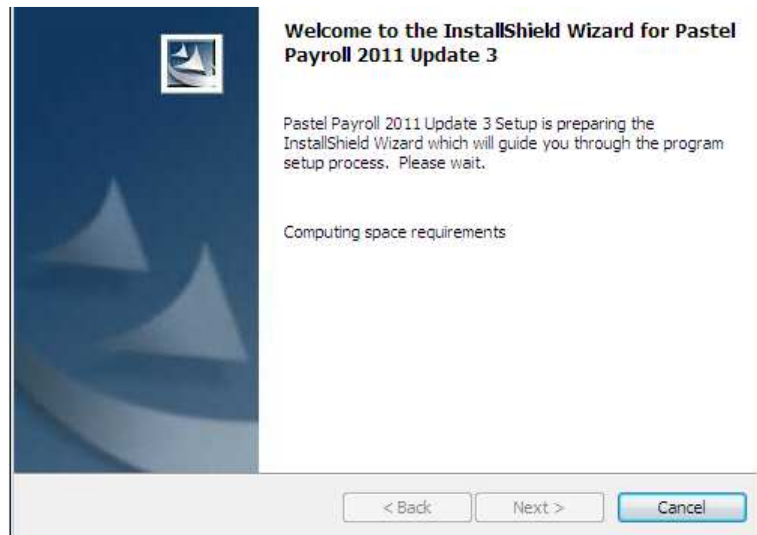
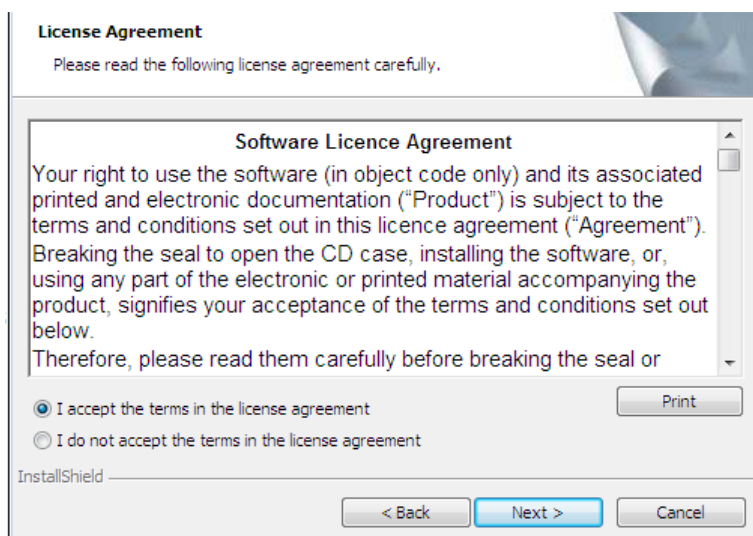


Download and Installation Instructions: Pastel MicrOpay & Pastel Partner Payroll 2011 Update 3a

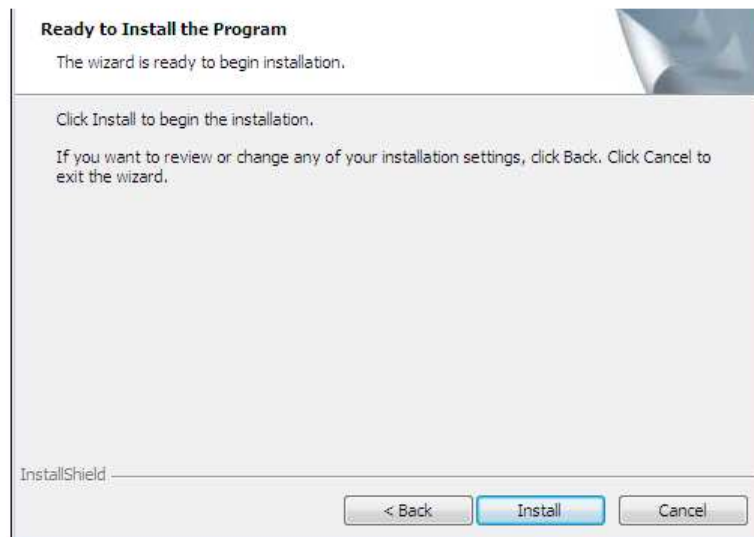
1. Select to save the file 'Pastel Payroll 2011 Update 3a.exe' to any directory on your hard drive.
2. Once the download is complete, access Windows Explorer and browse to the directory where the update was saved.
3. Please ensure that Pastel MicrOpay or Pastel Partner Payroll 2011 is closed.
4. Double click on the file 'Pastel Payroll 2011 Update 3a.exe'.
5. The InstallShield Wizard will be launched. The following screen will display:



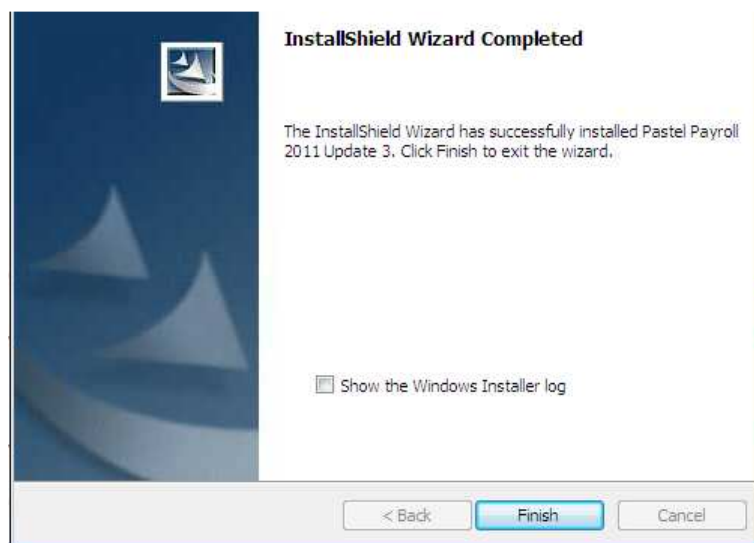
6. Click **Next**. The following screen will display:



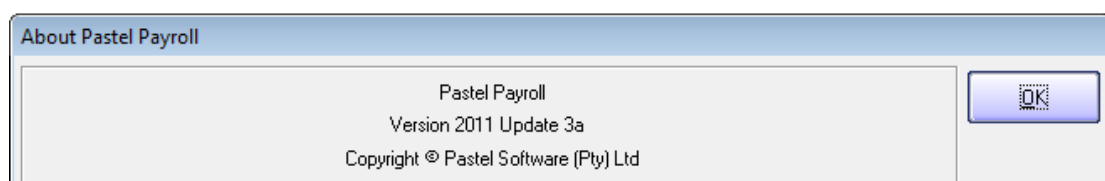
7. The terms of the license agreement must be accepted before you can continue with the installation. Please read the license agreement carefully before you accept the terms and click **Next** to continue. The following screen will display:



8. Click **Install** to start the upgrade installation.
9. Please wait for the installation to complete. The following screen will display once the upgrade is successfully installed:



10. Click **Finish** to close the InstallShield Wizard.
11. Double click on the Pastel Payroll 2011 icon on your desktop to open Pastel MicrOpay or Pastel Partner Payroll.
12. Access the **Help...About** menu to check that your current version is now displayed as 2011 Update 3a.



13. Access your payroll company from the **File...Open** menu.

14. Access the **Utility...System Status** menu and ensure that the total amount of Processed employees is zero.
15. Go to **File...Legislative Release**. The following screen will display:



16. Click **Next**. The following screen will display:



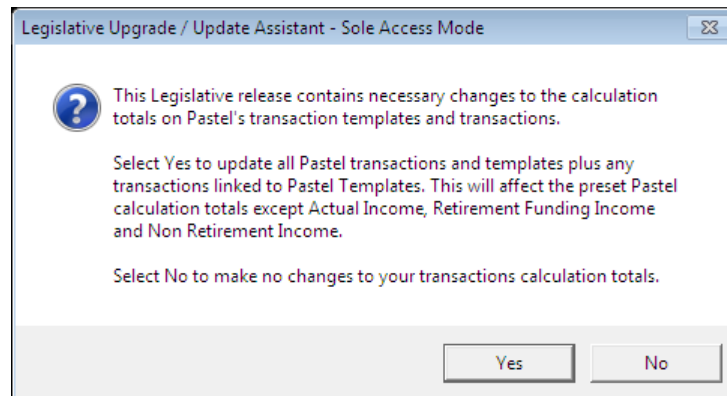
17. Select to make a Backup of your data before you continue, as the legislative changes that will be applied during this process, are irreversible.
18. Click **Next**. The following screen will display:



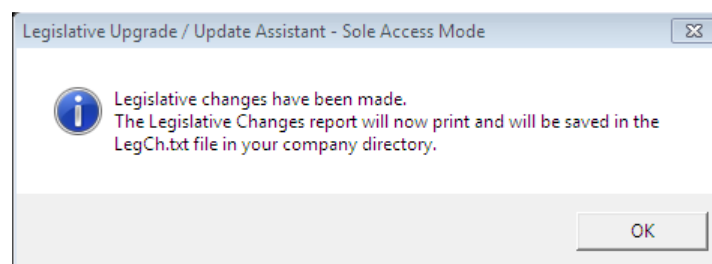
19. Click **Process** to continue. The Legislative Release will now apply the new statutory tax rates and any other legislative changes for the 2010/2011 tax year.

PLEASE NOTE: The Legislative Release will only apply changes applicable to the tax year your current company is processed in. If you complete the Legislative Release on your 2009/2010 company, only the 2009/2010 legislation will be applied. The 2010/2011 legislation will only be activated once you process payslips from March 2010.

20. The following message will display:



21. Click **Yes** to apply the legislative changes relevant to the tax year you are currently processing.
22. Please wait until the legislative upgrade is complete.
23. The following message will display:



24. Click **OK**. You will now have the option to view a list of changes that were applied to your transactions and calculations. You can select to print the Legislative Changes Report to screen, printer or any of the file output options listed. Alternatively, click **Cancel** if you do not want to view this report. The following screen will display:



25. Click **Finish** to close the Legislative Upgrade Assistant.
26. The upgrade to Pastel MicrOpay or Pastel Partner Payroll 2011 Update 3a is now complete.