

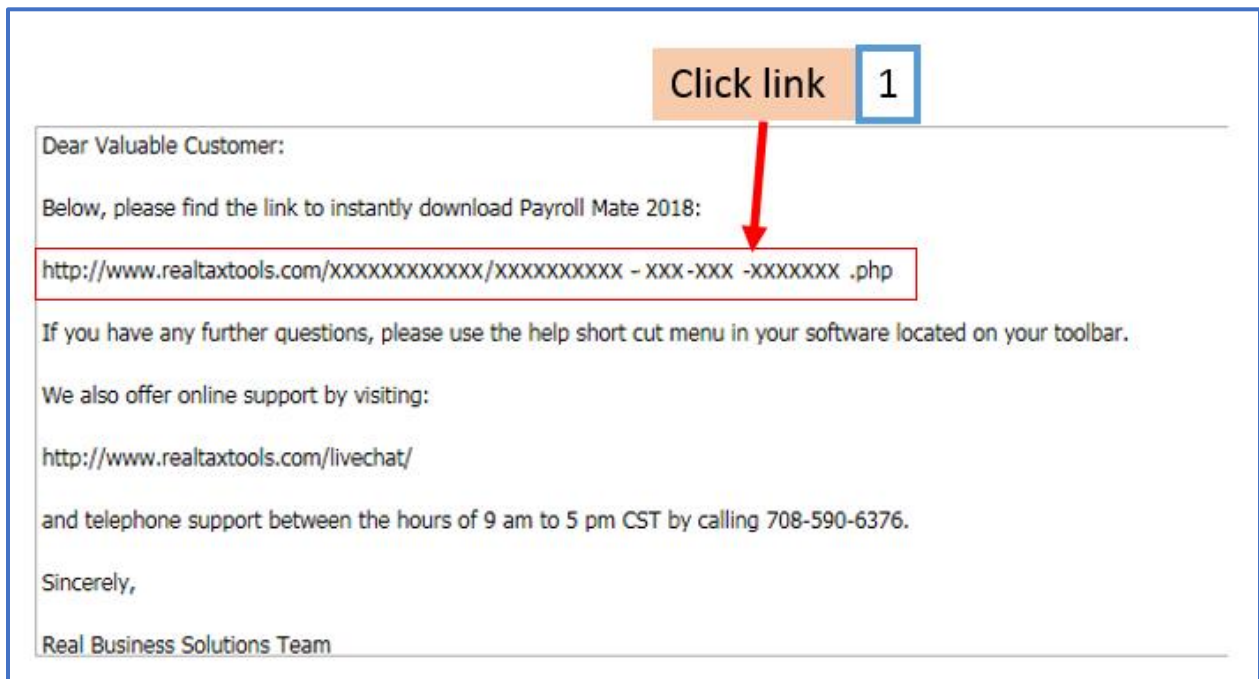
Payroll Mate Download Instructions

After completing the purchase of Payroll Mate a live download link will be sent via email to the email address provided at checkout to allow users to instantly download Payroll Mate.

Note: At purchase you can order a CD to be shipped for the Payroll Mate software (shipping charges will apply)

Link Download

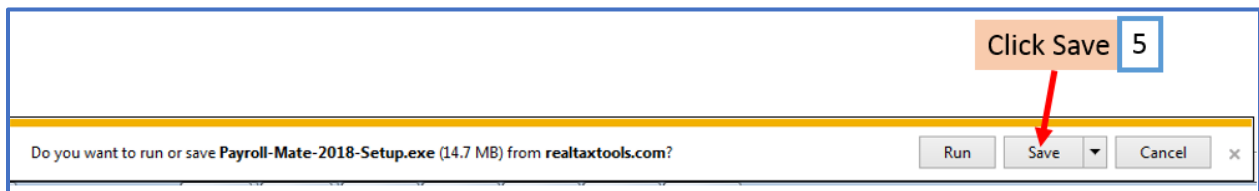
1. Click the live download link from the email you receive



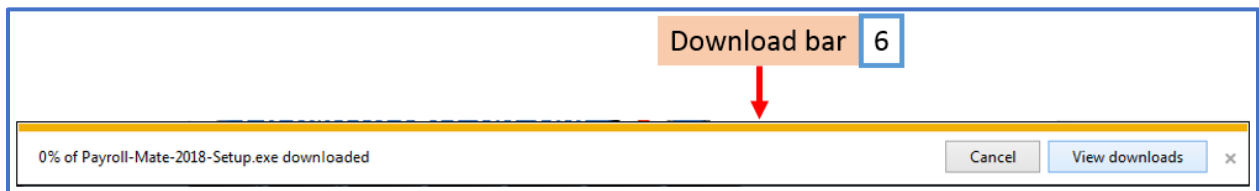
2. Enter email address used during purchase of software
3. Enter name used during purchase of software
4. Click Download Now



