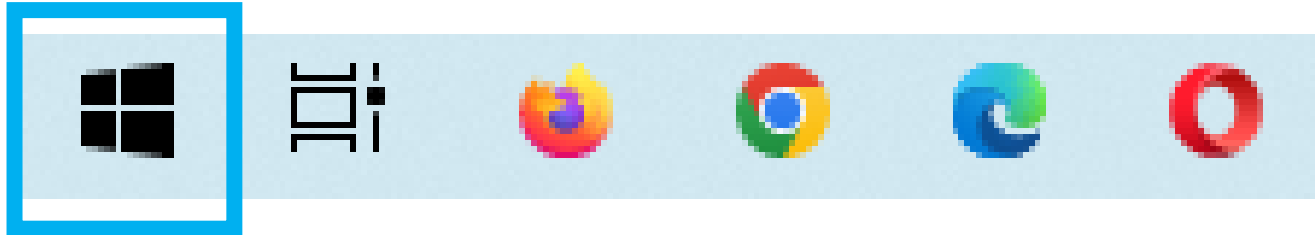
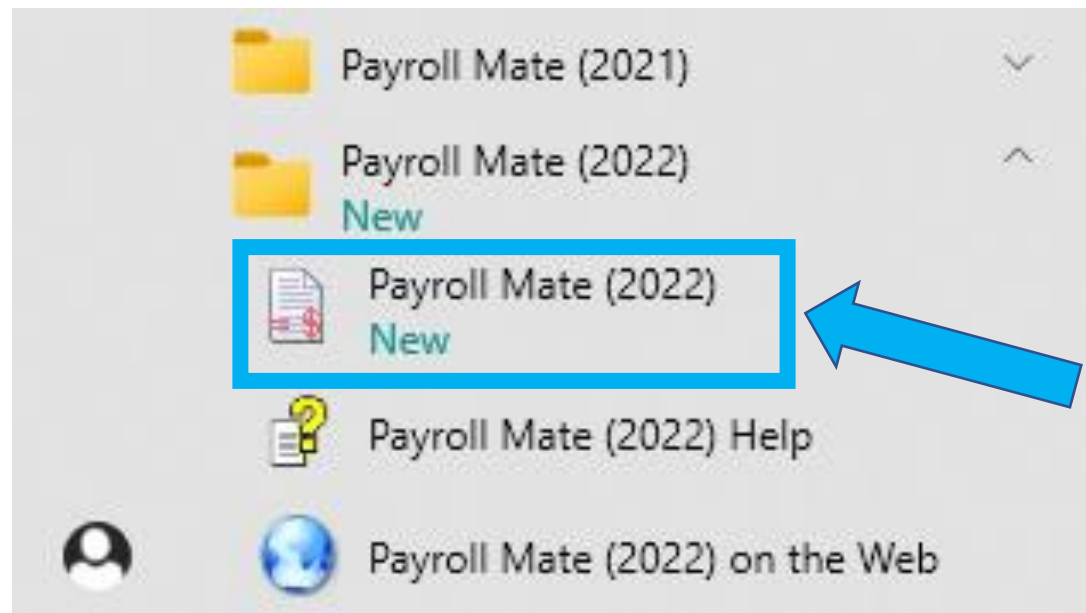


How to create a Payroll Mate desktop shortcut on Windows 10

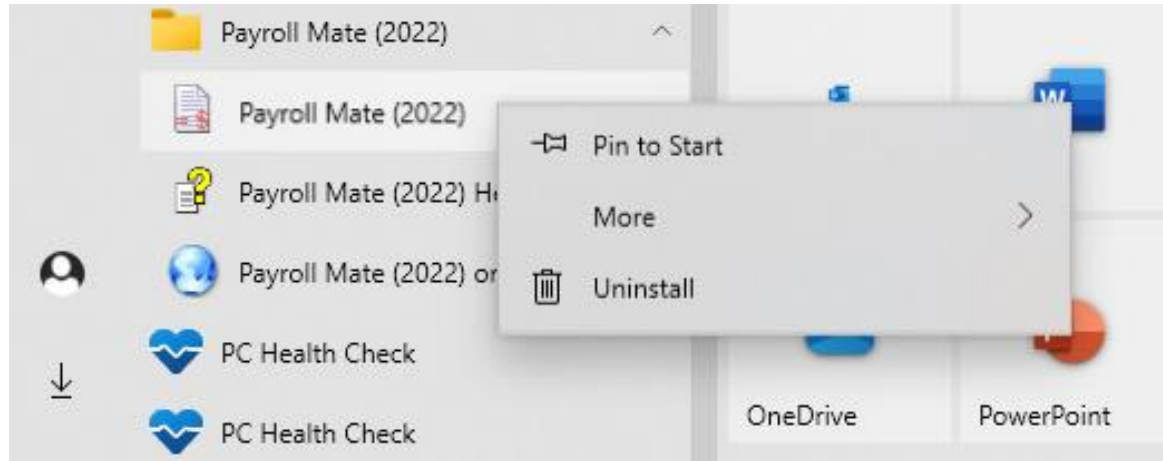
1. Click on the Windows start menu button



