WinRX + Desktop PrintBack

Installation on a single machine only (no shared data)

Overview: WinRX provides users with a secure interface to enter and send data to AccuPay for processing. WinRX supports both Payroll and 1099 data entry. In addition to WinRX, 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.

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Data Path Selection You may use your local drive for a private data path, or use a shared network path.					
 Use local data path Use a shared data path on a server 					
-local Browse					
InstallMate®	:el				

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.

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Registration information Image: Comparison of the second sec						
Please enter the registration information that you received from AccuPay.						
Accupay account number:						
If you did not receive the registration information, or for more information about the registration process, please visit the product web site.						
Product web site: http://www.AccupaySystems.com						
InstallMate® 	Cancel					

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.

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AccuP	AccuPay Payroll								
i î î î	List of Employers		ID		Name	Employees	Created	Modified	Uploaded
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	Employer Information			2	PROPERTY ASSOC	1	9/24/2015	9/24/2015	
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				8	TESTING HOUSEHOLD EMP	2	9/24/2015		

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".



 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).

	Browse For Folder	
NG Download PrintBack	Select Output Path:	
PrintBack files available 1) 0017011M062315		
All None		Exit
	Make New Folder OK Cancel	