PayEasy
Version 5.1c

Installation Guide

BOCI-Prudential Trustee Limited

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A. Software Requirements

To install the Software, the minimum software requirements are:

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1.	Processor	:	1GHz processor or above
2.	Memory	:	512 MB or above
3.	Hard Disk Space	:	1 GB available or above
4.	Display	:	1024 x 768 or higher resolution
5.	Operating System	:	Windows XP / Windows Vista / Windows 7 (32-bit and 64-bit versions supported)
6.	Software	:	Microsoft .NET Framework 2.0 or later installed
7.	Additional Requirement	:	CD-Rom drive is needed

B. Before you install

1. If you have installed the software in the computer before, you should back-up your software.

2. Do not run the software or any other applications during the installation process.
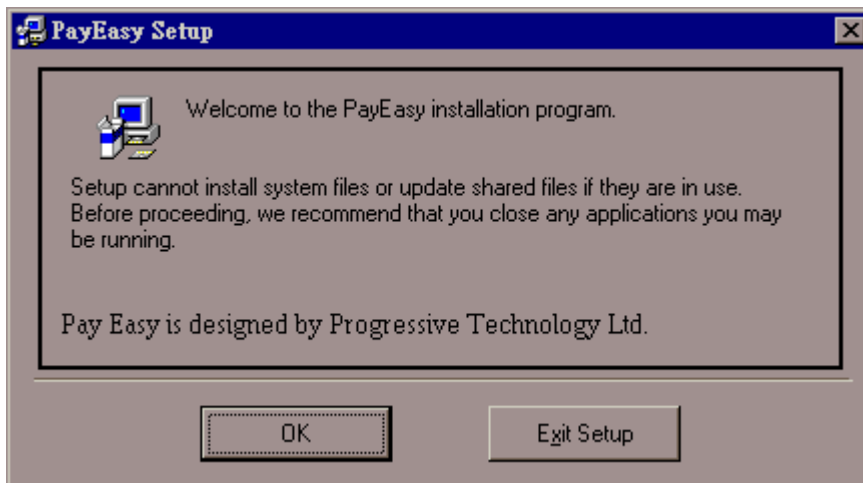
C. Installing the software