5. When prompted select "Save" to save the file to your hard drive



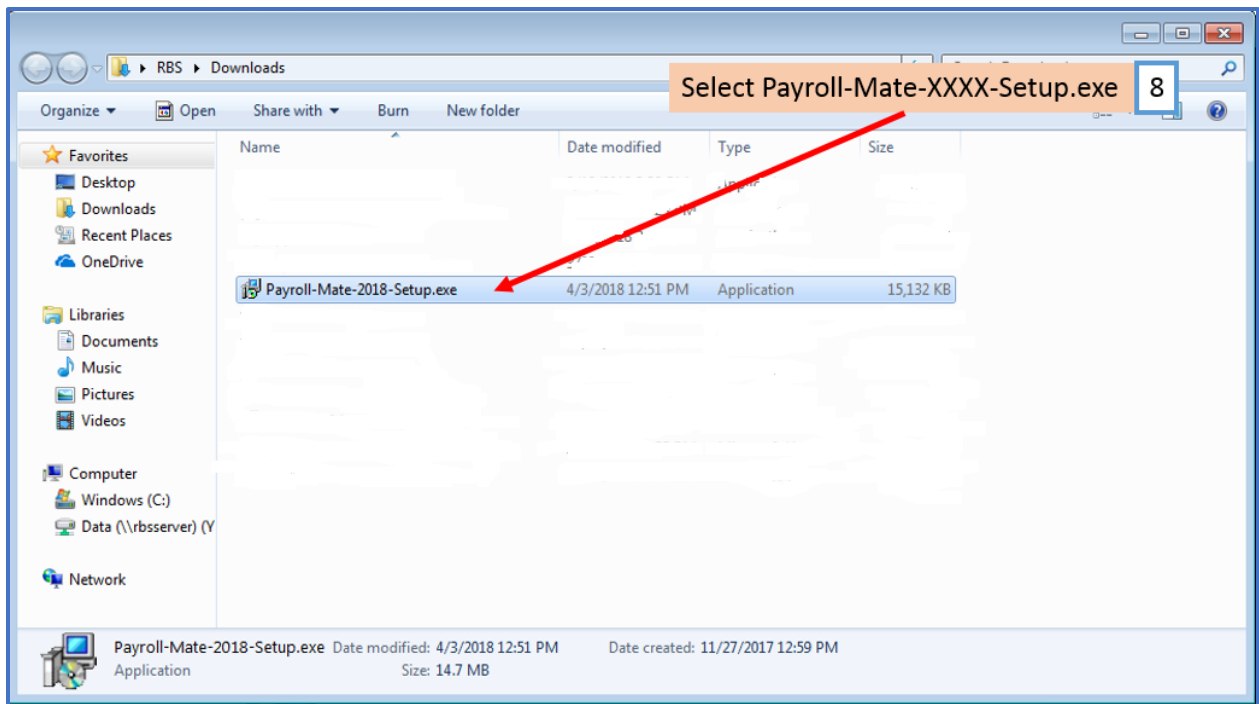
6. Download will begin



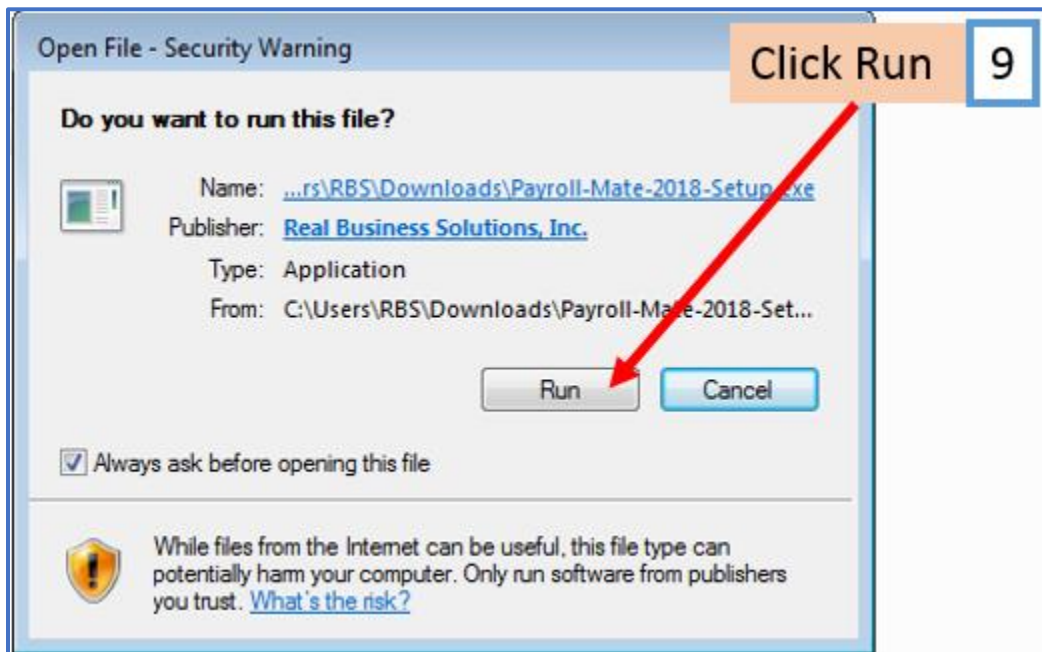
7. Once download completes, Click Open Folder



