Instructions for Downloading and Installing Evolution Classic on to a PC

1. Go to www.payrollpartners.com.

2. Click on **Resources** on the top menu, and then expand the **Downloads** section in the **Resources** page.

3. Click on the **Evolution Classic Platform** link to download the software.

4. A dialogue box should pop up and ask if you want to Run or Save.

5. Click the **Save** button. A dialogue box will pop up. Change the **Save In** box at the top to **Desktop** (or click Desktop on the left side) and click **Save**.

6. When the download is complete, close the dialogue box and go to your desktop to find the icon labeled **EvoClient** and double click it. This should bring up the Evolution Installer program. Take all of the defaults and click **Next** until it is finished, then click the **Finished** button.

7. This should put a new icon on your desktop labeled **Evolution.exe**. It is a green circle with a white "i" inside. Double click this icon. This will bring up the **Evolution** sign on screen.

8. Fill in your login ID and password. In the **Server** box type **evo.payrollpartners.com** and change the Compression box to **T1**. Click **OK**.

9. You will probably have to do the above step twice. Evolution automatically updates itself to the latest version every time you log in. Once it has initially connected, it will remember everything except your password when you bring up the sign on screen the next time.

10. Once you have successfully brought up the Evolution program you can delete the "**EvoClient**" icon off of your Desktop. It is no longer needed. If you get a new PC you must follow the above steps in order to install Evolution. You cannot copy the program from one PC to another.