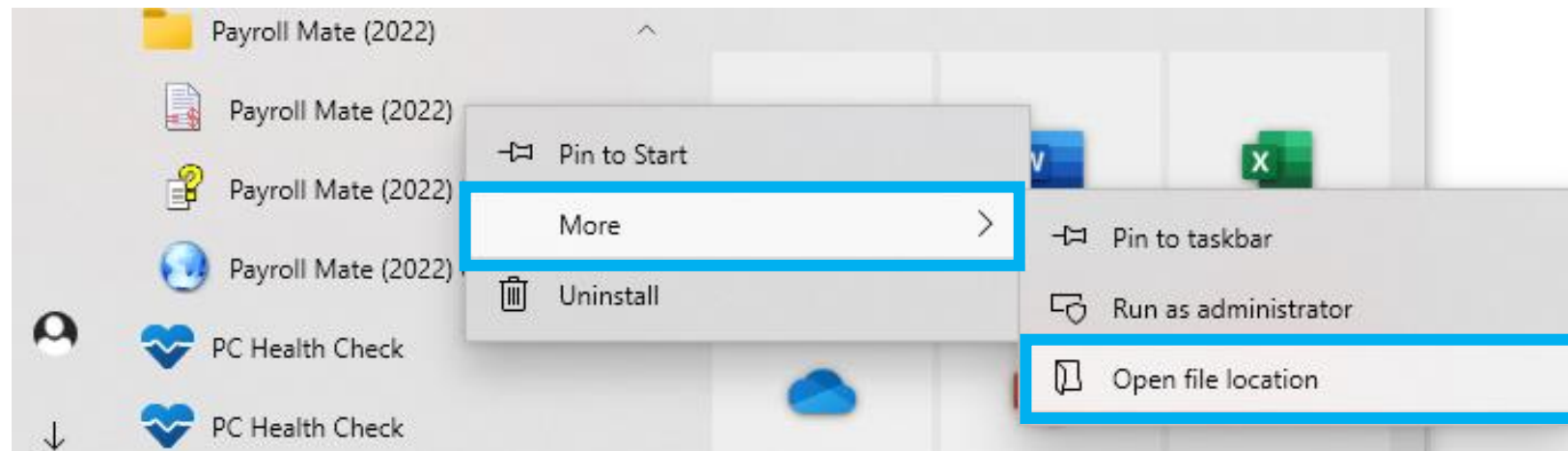
2. Locate the “Payroll Mate” shortcut for the year you want (you might need to scroll down the list)



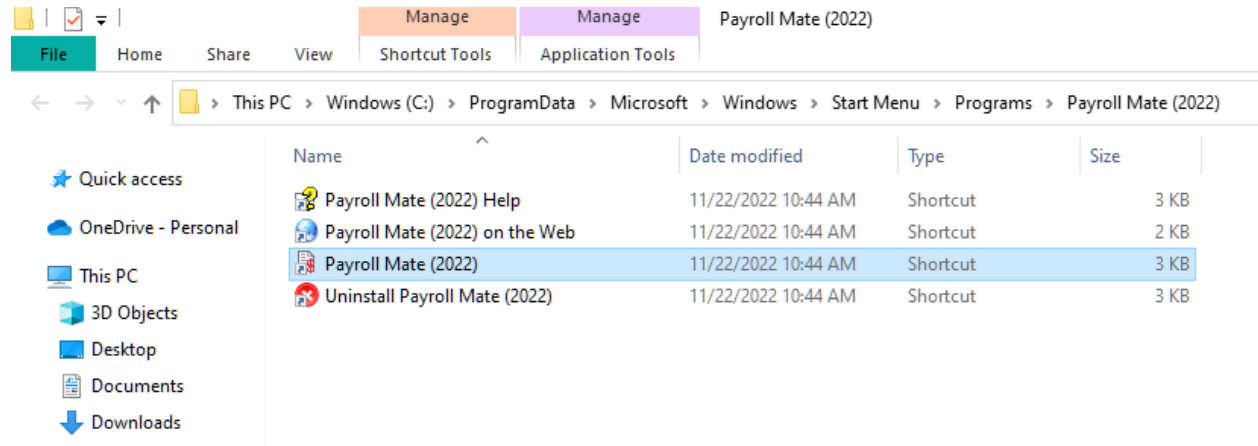
3. Right click on the “Payroll Mate” shortcut



