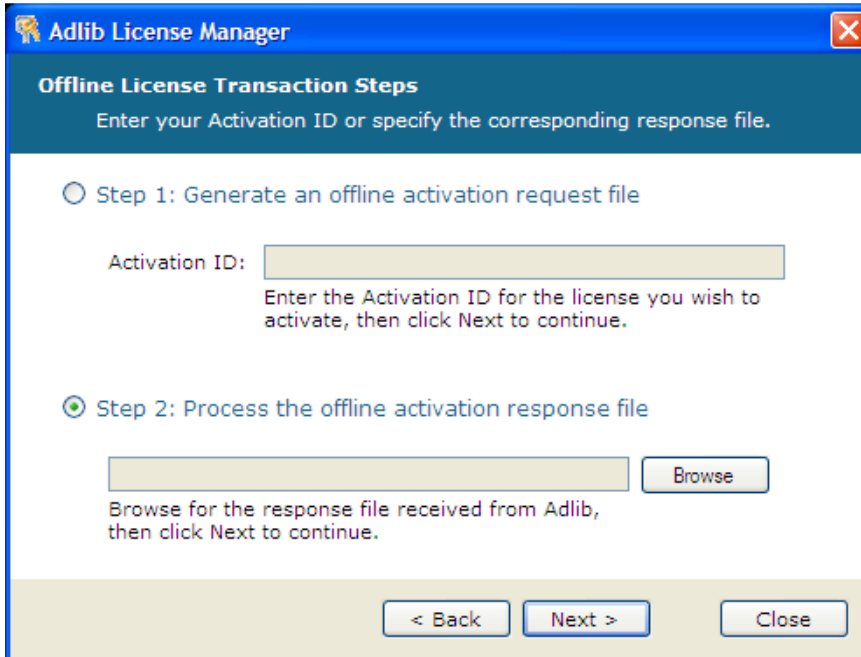
Click the **Next** button.

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*. 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.

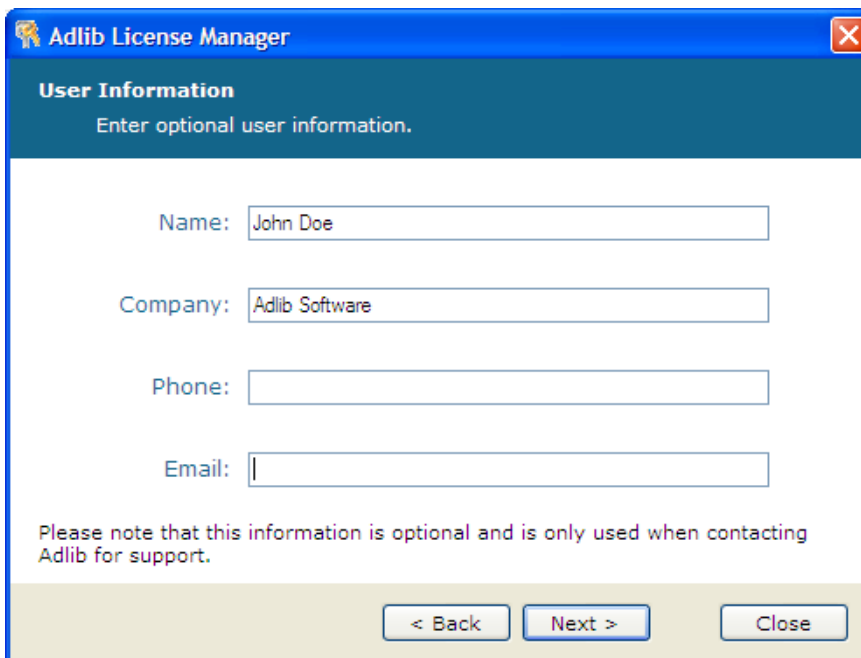Select the **Step 2** option and click the **Browse** button to locate the file.

Click the **Next** button.

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

Click the **Next** button.