Insert the installation CD into your CD-ROM drive and do the following steps:
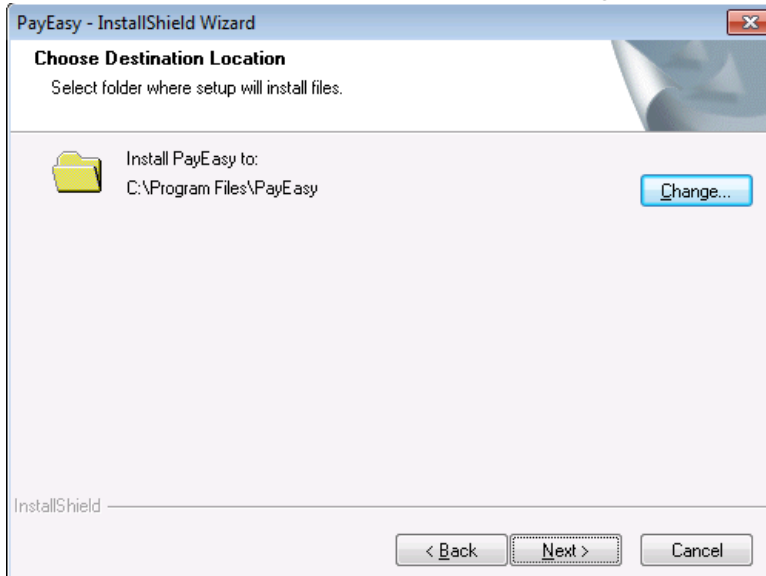
1. Flash Screen Prompt Out, press "New Installation"
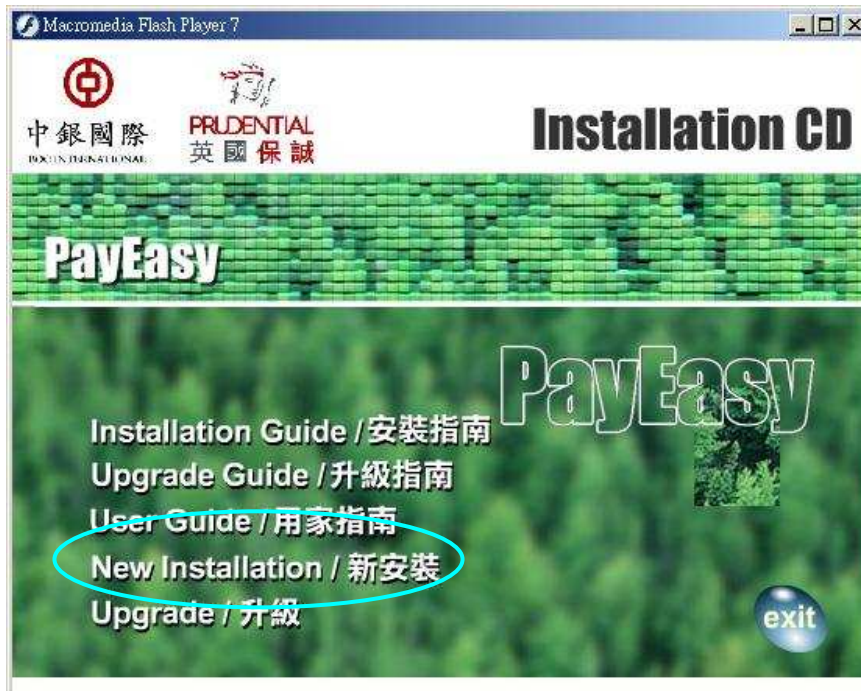
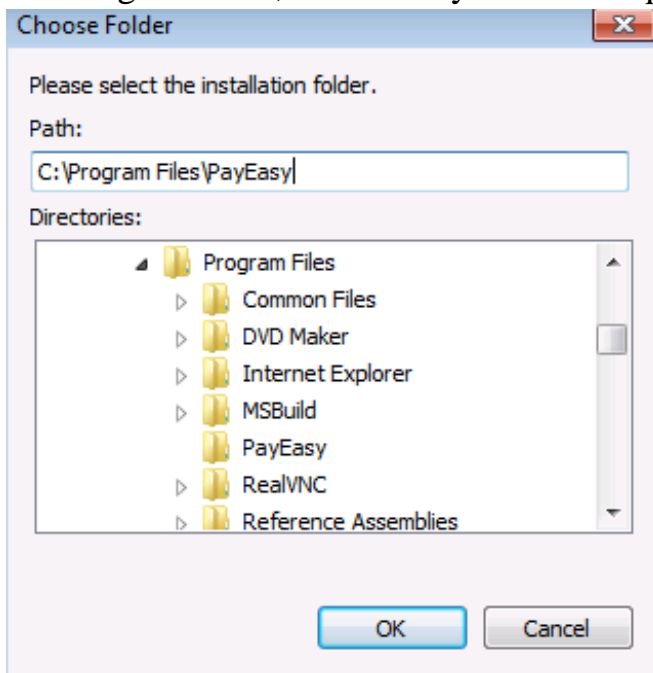2. A Message box will appear. Click on the "OK" button

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i) Click on the "next" button in the message box to install PayEasy.