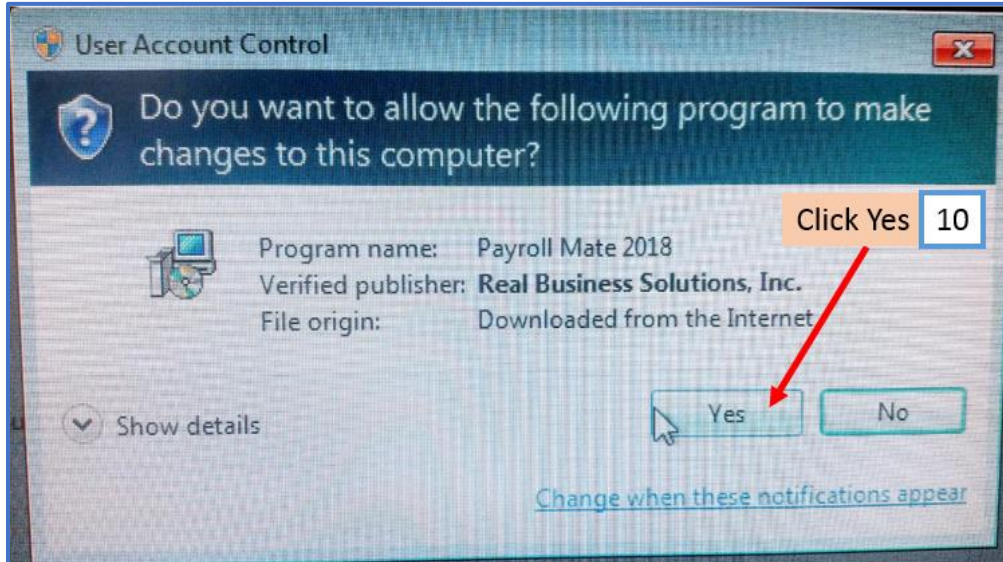
8. Double-click the Payroll-Mate-XXXX-Setup.exe program file on your hard drive to start the setup program. (XXXX is the software year downloaded)



9. Click Run



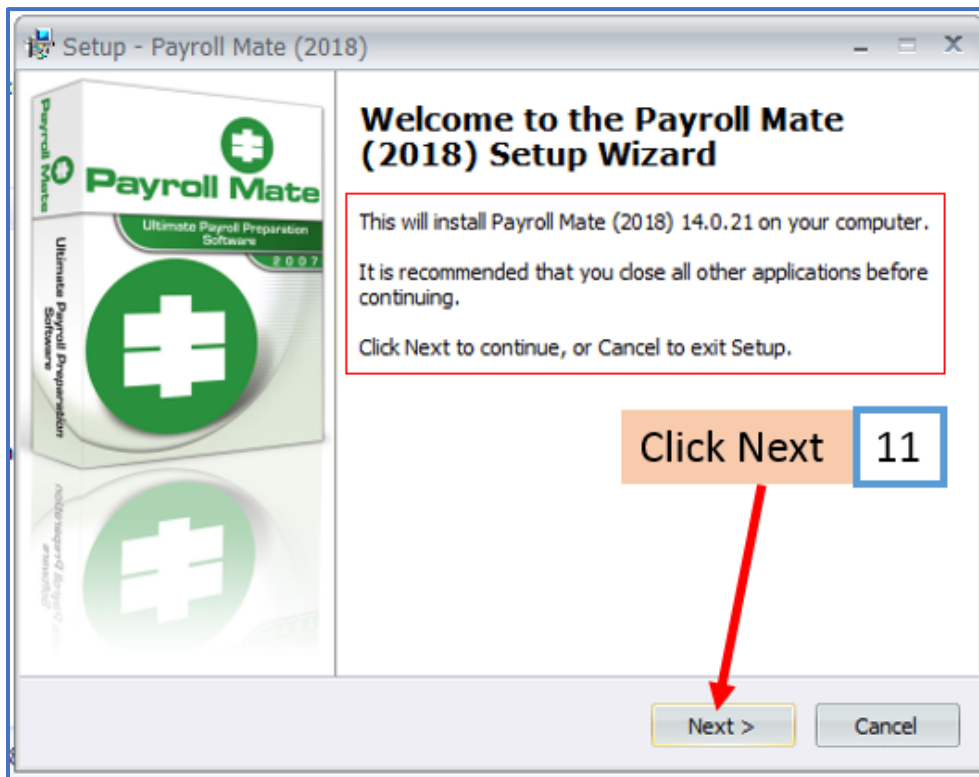
10. If asked if you want to allow this software to make changes to your computer, Click Yes



