

WinRX 2011.4.0.1

IMPORTANT:

An Update **IS REQUIRED** in 1st Quarter and 4th Quarter.
Follow ALL steps in sequence to ensure a proper update.

12/14/2011

Current User:

Perform this on the same computer used to install previous versions. If unable to do so, follow **New User** instructions.

Update WinRX program – then go to STEP 1

- a) Make sure you have an open Internet connection.
- b) Double Click on WinRX AccuPay icon.
- c) From the MAIN WinRX screen, click **TRANSMIT** on the task bar
- d) Click on Check for Program Updates on Internet.
- e) You will be connected to the AccuPay Internet Site. Follow instructions.
- f) Answer **YES** to “overwrite existing WinRX database files”. Click on Finish. Go to **STEP 1**.

New User:

For Complete Program

Download complete WinRX program – then go to STEP 1

- a) Go to www.accupaysystems.com.
- b) Under “Quick Links”, go to WinRX and click on **Download Program**.
- c) Program password required. See current AccuPay Bulletin that was mailed to your office.
- d) ‘**Run**’ the program. When installation begins, OK to change Destination to a network drive.
- e) Answer **YES** to “overwrite existing WinRX database files”. Click on Finish. Go to **STEP 1**.

STEP	QUICK START	DETAILED INSTRUCTIONS
1	Confirm Installation	<p>Confirm Program Installation</p> <ol style="list-style-type: none"> a) Double Click on the WinRX AccuPay Icon. b) From the MAIN WinRX screen, click HELP on the task bar c) Click on <u>About WinRX</u>. The File Version should be 2011.4.0.1
2	<p>Check Account Information</p> <p>Select Method of Communication</p>	<p>System Configuration</p> <ol style="list-style-type: none"> a) From the MAIN WinRX screen, click CONFIGURE on the task bar b) Enter or verify your AccuPay Account Number and AccuPay assigned password. c) From the MAIN WinRX screen, click CONFIGURE on the task bar d) Click on the COMMUNICATIONS tab. e) Mark your Processing Center: f) Under Special Options, select ‘Send file to AccuPay web site’. You must have Internet access when communicating with AccuPay.
3	<p><i>(available Dec 15th)</i></p> <p>Download Proforma Files</p>	<p>Download Proforma Files</p> <ol style="list-style-type: none"> a) From the MAIN WinRX screen, click TRANSMIT on the task bar b) Click on <u>Download Proforma Files</u> c) Click on ‘Download Proformas’. When complete, proceed to Step 4.
4	Load Proforma Files	<p>Load Proformas</p> <ol style="list-style-type: none"> a) From the MAIN WinRX screen, click FILE on the task bar b) Click on <u>Load AccuPay Proforma</u> c) Answer YES to “Delete Old Returns and Load New Proforma”. d) Click on OK when finished. In 4th Qtr - <u>Repeat to Load 1099 Proforma</u>.
5	Delete Temporary Files	<p>Clean Up – Delete Temporary Files</p> <ol style="list-style-type: none"> a) From the MAIN WinRX screen, click FILE on the task bar b) Click on <u>Delete Temporary Files</u>.
6	Transmit ‘Test’ return	<p>Transmit Test Return</p> <ol style="list-style-type: none"> a) From the MAIN WinRX screen, click TRANSMIT on the task bar b) Click on <u>Prepare APAY Files for Transmit</u>. c) Double click to highlight ‘Employer 0’. Click OK. d) Click on ‘Upload Data’. <p>Successful transmissions will receive a confirmation report for viewing or printing.</p>