



Central Data Base / Network

Installation Instructions

1st Install Insta-Pay, including the SQL server on your server. Test to make sure you can add an employee.

2nd Install Insta-Pay, including the SQL server on all the workstations. Test to make sure you can add an employee. The payroll program & SQL server MUST be installed at the workstation.

3rd Go to your server, start the payroll program. In the User/Provider Login screen, note the MSDE/SQL Server field towards the bottom of the screen. In the white windows next to MSDE/SQL Server:, and MSDE/SQL Username: are the names of your server. Write these names down. (Case sensitive) Go to the workstation, start the payroll program. In the User/Provider Login screen enter the values that you noted above. Click OK. This will connect your workstations to your server.

The screenshot shows the 'User/Provider login' window. It has a title bar with a close button. A checkbox 'Display Advanced Options.' is checked. The form contains several fields: 'Login Username:' (Administrator), 'Login Password:', 'Provider ID (enter 1 unless you were assigned a different ID#):' (1), 'Service Provider name 1:' (PAYROLL SERVICE), 'Service Provider name 2:' (TAX COMPANY), 'Address:' (888 LAKEFIELD ROAD), 'City:' (WESTLAKE), 'State/province:' (CA), 'Zip:' (91361), 'Service Provider SSN/PTIN' (XX99), 'Service Provider EIN No.' (99-12345678), 'Phone:' (800-555-5555), 'Fax:' (800-555-0000), 'Email:' (email@hotmail.com), 'Logo Filename (*.BMP)', 'EFTPS Batch File Registration ID (9 digits)' (123456789), 'EFTPS Batch File PIN # (4 digits)' (1234), 'MSDE/SQL Server:' (MAIN1), 'MSDE/SQL Username:' (sa), 'MSDE/SQL Password:', and 'New MSDE/SQL Password:'. On the right side, there are buttons: 'Delete this User', 'Change user's password', 'Delete this Provider', and 'Apply New MSDE/SQL Password'. A callout box on the right contains the following text: 'When you install Insta-Pay for the first time on your server, it will automatically put your values in these boxes. Note: Your values in the server window will be different than this illustration. The Username window will always be sa. Make sure you type the values from your main server in the User/Provider login screens on all your workstations'.

If you have Windows XP (SP2) on either the workstation or main server and you cannot connect to the main server then here are Special Instructions for Windows XP Service Pak 2 (SP2):

- 1) Click Start, Control Panel. Click Windows Firewall.
- 2) Click Exceptions. Click Add Port.
- 3) For the name, type: SQL for the port, type: 1433 Click OK to save.
- 4) Click ADD PROGRAM. Scroll through the list until you find Insta-Pay for Windows. Click Insta-Pay for Windows. Click OK.
- 5) Click OK to close Windows Firewall & save settings.

For other firewalls: Reconfigure the firewall (NORTON, BLACK ICE, etc.) to allow access to Microsoft SQL server (TCP port 1433). This is typically done by right-clicking the FIREWALL program icon in the system tray. The system tray is in the lower right hand corner of the screen, it displays the time.