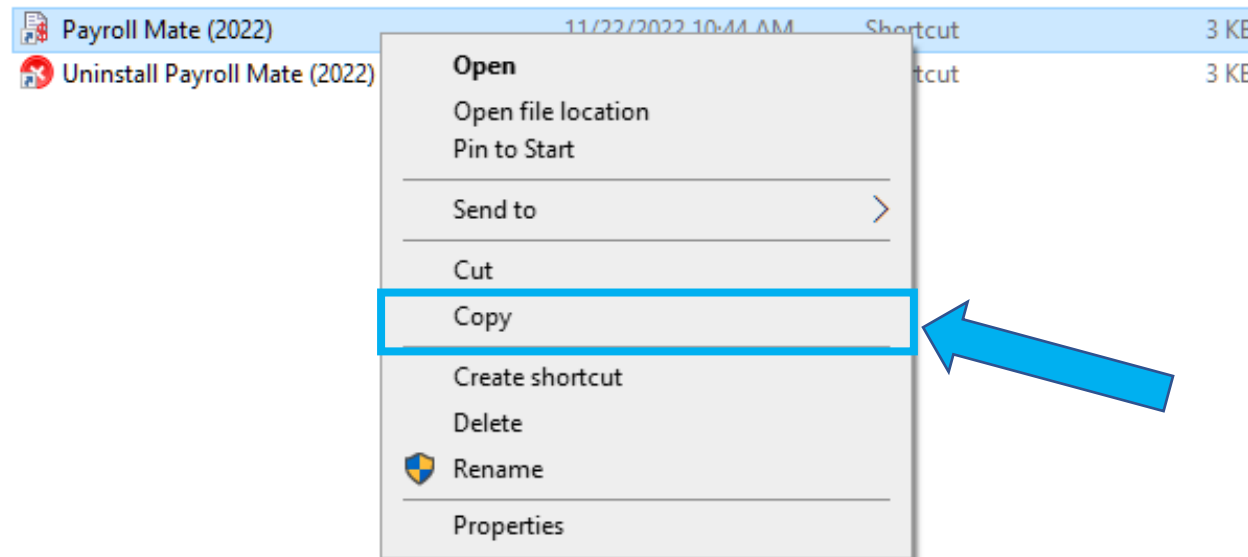
4. Click on “More” then click on “Open file location”



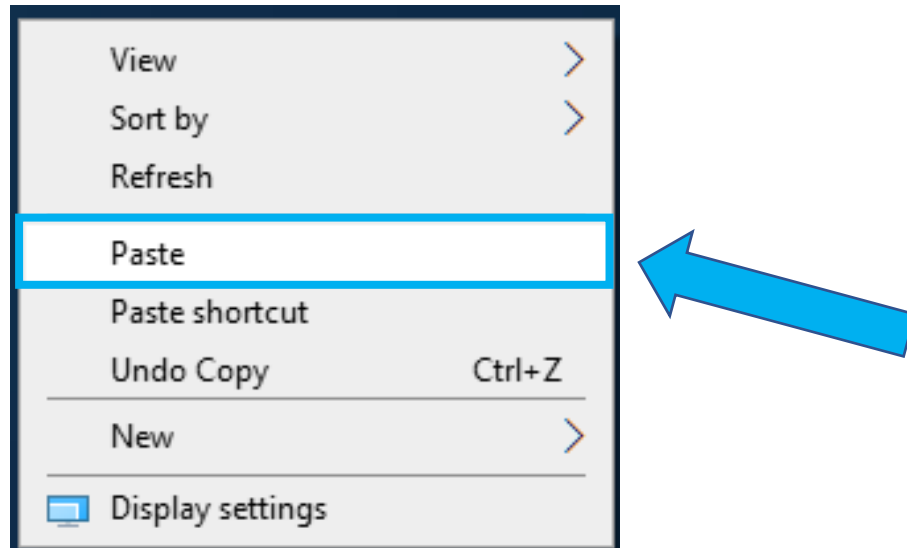
5. A page should open with the location of the “Payroll Mate” shortcut



6. Right click on the “Payroll Mate” shortcut and click on “Copy”



7. Go to your desktop and right click the screen. Then click on the “Paste” button



8. Your “*Payroll Mate*” shortcut should now be on your desktop