ii) If you want to change the default destination directory, click on the "Change" button, and select your desired path and click "OK".
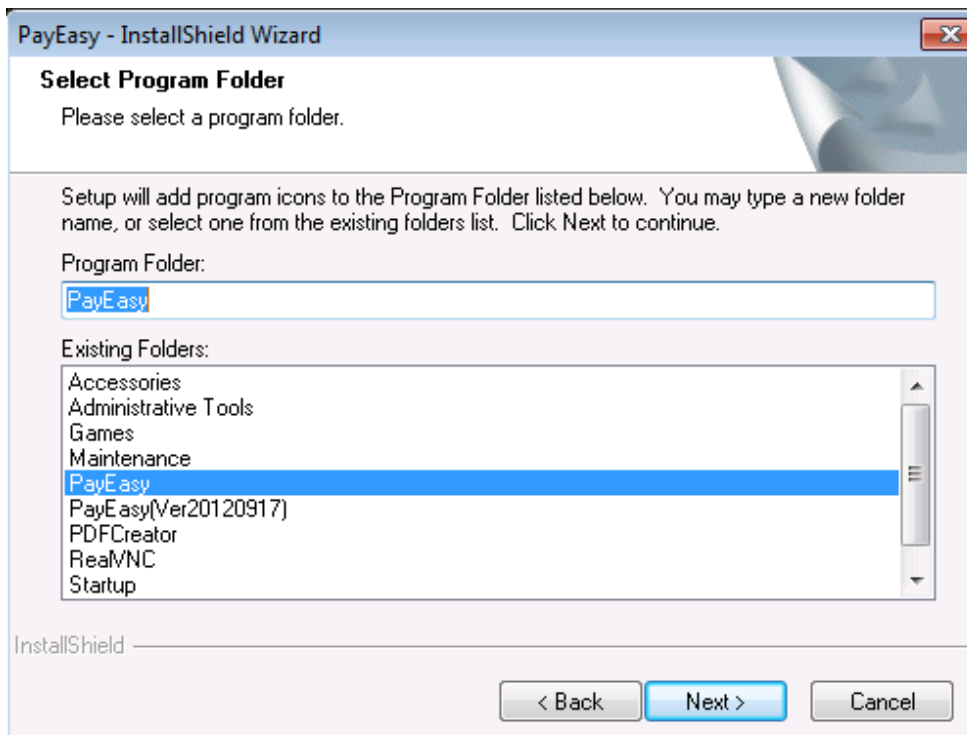

iii) If you want to stop the setup process, click on the "Cancel" button.

