

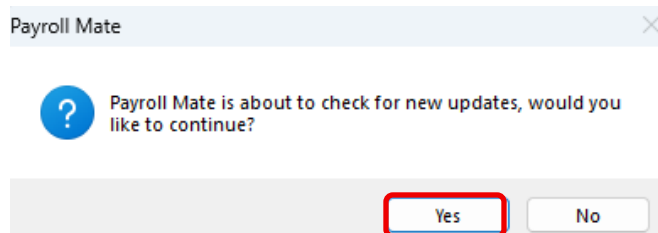
HOW TO ENSURE PAYROLL MATE IS UPDATED TO LATEST VERSION

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

Each time Payroll Mate is launched, a dialog appears **Payroll Mate is about to check for new updates, would you like to continue?** We recommend that you say **Yes** to ensure you always have the latest version of Payroll Mate.

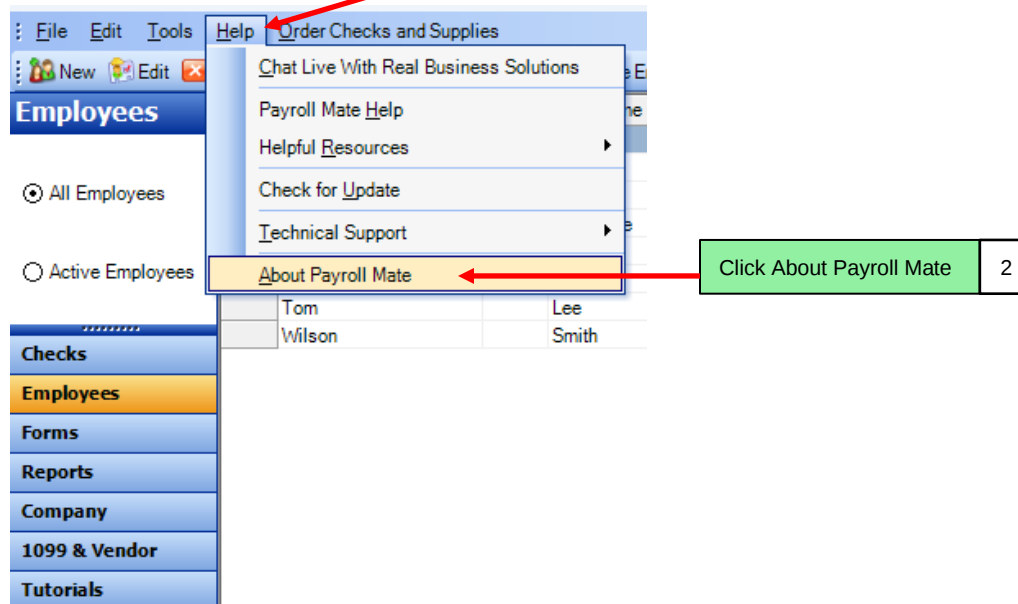


If you are not sure what version you have you can email support@realtaxtools.com and ask what the latest version is.

You can find out what version you have with these steps:

1. Click **Help**
2. Click **About Payroll Mate**

Click Help 1



Click About Payroll Mate 2

3. The Payroll Mate (year) window will open, giving you information about the software. Review the Payroll Mate Version information and make note of it to compare if the version information you obtained from support.
4. Click **OK**

