

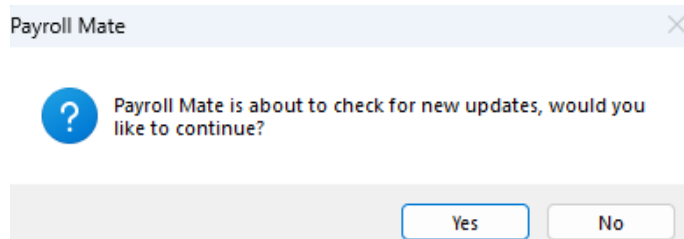
HOW TO MANUALLY INSTALL LATEST UPDATES

Question

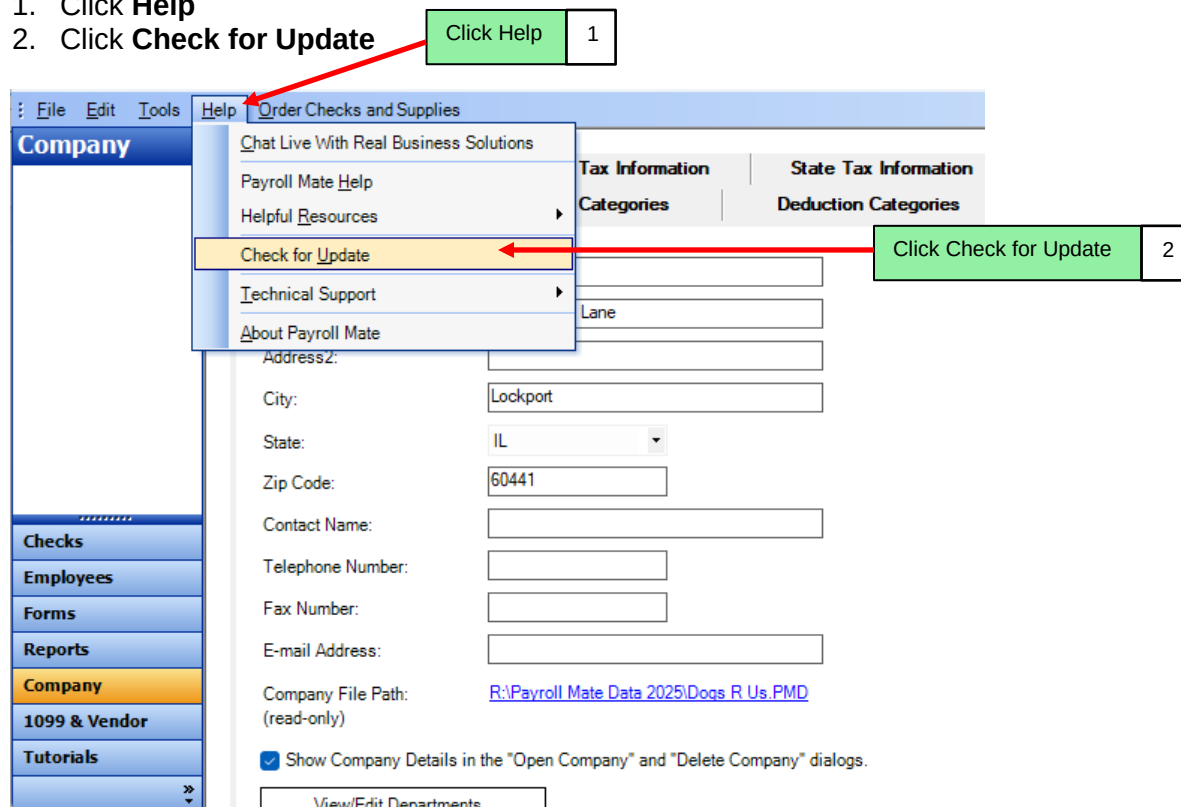
PLEASE REFER TO THE STEPS BELOW:

Answer

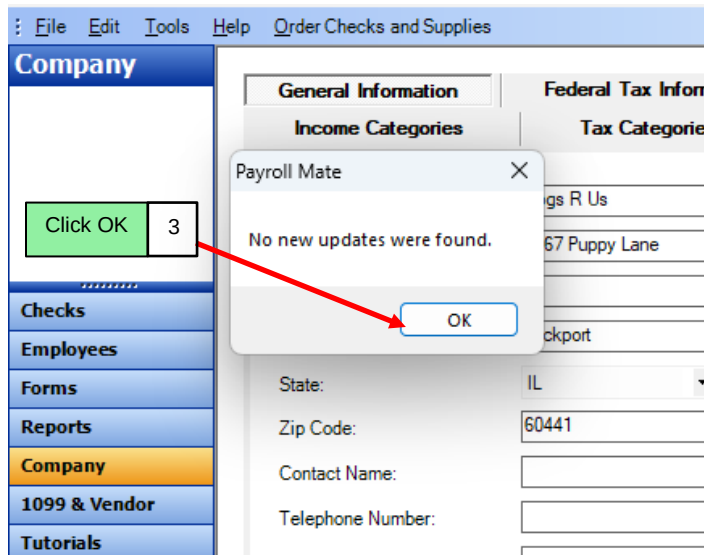
Each time Payroll Mate is launched, a dialog appears "Payroll Mate is about to check for new updates, would you like to continue?" If you select No and want to manually check for updates, you may follow the steps below.



1. Click **Help**
2. Click **Check for Update**

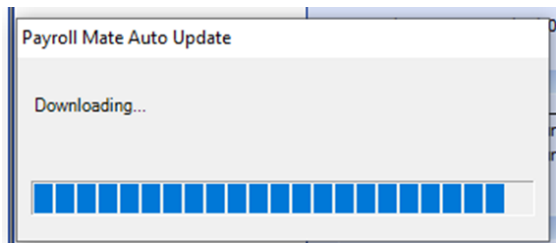


3. **If there are no updates**, you will receive the message “No new updates were found”. Click **OK**

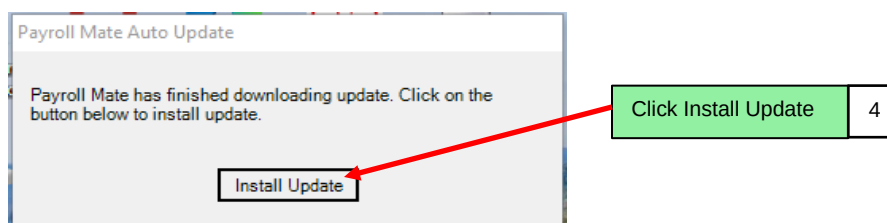


3. **If there is an update available** you will receive a message asking “Do you allow this app to make changes to this device?” Click **Yes**

The update will begin to download



4. Once it finishes downloading click **Install Update**



You have completed updating Payroll Mate.