License Transfer Procedure
CSRS-FERS Benefits Calculator & Retirement Analyzer
Professional Edition

Step 1
Deactivate Software
1. Run/Open the CSRS-FERS Benefits Calculator & Retirement Analyzer
2. Click on the red Activation tile on the Home Screen
3. Request a deactivation code (in the Request the Code section)
   a. Enter “License Transfer” in PayPal Transaction ID
   b. Enter email address
   c. Click Submit**
4. You will receive an email with Deactivation Codes
5. Enter deactivation codes (in the Enter the Code section, must be exact)
   f. Customer ID: XXXXXXX
   g. Deactivation Code: XXXXXXX
6. Click Submit

Step 2
Confirm Deactivation
1. Send a confirmation of deactivation
   a. Click on the red Activation tile on the Home Screen
   b. Select Personal Plus Activation (radio button at the top)
   c. Enter “Deactivation Confirmation” in PayPal Transaction ID
   d. Enter first name, last name and email address
   e. Click Submit**

Step 3
Reactivate Software
1. Install the software on the new computer, click here
2. Run/Open the CSRS-FERS Benefits Calculator & Retirement Analyzer
3. Click on the red Activation tile on the Home Screen
4. Select Professional Activation (radio button at the top)
   a. Enter your advisor information - mandatory fields are:
      I. Company Name
      II. Advisor Name (one name only)
      III. Phone #
   b. Click OK
5. Request an activation code (in the Request the Code section)
   a. Enter “License Transfer” in PayPal Transaction ID
   b. Enter email address
   c. Click Submit**
6. You will receive an email with Activation Codes
7. Enter Activation Codes (in the Enter the Code section, must be exact)
   a. Customer ID: XXXXXXX
   b. Activation Code: XXXXXXX
   c. Click Submit
8. Software will automatically restart

**If email fails, copy & paste all information in the NotePad window into an email to ActivationDepartment@FedRetireSoftware.com

The CSRS-FERS Benefits Calculator & Retirement Analyzer is a product of:
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