

No. 178/18

27th March 2018

Dear Colleague,

Important Information Regarding Changes to Access to SAGE Online – Branch Accounts

The company we engage to host our Branch Accounts online access is undergoing major change to their IT server hosting facilities. As a result of these changes we will be moving to bringing the hosting and storing of this information in-house.

The decision made by the company means we have a very short window of opportunity to effect this change and to do so with the minimum of disruption as far as is reasonably possible.

This change will be implemented over the coming Easter Weekend and as a result Branches should be aware that **SAGE will go offline at 5 p.m. on Wednesday the 28th of March 2018.**

Branches will be able to access the new system from 9 a.m. on Tuesday the 3rd April 2018.

The new process will require a different log in system and for security reasons we will be sending individual letters to Branches with these log in details.

The short notice is necessary as a number of IT systems need to work together to facilitate this change and it is believed the long Easter Weekend allows the necessary time to complete this changeover.

Branch Secretaries should make all those who access the current system aware of the information contained in this LTB with immediate effect and should look out for a separate letter regarding the issue of security referred to above.

Any enquiries regarding this Letter to Branches should be addressed to the Senior Deputy General Secretary's Department on telephone number 020 8971 7237, or email address sdgs@cwu.org.

Yours sincerely,



Tony Kearns
Senior Deputy General Secretary