This will open the Payroll Mate Installation Set up Wizard

Note: Read the information on this screen. Close all other applications you have open before continuing with installation of software.

11. Click Next to continue



12. Read the License Agreement

13. Select I accept the agreement to install

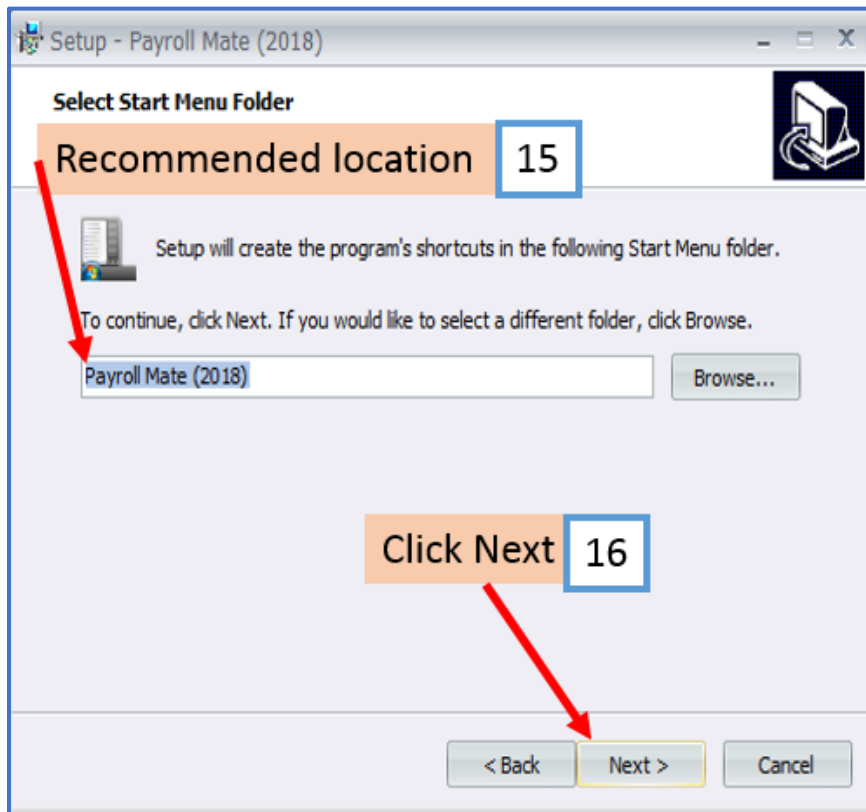
Note: If you select I do not accept the agreement you will not be able to continue the installation

14. Click Next



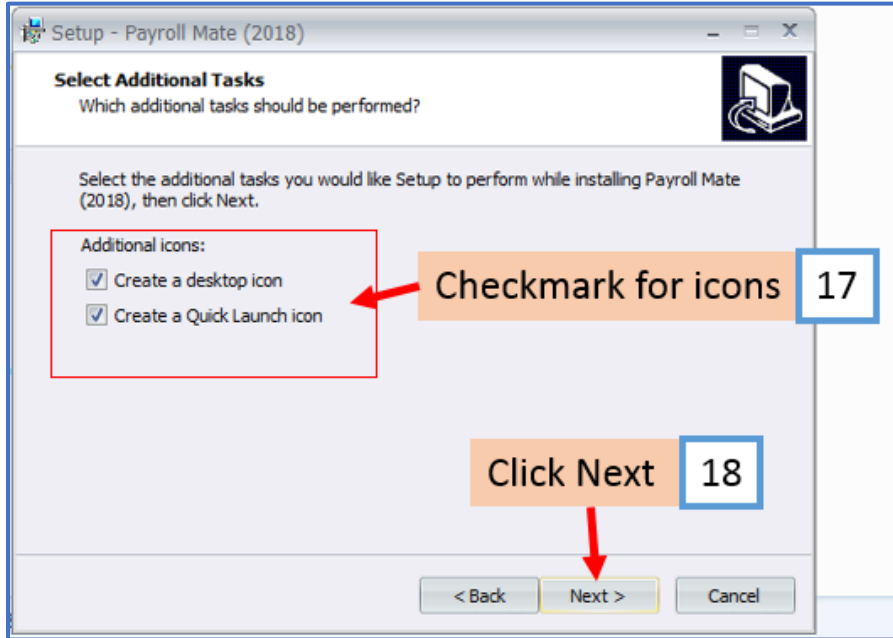
15. Recommended default location to create the program's shortcuts

