



ViewChoice Installation

This document contains information on how to install the ViewChoice. ViewChoice is a viewer program that allows you to open encrypted payroll files that are sent to you electronically.

Contact Technical Support at 301.770.4200 x5 with any questions.

1. Open your web browser and go to www.viewchoice.com
2. Select the link for Downloads
3. Click on the link for ViewChoice 2.2.4
4. You should be prompted to open or save the file. Choose to Save the file to somewhere on your computer, such as the desktop.
5. The viewer install program will download. It will take several minutes, depending on your Internet connection.
6. Once the viewer downloads, it will 'unpack' itself and then bring up an InstallShield Wizard which sets up the software.
7. When the wizard comes up, click on the defaults to install the software. The sequence will be Next, Yes, Next, and then Finish to complete installation.
8. Repeat steps 1 & 2 to return to the downloads page.
9. Click on the link for ViewChoice 2.4.3
10. You should be prompted to open or save the file. Choose to Save the file to somewhere on your computer, such as the desktop.
11. Once downloading is complete, double click on then new file.
12. You will be asked if you wish to update ViewChoice. Click "Yes".
13. When the update is complete, you should get a message stating "Patch Complete"
14. The ViewChoice icon will now be on your desktop. Double-click the icon to establish a password.
15. ViewChoice installation is now complete. For additional information on viewing the ViewChoice reports, see the companion document ViewChoice Reports & Information.