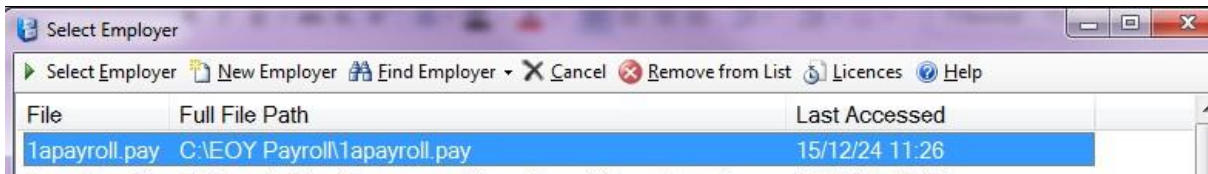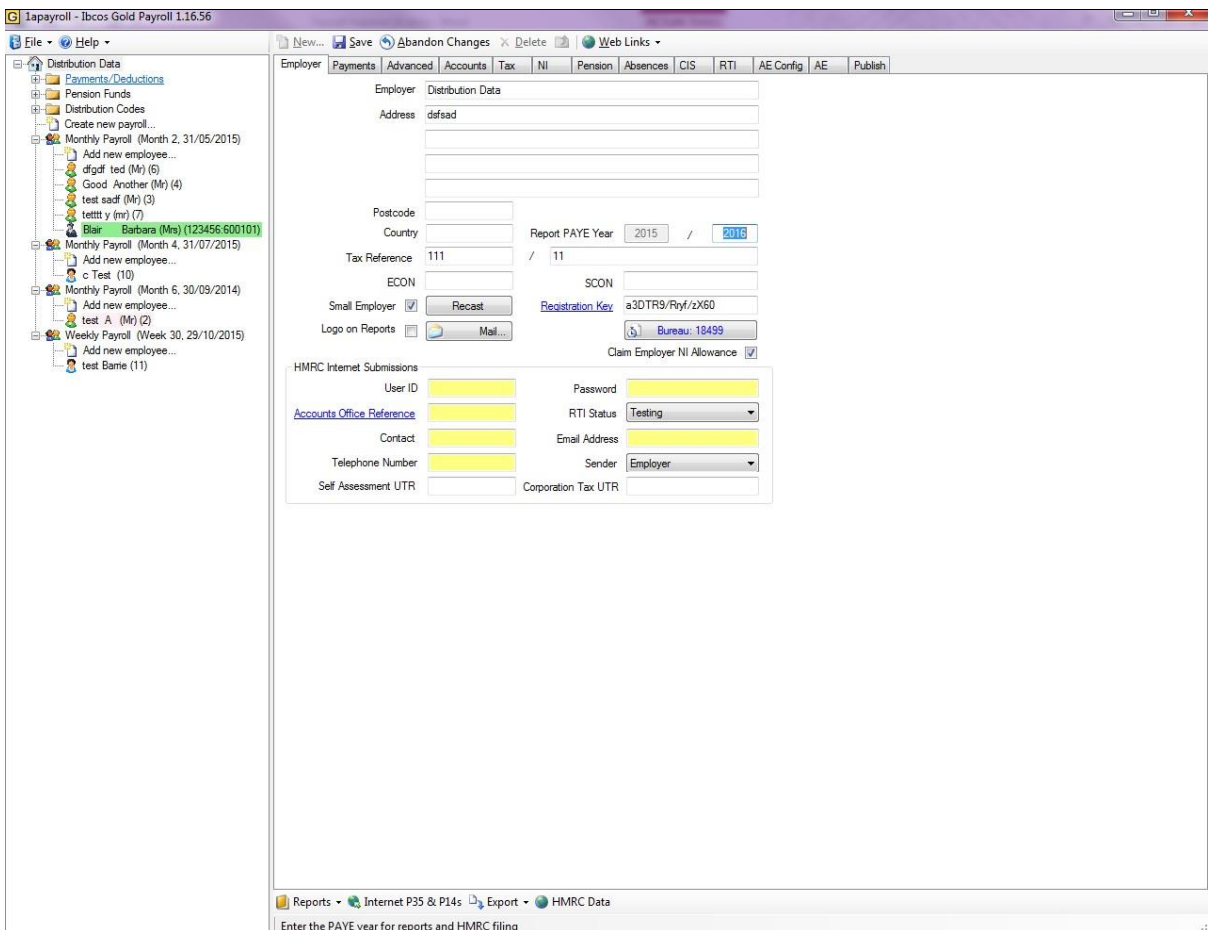# GoldPay Software Update