16. Click Next

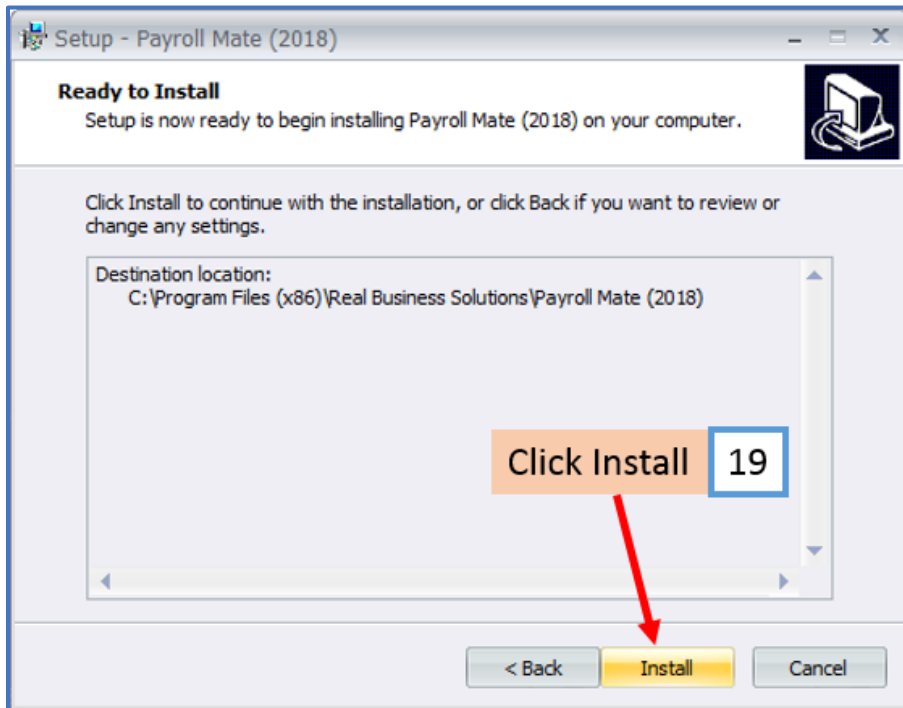


17. Checkmark to add icons to the Desktop and Quick Launch (recommended)

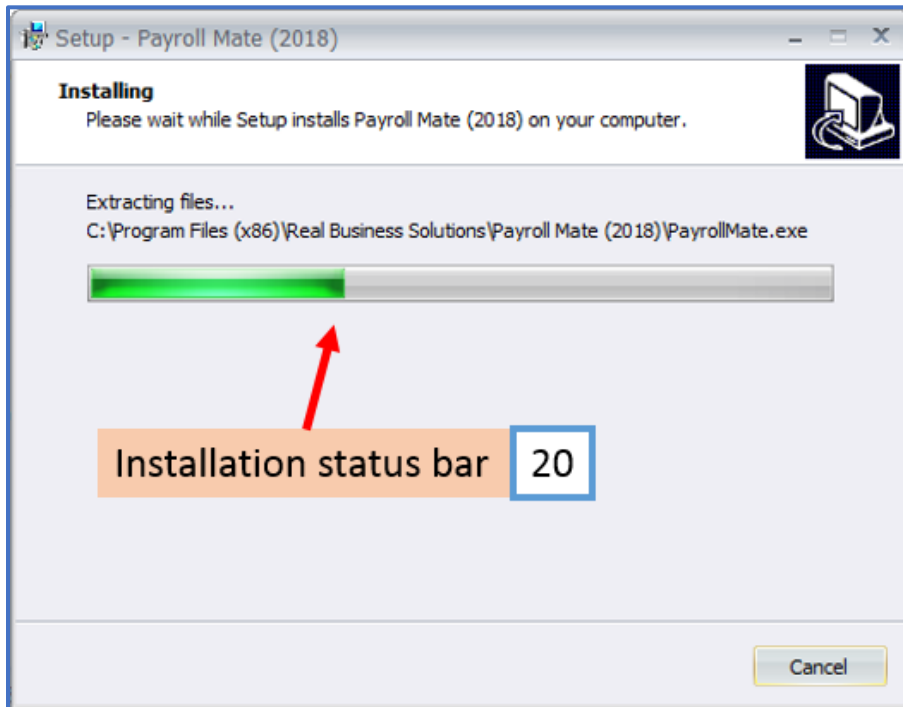
