



ESS GO Trial Process for Associate Partners

ESS GO trial is available to all customers for a maximum 25 users for a 30-day period.

Before Trial Starts

- Upgrade customer to version 22.
- Ensure that the individual employees taking part in the trial have an up-to-date telephone number and email address recorded in the software.

Need to export report and send to customer. The report is called "employee tel no and email" and can be found in custom/tools in the report section.

The customer will need to complete and return, and this will need to be imported prior to trial start date.
- Ask customer to get the employees on the trial to download the ESS GO app from the android/IOS store on their mobile. This can be found by searching for "NMD3 ESS GO". timeware® have created a link to the app on their website for customer use if you wish to do the same. The web address is www.timeware.me/en/ess-go.html
- Email accounts@nmd3develop.co.uk and request new licence for trial. Need to provide the start and end date of trial as ESS GO will be turned off for the customer the day after the trial ends.

During Trial

- Speak with customer to see if they wish to purchase ESS GO. To ensure that the customer has continuing ESS GO from trial to full version, NMD3 Hosting will need at least 2 working days to set up direct debit payments and complete relevant administration.

After Trial

- If customer purchases full version, then NMD3 Hosting will set up a DD Mandate for the day the full version will be going live of £50 + VAT per block of 50 employee. This payment will then be collected on the same day every month.
- If a customer cancels their subscription to ESS GO, then inform accounts@nmd3develop.co.uk who will stop any future payment.