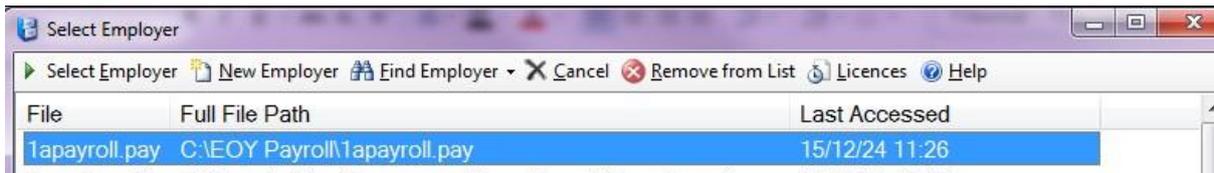


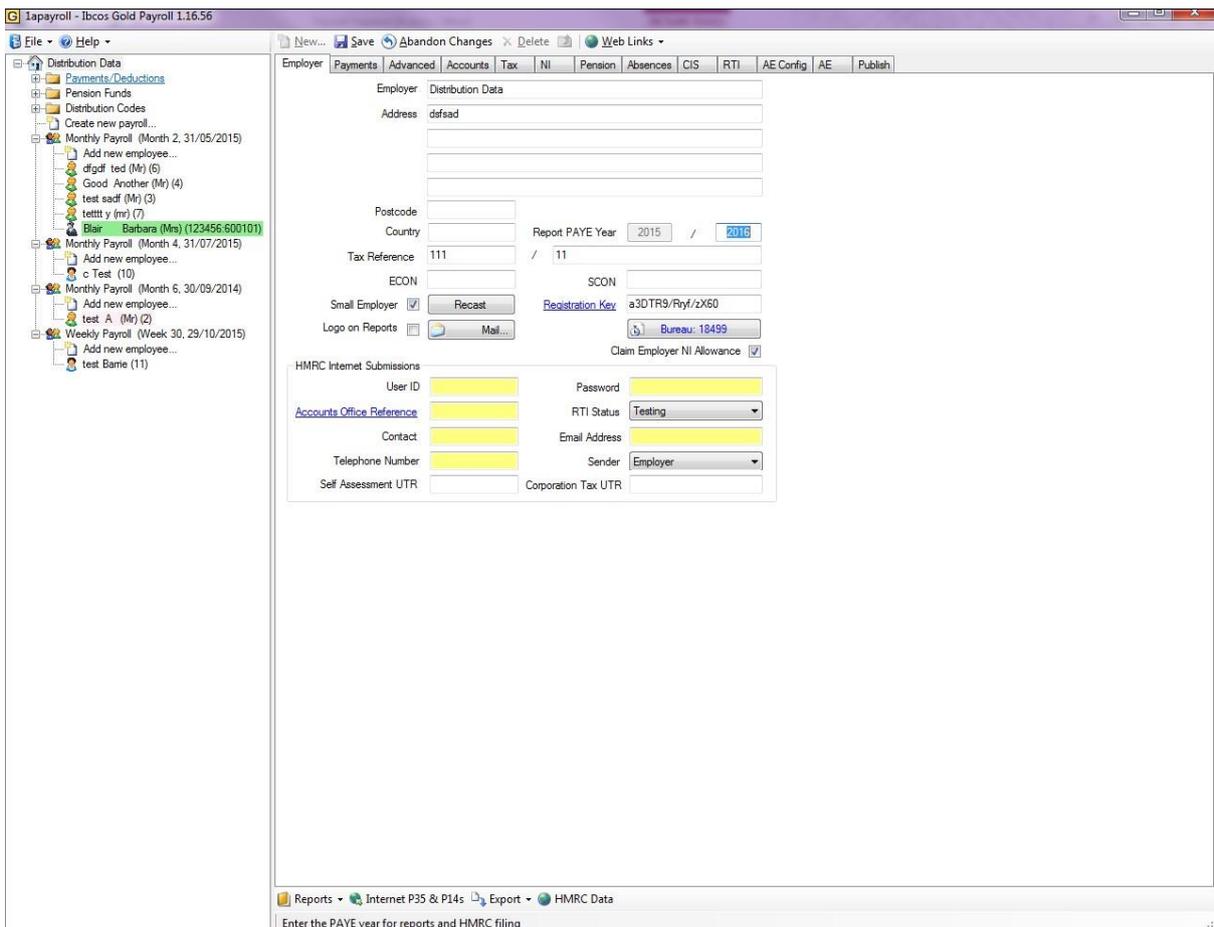
GoldPay Software Update

The following documentation describes how to update the Ibcos Computers GoldPay software. This must be completed before running Payroll Year End.

1. Begin by opening your GoldPay software:



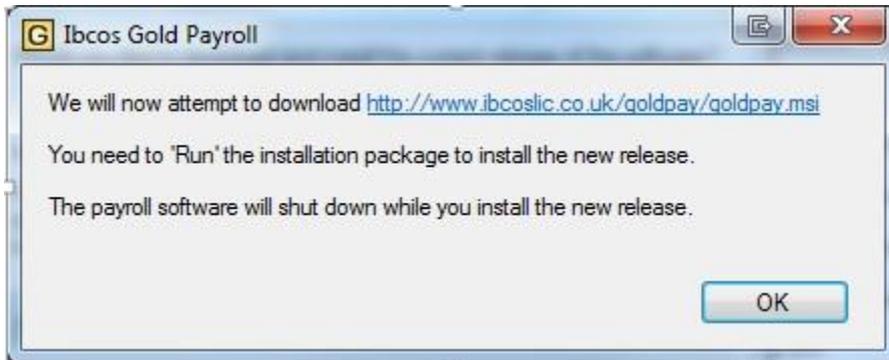
2. Double-click on your company's payroll and you will be taken into your payroll database: e.g. 1apayroll.pay



- From the Help dropdown menu, select 'Get Latest Release'. Once clicked the following screen will appear:



- Click 'Download and install our latest software release (Recommended)'. This screen will appear:



Click 'OK'.

The download process will start.

5. A Microsoft Windows Installer application will pop up on the screen. Follow the onscreen instructions, accepting the licence agreement along the way, until you eventually get the below screen, then click 'Finish'