18. Click Next



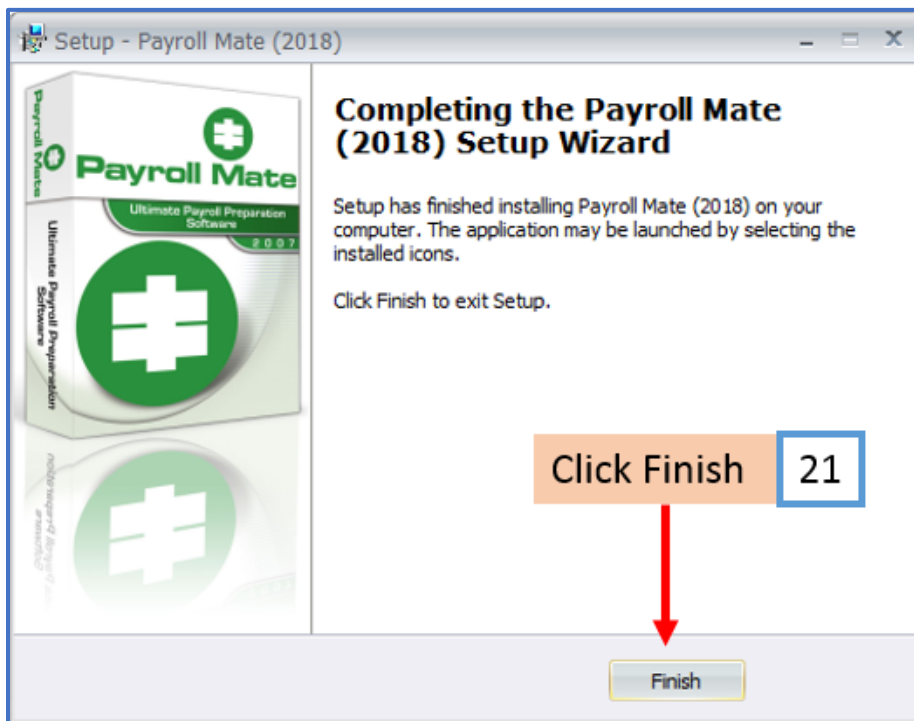
19. Click Install



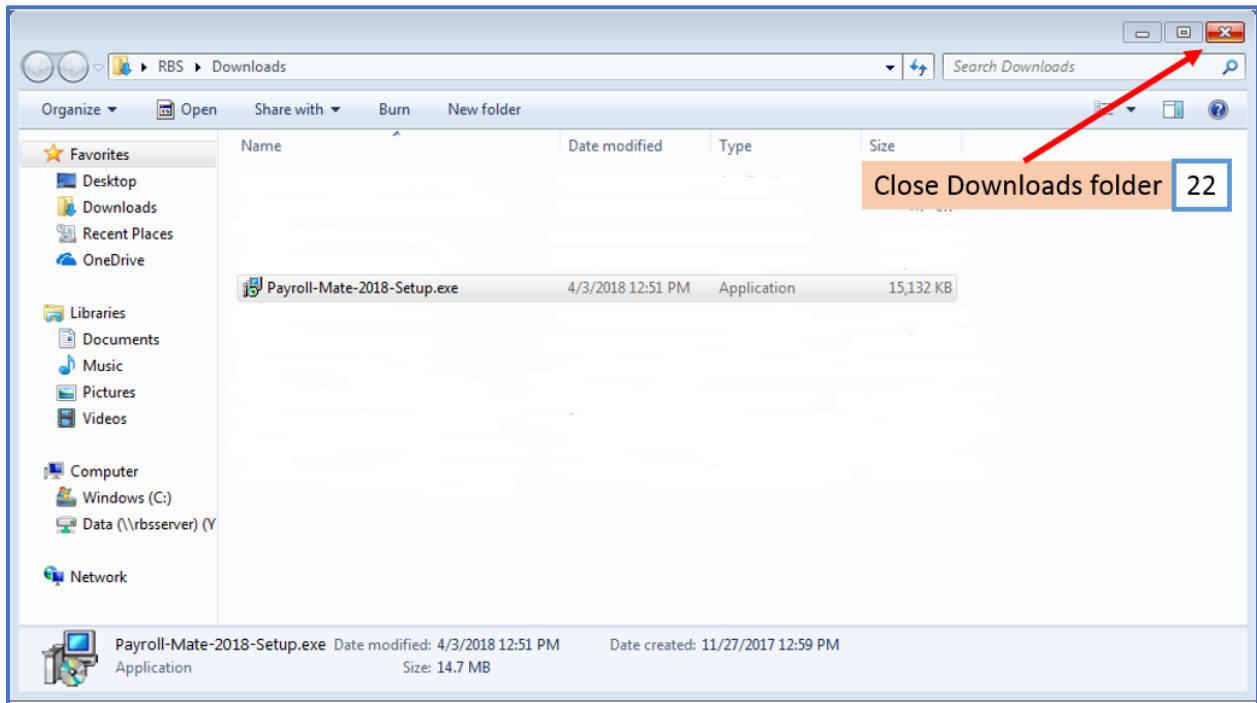
20. Payroll Mate will now be installed on your computer