3. A message box related to license agreement prompt out, accept the agreement to continue or press "Cancel" to cancel the setup process.

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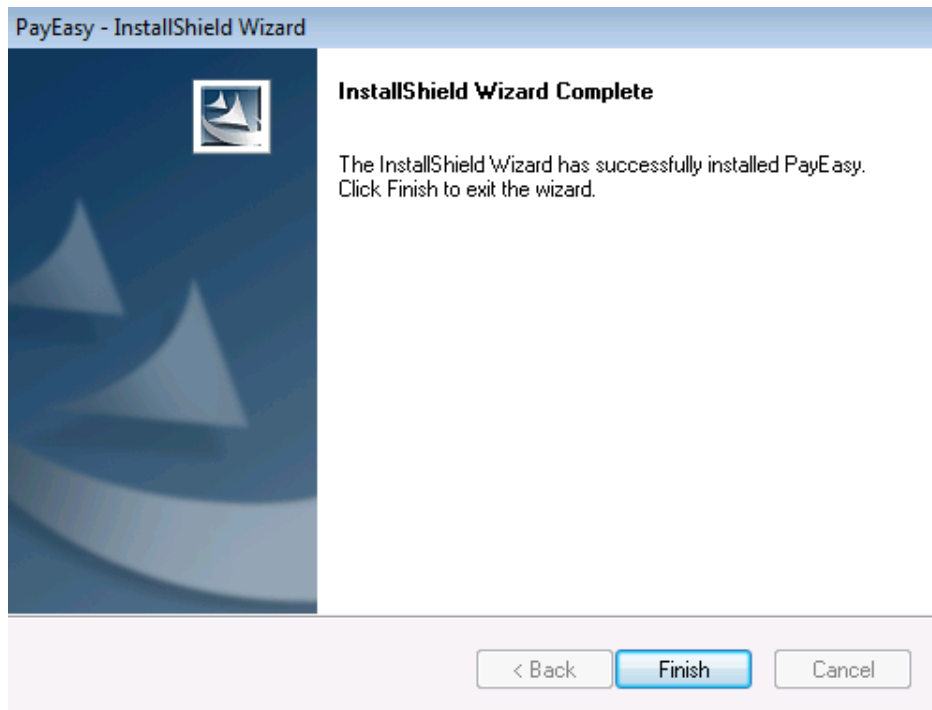_____
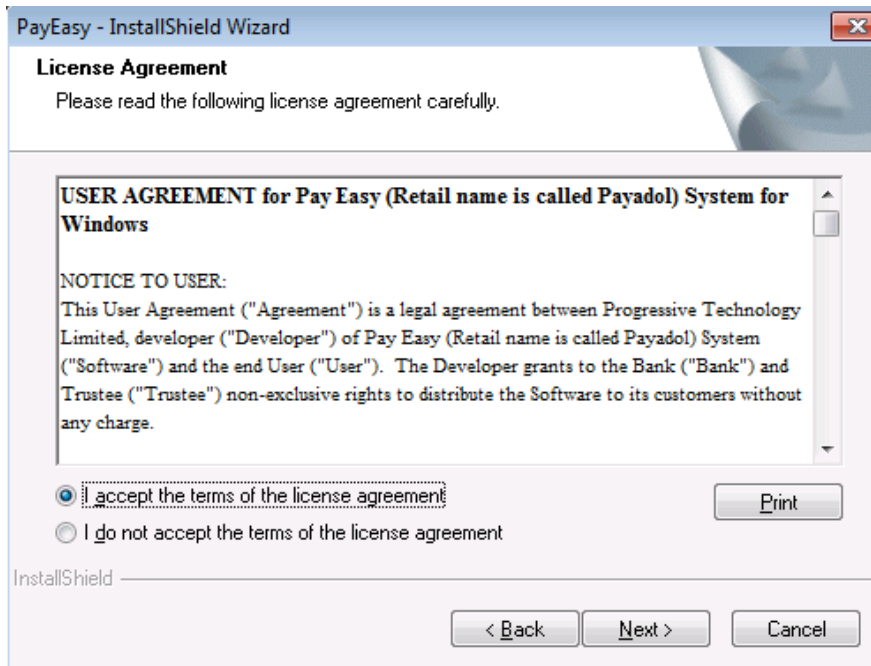
4. Change the name of "Program Folder" if necessary

