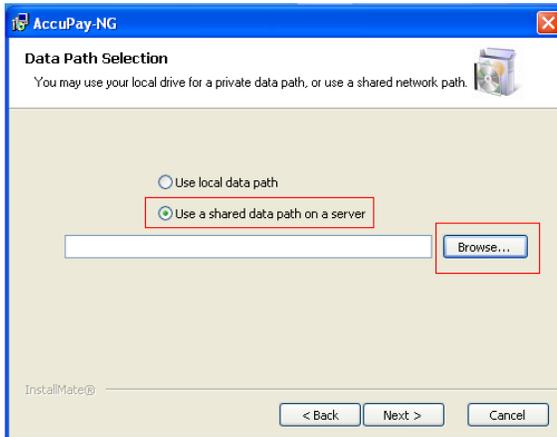


WinRX + Desktop PrintBack

Installation on **multiple machines** (shared data on a server)

Overview: WinRX provides users with a secure interface to enter and send data to AccuPay for processing. For multiple users, WinRX must be downloaded on each user's machine. However, the employer/ 1099 data will be saved to a server. During the installation process, each user will map to the data location on the server. In addition to WinRX-NG, users will receive a program called GetPrintBack. This allows users to download completed PrintBack returns from their desktop. Downloaded PrintBack files can be stored on a shared network folder.

1. Click the "Download WinRX" button to begin installation. When you arrive at the "Data Path Selection" screen, click "Use a shared data path on a server", then browse to a shared data folder. We recommend creating a folder named "ACCUPAY" on your server. 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.



- Repeat steps 1-3 for each additional WinRX user.
- 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

- 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 shared folder named "PRINTBACK" on your network drive. We advise that you keep the PrintBack files in a separate folder than the WinRX Data files.

*Please note: once you download the PrintBack file, it is deleted from our server (for security reasons).

