



# Insta-Pay™ for Windows Installation Instructions



**Important: Please Read and Follow Instructions Carefully**

## I a. Single Terminal Installation

**Note:** If you are running Windows XP, and you have multiple user accounts set up on one computer, you must log in under administrator before start of installation.

**Note:** If you intend to install this on a server and multiple computer terminals, follow the Central Data Base / Network instructions in **Section I b.**

### Step One (Very Important)

Disable any Firewalls, or Anti-Virus protection software first before you install the disk. You can enable them after installation is complete.

(Windows XP users, go to Control Panel, then Security Center. Turn off Firewall & Virus software )

### Step Two

Insert the Insta-Pay™ for Windows Disc into your computer.

Read and follow the prompts in the pop up windows during installation

After installation you will be prompted to reboot your computer.

### Step Three

After rebooting, click on the Insta-Pay Icon on your desktop. 

The 1<sup>st</sup> screen you'll see is the User / Provider Log In

1. Type Your Name Here

2. Enter 1 Here

3. Enter Your Company Info

4. Click Ok

You will now see the Company Tax Set Up Wizard Screen Section II a  
You must 1<sup>st</sup> Set Up a Test Co.

The screenshot shows the 'User/Provider login' window with the following fields and values:

- Display Advanced Options.
- Login Username: Mike
- Login Password: [Redacted]
- Provider ID (enter 1 here if uncertain): 1
- User/Provider name 1: [Redacted]
- User/Provider name 2: Cheque-Mate International, Inc.
- Address: 860 Hampshire Road Suite J
- City: Westlake Village
- State/province: CA
- Zip: 91361
- Country: USA
- Phone: (805)496-7846
- Fax: (805)495-4098
- Email: info@chequemate.com
- Logo Filename (\*.BMP): Logo Cheque-Mate.jpg
- MSDE/SQL Server: ads2
- MSDE/SQL Username: sa
- MSDE/SQL Password: [Redacted]
- New MSDE/SQL Password: [Redacted]

Buttons on the right side include: Delete this User, Change user's password, Delete this Provider, and Apply New MSDE/SQL Password. An 'OK/Login' button is at the bottom left, and an 'Exit' button is at the bottom right.