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.

 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.

t₽ AccuPay-NG						
Data Path Selection You may use your local drive for a private data path, or use a shared network path.						
O Use local data path O Use a shared data path on a server Browse Browse						
InstallMate@ <back next=""> Cancel</back>						

 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.

t <mark>₩</mark> AccuPay-NG	X
Registration information Accupay account number and password are required.	I
Please enter the registration information that you received from AccuPay.	
Accupay account number Password:	
If you did not receive the registration information, or for more information abou registration process, please visit the product web site.	ut the
InstallMate® 	Cancel

3. Check your desktop for "WinRX.exe" and "GetPrintBack.exe" icons.



- 4. Repeat steps 1-3 for each additional WinRX user.
- 5. 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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File Print Communications Configure Search Help 🗸 🗸										
· [¹] (a)										
AccuPay Payroll O Employer List										
iii)	List of Employers		ID		Name		Employees	Created	Modified	Uploaded
- ee	List of Employers				WILLIAM JOHNSON		4	9/24/2015	9/24/2015	
	Employer Information			2	PROPERTY ASSOC		1	9/24/2015	9/24/2015	
Shipping & PrintBack Opt	Shipping 9. BrintPack Opt			3	TEST DOCTOR MD INC		1	9/24/2015	9/24/2015	
	>		4	TESTING 944		2	9/24/2015			
	Paid Preparer & 3rd Part			5	ARTISTS FOUNDATION		6	9/24/2015	9/24/2015	
	State Quarterly Informa			7	TESTING 943		2	9/24/2015		
				8	TESTING HOUSEHOLD EMP		2	9/24/2015		

Desktop PrintBack Program

6. **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".

NG Download PrintBack F	🕷 Accupay Login:		×
PrintBack files available to o		0017	
	AccuPay Acct#: WinRx Password: (Note: Enter "NGTS	ATEST ("for non-WinRx user)	
	PrintBack Password:		
All None	ОК	Cancel	Exit

7. 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).

	Browse For Folder	
NG Download PrintBack	Select Output Path:	
PrintBack files available		
All None	USERS	Exit
	Make New Folder OK Cancel	