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

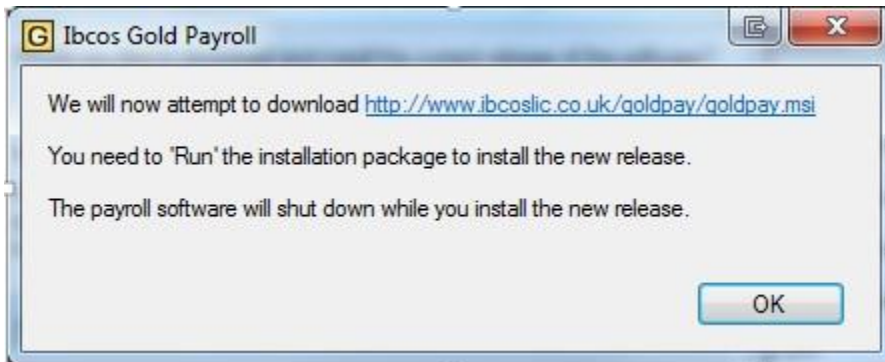1. Begin by opening your GoldPay software:



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

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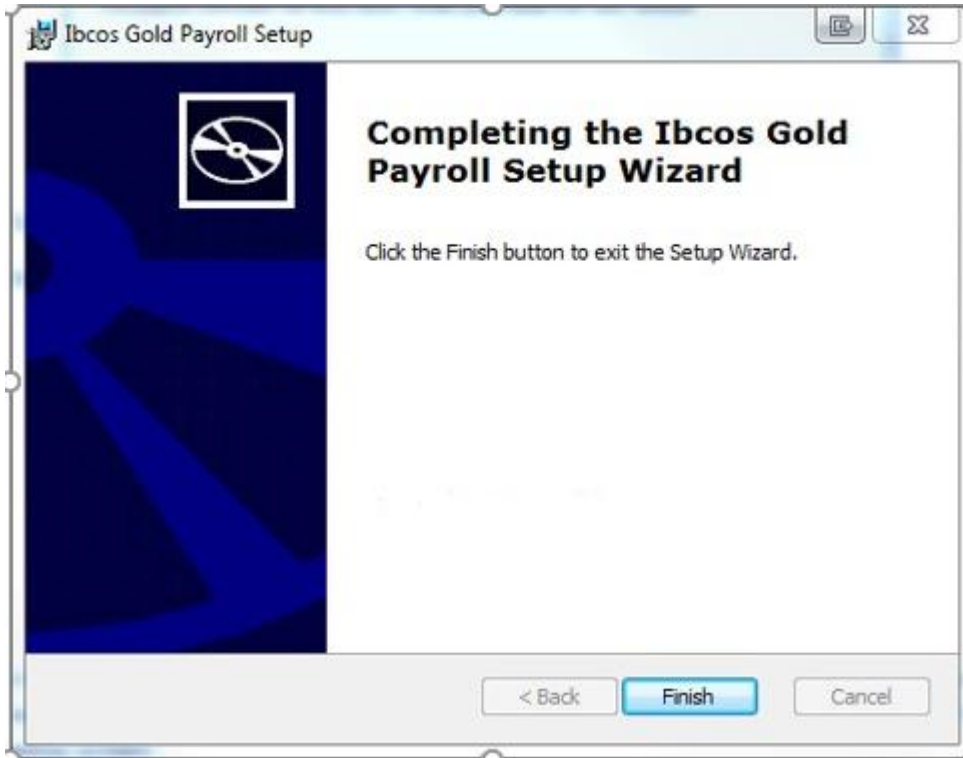


4. Click 'Download and install our latest software release (Recommended)'. This screen will appear:



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'
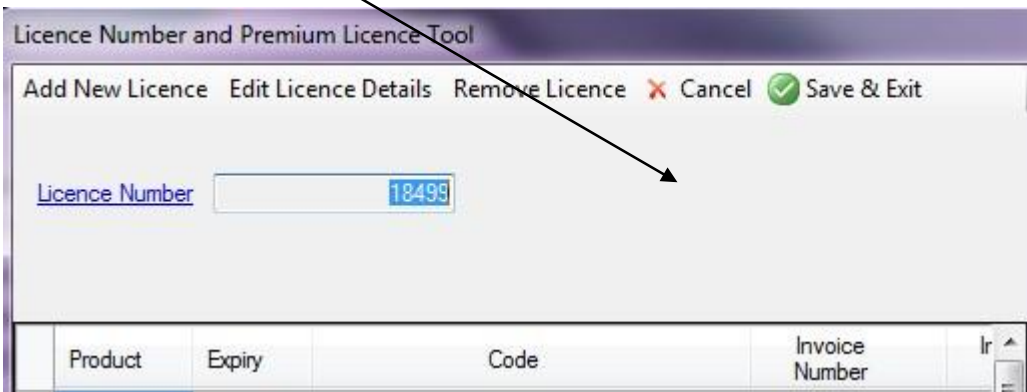
## Payroll License Upgrade

