# WinRX-NG (Next Generation) + Desktop PrintBack

Installation on a **single machine** only (no shared data)

**Overview:** WinRX-NG provides users with a secure interface to enter and send data to AccuPay for processing. WinRX-NG supports both Payroll and 1099 data entry. In addition to WinRX-NG, you will receive a program called GetPrintBack. This allows you to download completed PrintBack returns from your desktop.

1.  Click the "Download WinRX" button to begin installation. When you arrive at the "Data Path Selection" screen, leave the selection as "Use local data path". Click "Next" to continue.
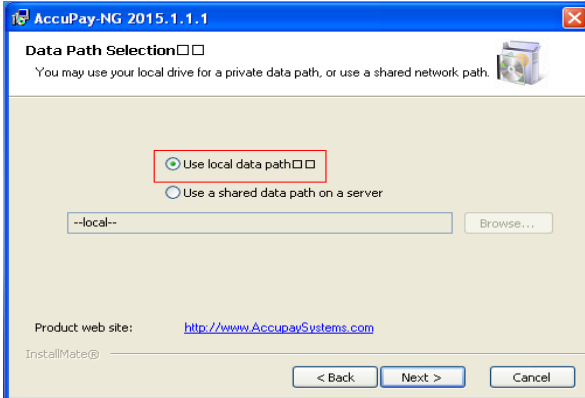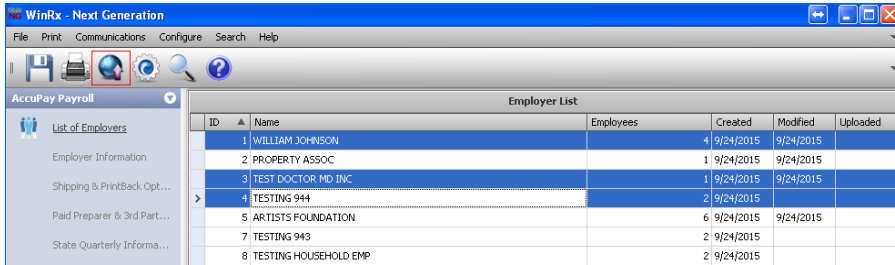


2.  Enter your 4-digit AccuPay account number and WinRX Password (5 characters, all caps). Click "Register" to validate your account, then "Next" to complete the installation.
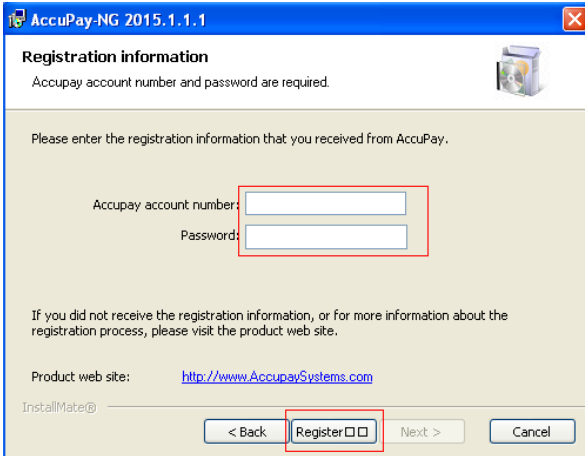


3.  Check your desktop for "WinRX.exe" and "GetPrintBack.exe" icons.
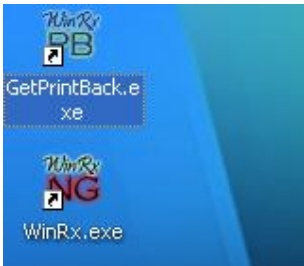
4. Open "WinRX.exe", check for proformas, and enter your data.  When ready to transmit to AccuPay, click the desired employer (Control + Click for multiple returns) and click the "Upload Returns" button.



## Desktop PrintBack Program

5. **PrintBack Users**: open "GetPrintBack.exe" on the desktop.  Enter your AccuPay Account number, WinRX password (5 digits- all caps), and PrintBack password (6 digits- all lower case).  Check "Save login information" and click "OK".
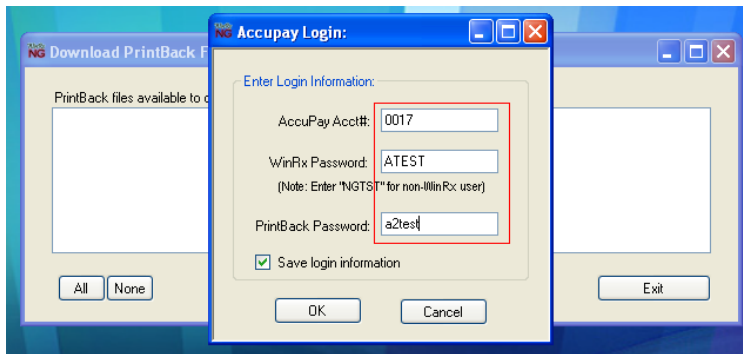


6. The following screen will appear when files are available for download.  Select files and click "Download".  Browse to a folder designated for PrintBack files.  Recommended: create a folder named "PRINTBACK" on your local C-drive or My Documents.
   *Please note: once you download the PrintBack file, it is deleted from our server (for security reasons).