Click on the **Activate** button to execute the license transaction.
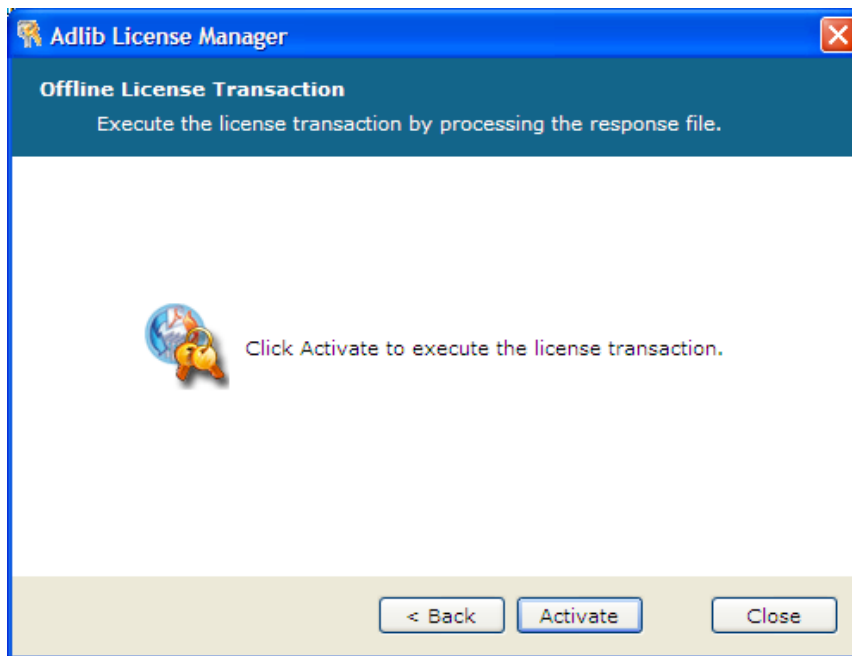
When the license has been activated, click the **Finish** button.
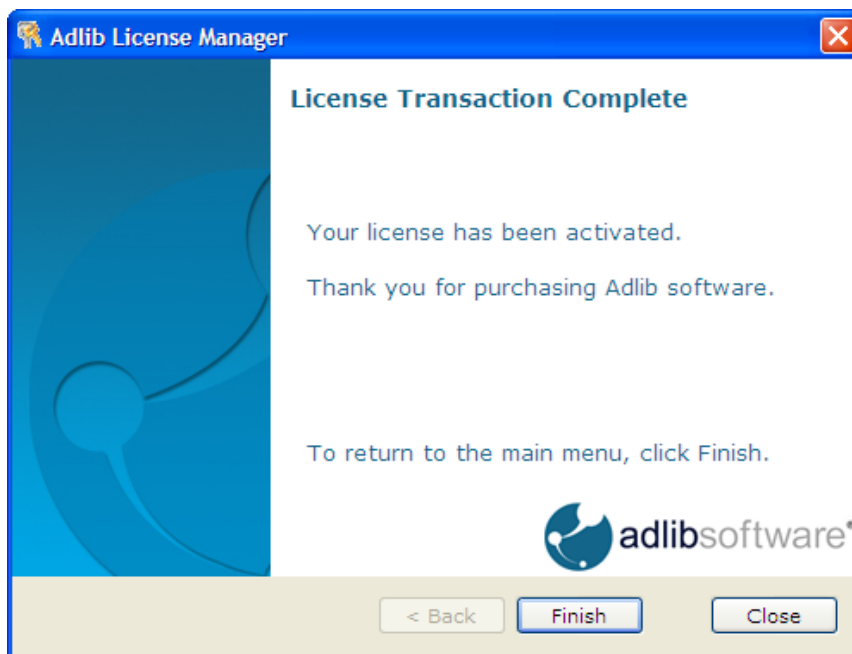
Click the **Close** button to exit *Adlib License Manager*.