Once the payroll upgrade has gone through, click on the Goldpay icon so that the Employer Selection screen comes up and click on the "Licenses" button.
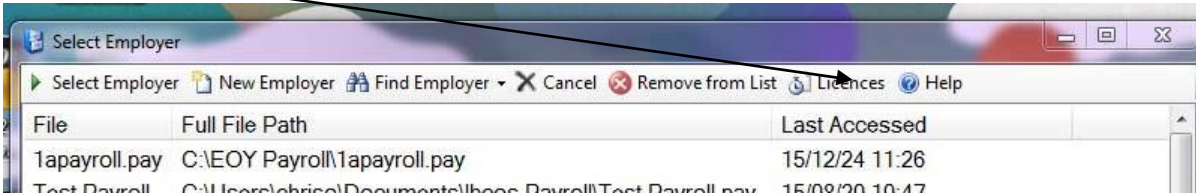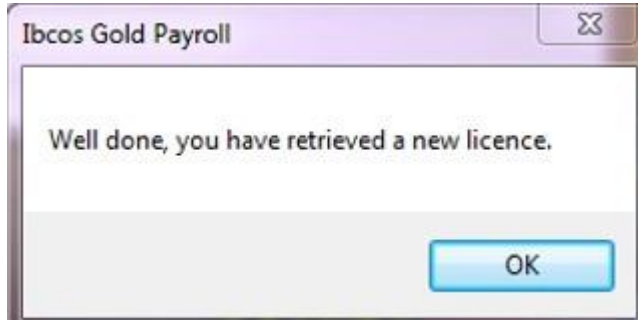


In the blank grey section to the right of the License number box, hold down your shift key & Alt key together and left double click your mouse.



A button should come up saying Retrieve from Internet
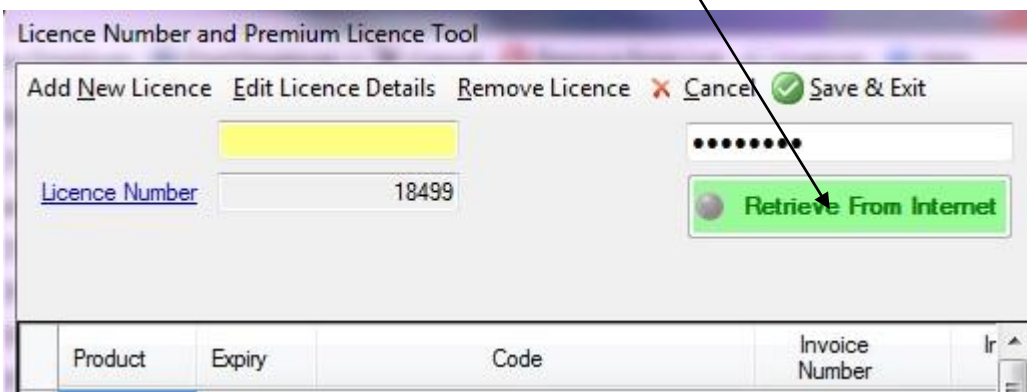
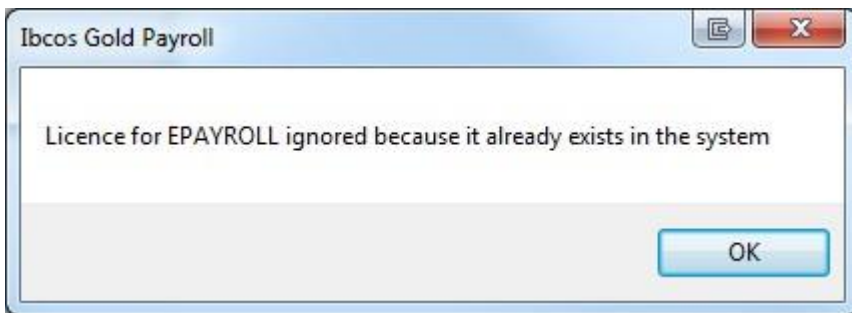If you click this, a box should come up saying "Well done, you have retrieved your new licence."



Click "OK"

To double check that this has worked your expiry date at the bottom of the screen should read EPAYROLLAE 30/04/22

Click the 'save and exit' button.

The following message may come up. If it does click "OK"



Click on "Save and Exit" and you are ready to log in.