

# WinRX 2008.1.0.0

**IMPORTANT:**

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

03/20/2008

**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](http://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
<b>1</b>	Confirm Installation	<p><b>Confirm Program Installation</b></p> <ol style="list-style-type: none"> <li>a) Double Click on the WinRX AccuPay Icon.</li> <li>b) From the MAIN WinRX screen, click <b>HELP</b> on the task bar</li> <li>c) Click on <u>About WinRX</u>. The System Version should be <b>2008.1.0.0</b></li> </ol>
<b>2</b>	Check Account Information  Select Method of Communication	<p><b>System Configuration</b></p> <ol style="list-style-type: none"> <li>a) From the MAIN WinRX screen, click <b>CONFIGURE</b> on the task bar</li> <li>b) Enter or verify your AccuPay Account Number and AccuPay assigned password.</li> <li>c) From the MAIN WinRX screen, click <b>CONFIGURE</b> on the task bar</li> <li>d) Click on the <b>COMMUNICATIONS</b> tab.</li> <li>e) Mark your Processing Center:</li> <li>f) Under Special Options, select ‘Send file to AccuPay web site’. You must have Internet access when communicating with AccuPay.</li> </ol>
<b>3</b>	<i>(available Mar 24<sup>th</sup>)</i> Download Proforma Files	<p><b>Download Proforma Files</b></p> <ol style="list-style-type: none"> <li>a) From the MAIN WinRX screen, click <b>TRANSMIT</b> on the task bar</li> <li>b) Click on <u>Download Proforma Files</u></li> <li>c) Click on ‘Download Proformas’. When complete, proceed to Step 4.</li> </ol>
<b>4</b>	Load Proforma Files	<p><b>Load Proformas</b></p> <ol style="list-style-type: none"> <li>a) From the MAIN WinRX screen, click <b>FILE</b> on the task bar</li> <li>b) Click on <u>Load AccuPay Proforma</u></li> <li>c) Answer <b>YES</b> to “Delete Old Returns and Load New Proforma”.</li> <li>d) Click on OK when finished.</li> </ol>
<b>5</b>	Delete Temporary Files	<p><b>Clean Up – Delete Temporary Files</b></p> <ol style="list-style-type: none"> <li>a) From the MAIN WinRX screen, click <b>FILE</b> on the task bar</li> <li>b) Click on <u>Delete Temporary Files</u>.</li> </ol>
<b>6</b>	Transmit ‘Test’ return	<p><b>Transmit Test Return</b></p> <ol style="list-style-type: none"> <li>a) From the MAIN WinRX screen, click <b>TRANSMIT</b> on the task bar</li> <li>b) Click on <u>Prepare APAY Files for Transmit</u>.</li> <li>c) Double click to highlight ‘Employer 0’. Click OK.</li> <li>d) Click on ‘Upload Data’.</li> </ol> <p>Successful transmissions will receive a confirmation report for viewing or printing.</p>