EVOLUTION REMOTE INSTALLATION INSTRUCTIONS

Assure that ports 9901, 9902, and 9903 are open on the office firewall if applicable.

Click on <u>download payroll software files</u>

After clicking on the download link you will be prompted to Run, Save or Cancel.

- The **Choose Destination Location** window displays. Leave the installation path as default or change if applicable, then click the **Next** button.
- The **Start Installation** window displays. Click the **Next** button.
- The **Install MSXML 4.** window displays. Click the **Continue** button.
- The **MSXML 4.0 SP2 Parser and SDK Setup** screen opens. Click the **Next** button.
- The **MSXML 4.0 SP2 Parser and SDK License Agreement** window displays. Click the radio button next to I accept the terms in the license Agreement and click the **Next** button.
- The **Customer Information** window displays. Click the **Next** button.
- The **Choose Setup Type** window displays. Click the **Install Now** button.
- The **Completing the MSXML 4.0 SP2 Parser and SDK Setup Wizard** window displays. Click the **Finish** button.
- The **Installation Complete** window displays. Click the **Finish** button.

Logging into the Evolution Remote Client

- **Double click on the Evolution** icon on the desktop.
The Login window displays.
- **Enter the login ID** as provided by the Service Bureau.
- **Enter the password** as provided by the Service Bureau.
- Server is hrcg.tzo.com
- **Click the Compression drop down** to select either T1, DSL, or Modem depending on the type of internet con-nection the location has.
- **Click on the settings button** and make sure it is one 9901 or 9902.
- Click the **OK** button.

You may need to enter your log in and password more than once the first time. Make sure settings are still on 9901 or 9902 when you log in the second time. Once you are successfully in Evolution, you will not need to change your settings.

If you have any questions, please contact your HRCG Representative.