Note: "Program Folder" is just the folder which will contain PayEasy

5. A message box of successful installation should appear.

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Note: If there are any warning messages coming up before installation completes, please read the trouble shooting section of this installation guide.

After the completion of installation, the software icon will be installed under the programs folder.
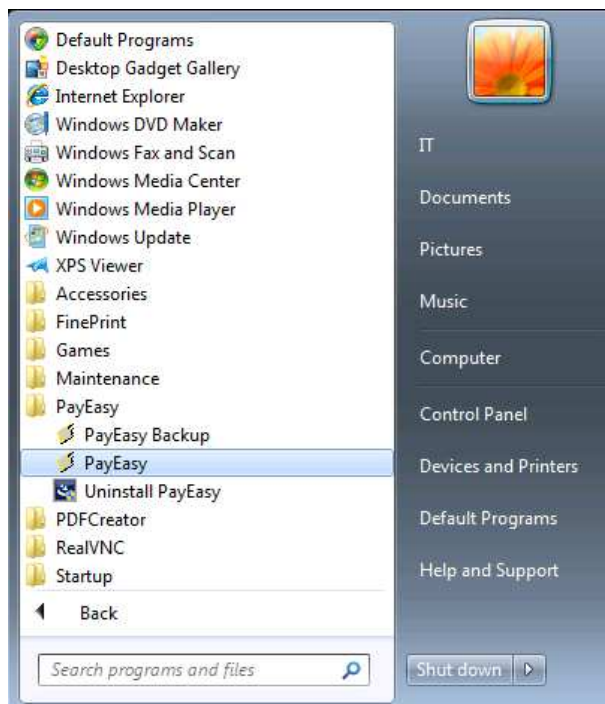
6. Open the PayEasy, message box of "Download Master Record" will prompt out. Please select the path of the disk/files provided by MPF Provident Fund Administrator and then click "OK" button. Then the program will automatically load the required information to the software. The software can be used after completion.
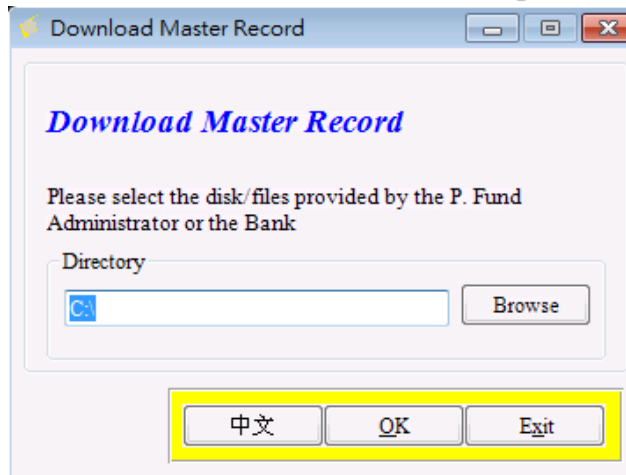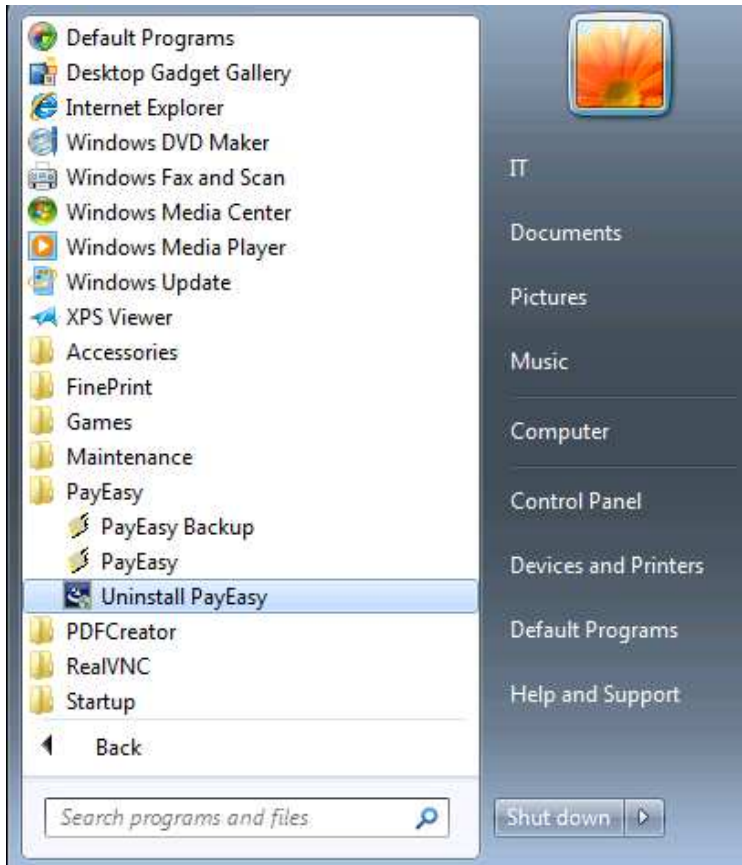

Note: If you do not have the above mentioned disk/files, please contact your MPF Provident Fund Administrator.
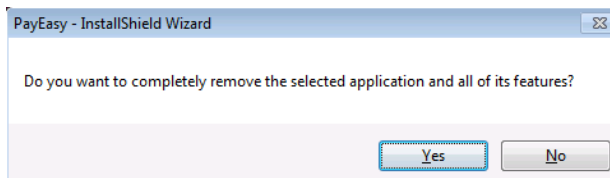
D. Trouble Shooting:

D.1 Uninstall the software

1.   If you want to uninstall the software for any reason, you can click "Uninstall PayEasy" under the program folder.
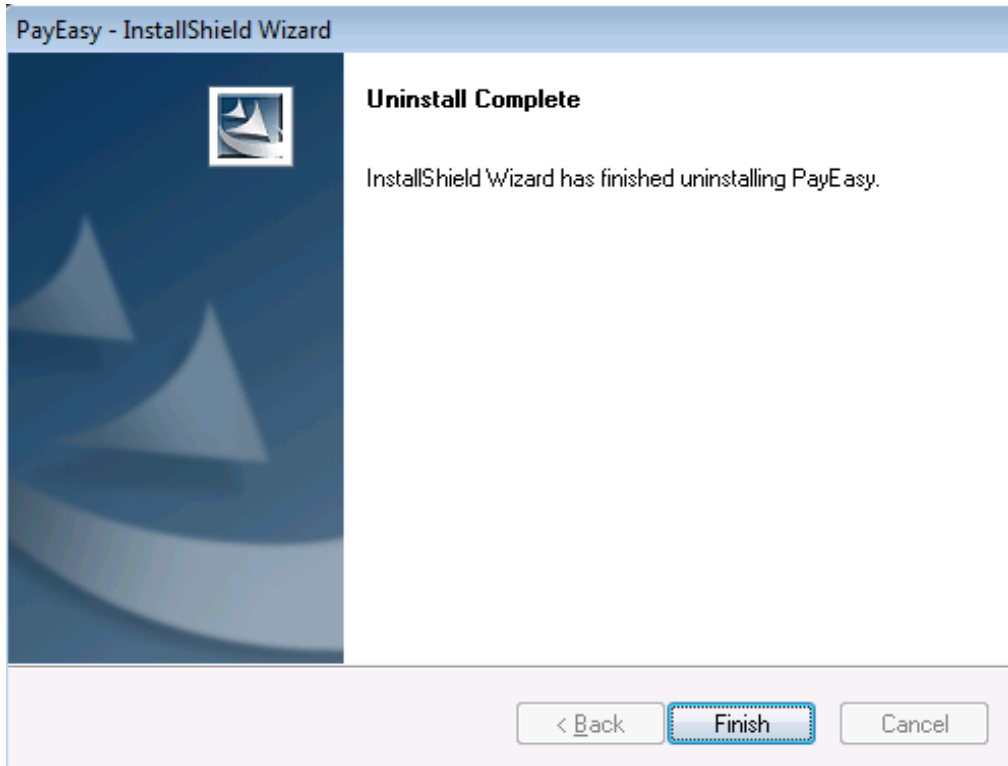

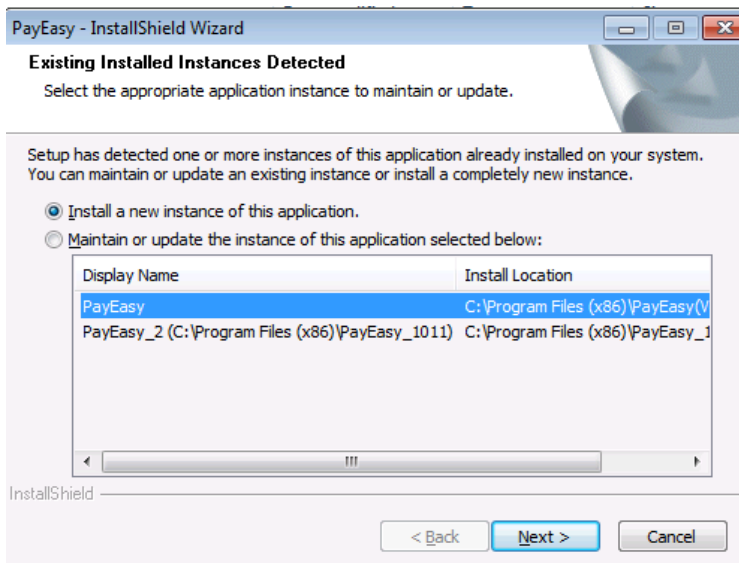**2.**   A message box will prompt out. Click "Yes" to continue the uninstall procedure.

3.   Message box of "Uninstall Complete" should appear after completion.

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D.2 Warning messages during setup:

1. If there are any warning pop-up messages during installation, it means the software has been installed on the same machine before. You may act either one of the below options:

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i.)Exit the setup process and uninstall the existing software copy (please follow the steps in "Trouble Shooting" D.1 Uninstall the software), then run the installation program again; or

ii.) Choose the option "Install a new instance of PayEasy"; or

iii.) Choose the option "Maintain or update the instance" of existing PayEasy software and select the path displayed in the message box.
Caution: The existing database in PayEasy will be replaced if this action is selected.

D.3 Unregistered copy:

1.   If the following message comes up, this implies that your software is not registered. Please contact your Provident Fund Administrator