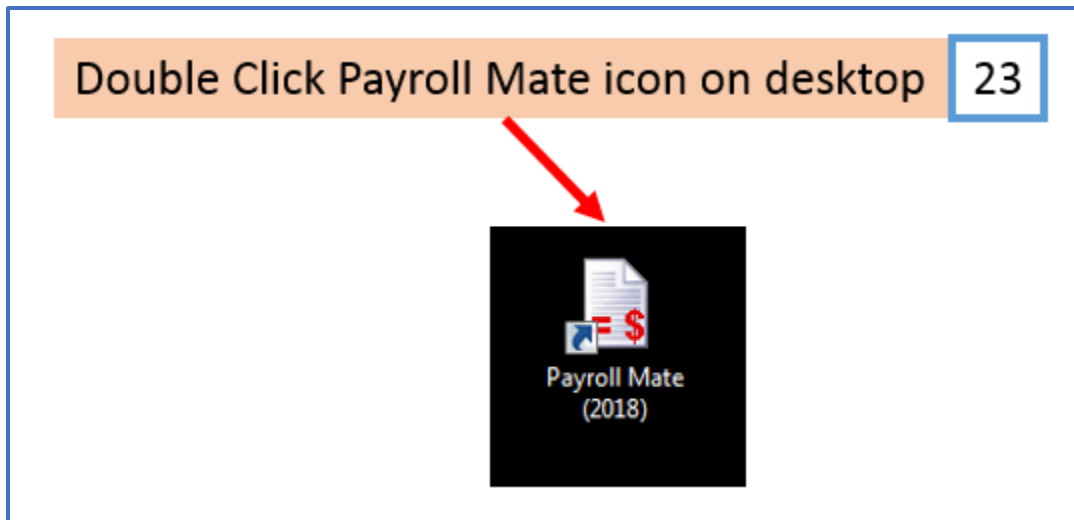
21. Click Finish



22. Close the downloads folder by clicking X in top right corner



23. Once the installation is complete, open Payroll Mate by double clicking on the icon on the desktop

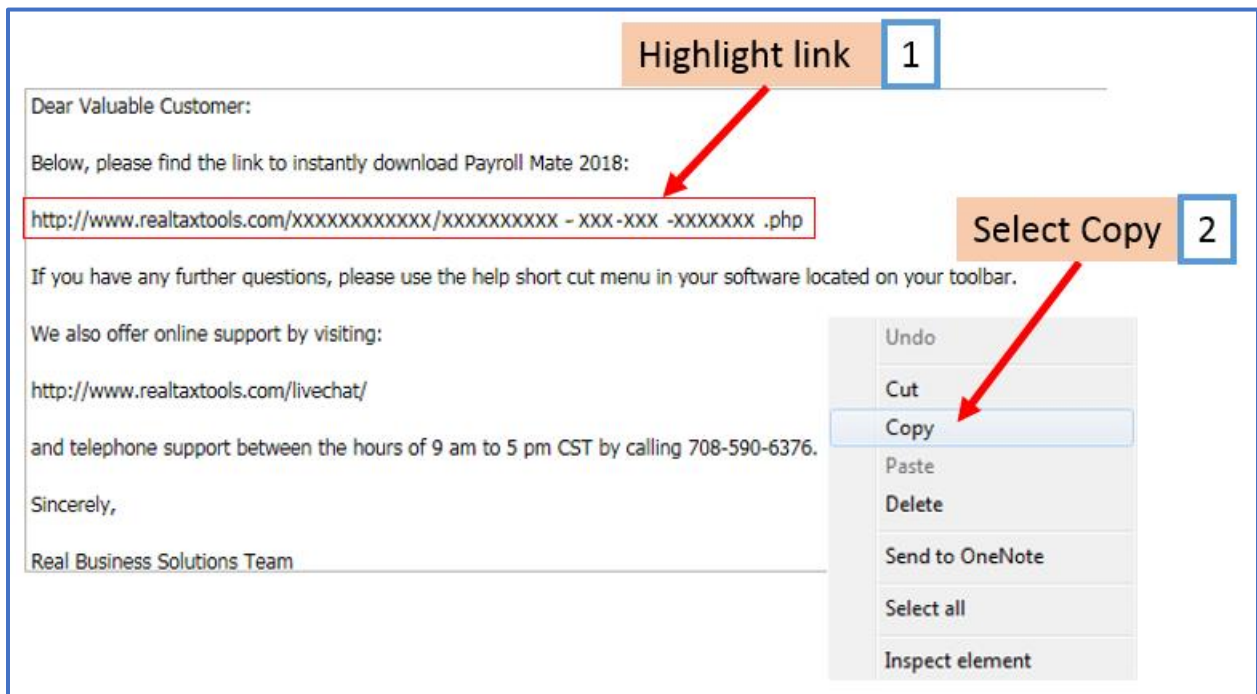


Troubleshooting Download Issues

Some email programs and services along with virus protection add-ons block download links sent through email. Please follow these instructions if the email link is disabled or blocked:

Open the email that we sent you which contains the download link

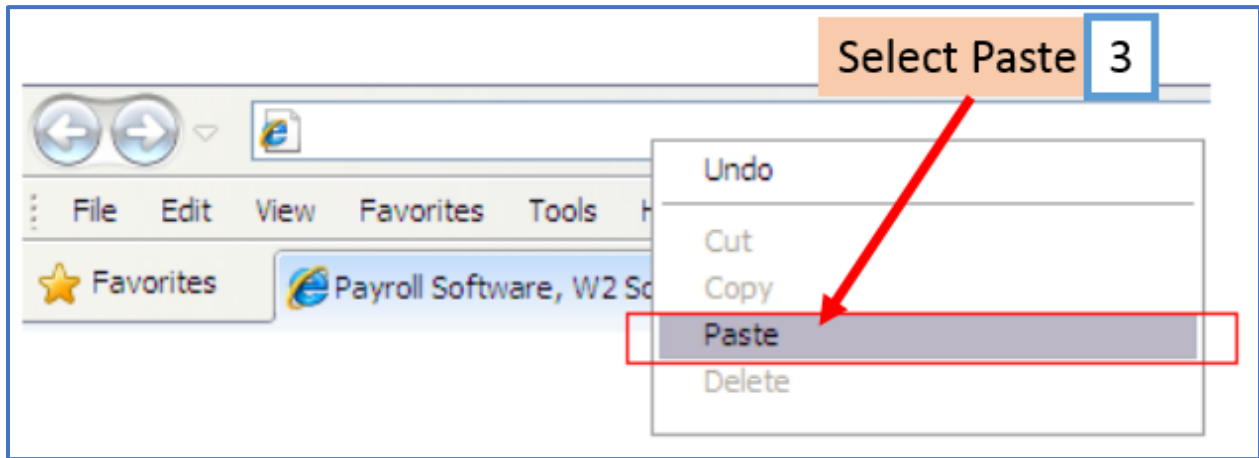
1. Highlight the download link and select the full download link text
Make sure that the highlighted text starts with “http” and ends with “.html”
2. Right-click with the mouse to highlight and selected the download link and select Copy



Open your web browser window such as Internet Explorer, Google Chrome or Mozilla Fire Fox

Clear the contents of the address bar which appears at the top of the web browser window

