

SOFTWARE INSTALLATION

Detailed instructions on how to install 1099 Pro software.



1099 Pro software includes the following:

- 1099 Pro help manual
- General and form-specific instructions from the IRS
- Unlockable demo versions of all software versions for the specific year.

SINGLE USER INSTALL

1. Insert the CD into your computer's drive, and run the software.
2. A wizard will guide you through the installation process.
3. When prompted, enter your activation code. If you do not have an Activation Code, then type in the word "DEMO" to try out the software. A full version of the software may be purchased from www.1099pro.com, or by calling (888) 776-1099.

MULTI USER INSTALL

Multi-user installations require that one machine is designated as a server and all others as workstations. The server may be any Windows[®] machine on the network or a machine that has a local/remote drive accessible by all computers that will function as workstations.

SERVER INSTALLATION

1. Install your software on the network computer to be designated as the server. Enter your multi-user registration code as prompted. Select "WebUpdate Workstation" as the install type. Install the software on a local drive.
2. After successfully installing your software, it will launch for the first time; if you did not roll forward your information please proceed through the wizard to create your first Filer.
3. Use "Administrator" for the login name and the password "new" to logon for the first time with security enabled (**Note:** If security was rolled forward please enter the credentials from the previous installation). The Administrator should create users and assign rights prior to installing workstations.
4. You are encouraged to enable Security to ensure the security of your data.

WORKSTATION INSTALLATION

1. Complete server installation prior to installing workstations.
2. 1099 Pro software allows for mapped network drives or the utilization of UNC paths to find the location of WebUpdate Workstation; you are encouraged to map any network drives prior to beginning Workstation installations.
3. Begin the software installation on the workstation. Enter your multi-user registration code as prompted. Select "Workstation Installation" as the install type. Browse for the network drive where the WebUpdate Workstation is installed or check the box to indicate that you will be using a UNC and enter the path (**Note:** Software will be installed to the local drive, and data will reside at the location where the WebUpdate is installed).
4. If security is enabled, then the workstation is deemed a "user." A User ID (As assigned by the Administrator) will be required. For the Password enter "new." The User is then required to create a unique password.