

Insta-Pay for Windows Installation Instructions

(Vista Users Please Call For Additional Instructions)

INSTA-PAY DOES NOT SUPPORT VISTA HOME AND OR 64 BIT OPERATING SYSTEMS

Note: If you are running VISTA Pro or VISTA Business, or Windows XP, and you have multiple user accounts set up on one computer, you must log in as administrator before starting the installation.

Note: If you intend to install this program on multiple workstations, follow the Central Data Base instructions. You must install on the server first.

Step One

Insert the Insta-Pay disc into your computer and follow the prompts in the pop up windows. After the installation is complete you will be prompted to reboot your computer.

Step Two

After rebooting, click on the Insta-Pay icon (horse head) on your desktop. Follow the instructions below when you get to the Log In screen.

User/Provider login

Display Advanced Options.

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: []

New MSDE/SQL Password: []

Delete this User

Change user's password

Delete this Provider

New Users can be added and granted / revoked access to companies on the Users Security Screen located on the Utilities menu. When a new provider is entered here, the first username to log in is the ADMINISTRATOR and has access to all companies associated with the Provider ID number. NOTE: Entering more than 1 Provider ID is NOT advised and should ONLY be done with help from tech support.

Apply New MSDE/SQL Password

OK/Login Exit

1. Type your Username.
2. Enter your Password. (Do Not Enter A MSDE/SQL Password. Consult IT Person)
3. Enter 1 for Provider ID.
4. Enter your company information. This is also used for E-Filing and EFTPS Batch filing.
5. Click OK.