

# Handheld Contact

How to apply licences in Handheld Contact.

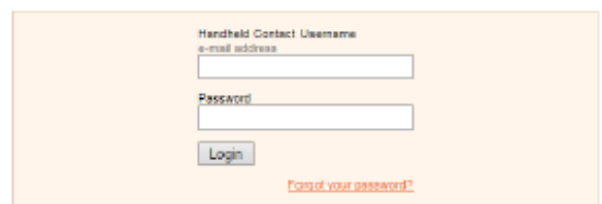


Handheld Contact is a powerful app that takes your mobile productivity to the next level. Best of all, it does not rely on a constant internet connection to view, search, or modify your data. Be more productive than ever with up-to-date Act! Contacts, Calendar, and Tasks that you can view and modify anywhere at anytime.

## How to apply or renew a Handheld Contact licence

1. Go to [www.handheldcontact.com](http://www.handheldcontact.com) and login to your account
2. Click on "Account Login" in the top right-hand corner, and enter your login details.
  - If you have forgotten your password, click on the "Forgotten your password?" link and follow the instructions to reset your password.
  - If you have forgotten your username, contact support using the link provided.

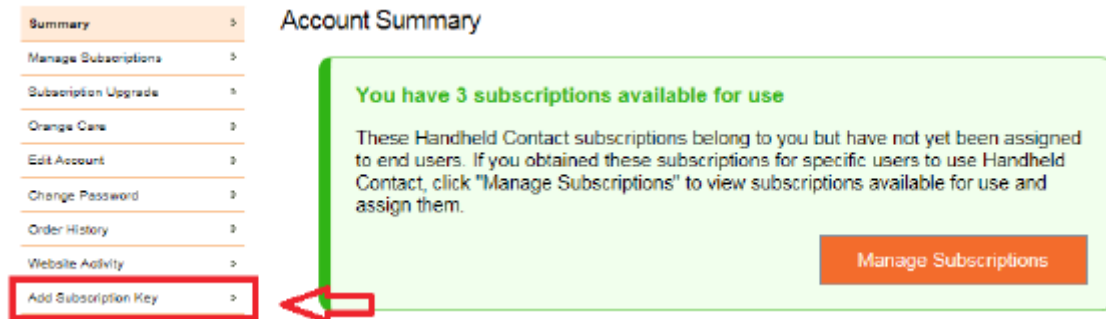
Please login to continue



Forgot your username?

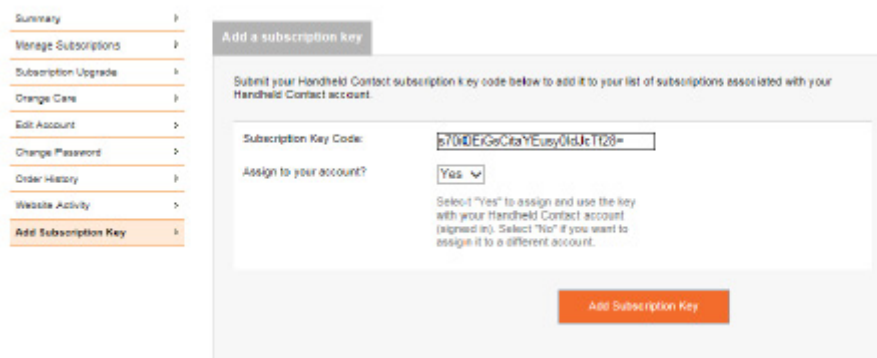
If you know you have a Handheld Contact account but don't remember your username, please [contact support](#)

3. Once logged in, click on “Add Subscription Key” on left-hand side menu.



4. Copy and Paste your licence into the “Subscription Key Code” Field

- This licence is case sensitive.
- Include the “=” sign as part of the code.



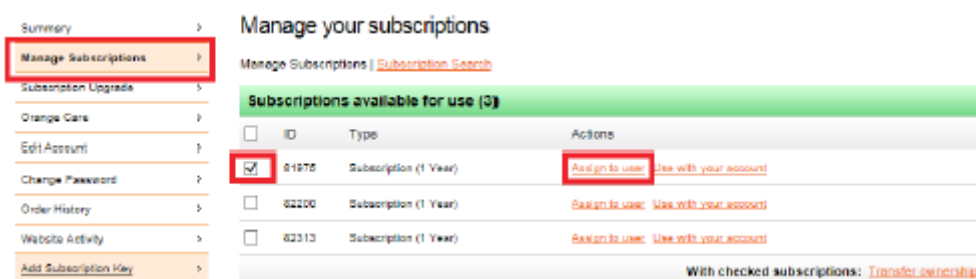
5. Confirm if your licence is to be applied to account, and click “Add Subscription Key”.

- If this key is to be applied to the account which is currently logged in, leave the option to “assign to your account” as “Yes” and click on “Add Subscription Key”, and your licence application is complete.
- If you need to apply this key to another account, select “No” and then click on “Add Subscription Key” and proceed to step 6.

6. If applying licence to another account, assign the licence to a user.  
Note: This step is only required if you selected “No” in step 5.

Click on “Manage Subscriptions” on the left-hand side menu

- The ID of the licence added in step 5 will be under the section “Subscriptions available for use”.
- Click on the tick box to the left of the ID and click on “Assign to user”.
- Enter the email address of the user and assign the licence.



Summary >  
**Manage Subscriptions** >  
Subscription Upgrade >  
Orange Care >  
Edit Account >  
Change Password >  
Order History >  
Website Activity >  
Add Subscription Key >

### Manage your subscriptions

Manage Subscriptions | [Subscription Search](#)

**Subscriptions available for use (3)**

ID	Type	Actions
<input checked="" type="checkbox"/>	01975 Subscription (1 Year)	<b>Assign to user</b> <a href="#">Use with your account</a>
<input type="checkbox"/>	02200 Subscription (1 Year)	<a href="#">Assign to user</a> <a href="#">Use with your account</a>
<input type="checkbox"/>	02313 Subscription (1 Year)	<a href="#">Assign to user</a> <a href="#">Use with your account</a>

With checked subscriptions: [Transfer ownership](#)

## Renewing your Handheld Contact licence

- If your subscription has expired, simply apply the licence to restart your subscription for another 12 months, starting from the date the licence is applied.
- If your subscription still has not expired, the licence applied to your account will automatically queue to apply once your current licence expires.

For more information call AU **1300 362 046** | NZ **09 428 2281**  
or visit **acttoday.com.au**

1. See [Handheld Contact System Requirements](#)