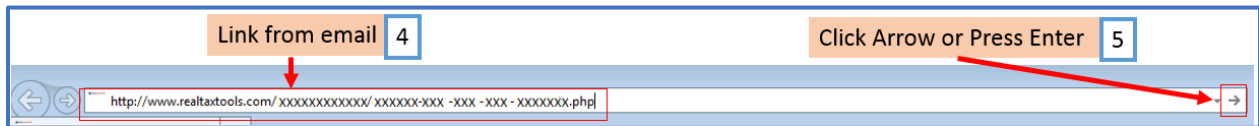
3. Right click with the mouse pointer inside the web browser Address Bar and select Paste



4. The program download link should now appear in the address bar

Note: Do NOT paste the link in a search engine bar

5. Click arrow to open the link or press Enter on keyboard



If you have a virus protection software blocking the download

Try one of the following:

1. Adjust virus protection / firewall and try download again
2. Use a different internet browser to download and try download again (Internet Explorer, Google Chrome, Mozilla Fire Fox)
3. Make sure to turn off the Pop-Up Blocker in your internet browser and try download again
4. Save the download to your desktop - Right click the Download Now button, select Save As or Save Target As and save the file to your desktop; once the file is saved to your desktop, double click this icon to run download
5. Delete temporary files and cookies and try download again
6. Use a different computer to download