

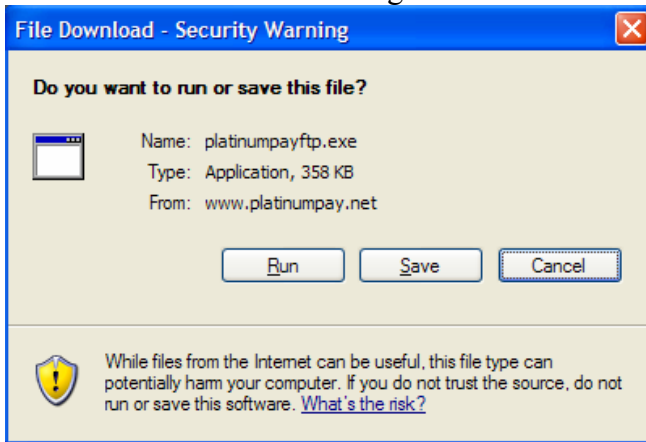
Setting Up and Using the PlatinumPay File Transfer Agent (PFTA)

You must have the PFTA program installed on your local machine before trying to download or upload files in PlatinumPay.

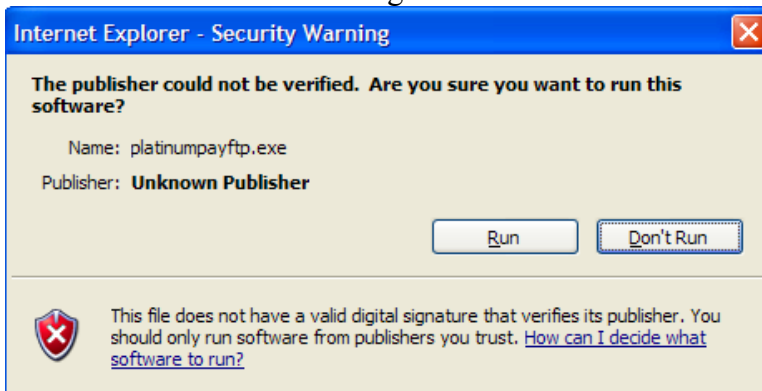
If you don't have the PFTA installed, go to www.icomppayroll.com and click on the client login section. There is a link to the download on this page.

To install the PFTA

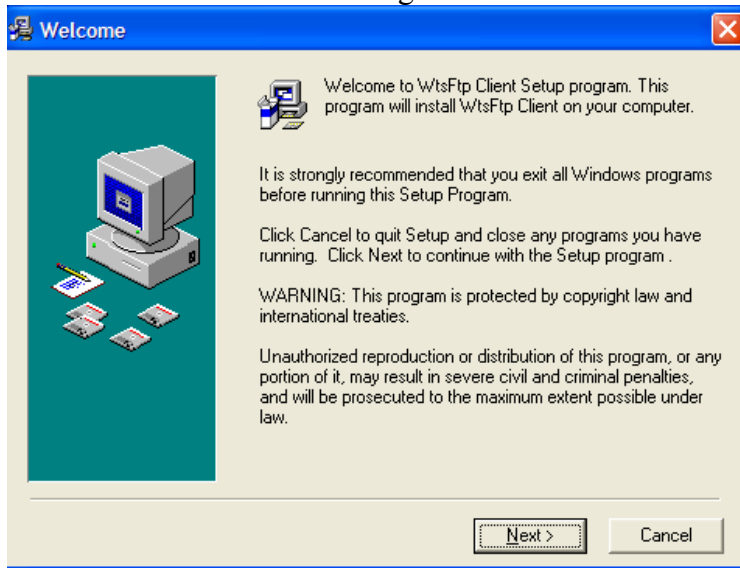
1. Click the link to download the PFTA.
2. Click Run on the following screen



3. Click Run on the following screen



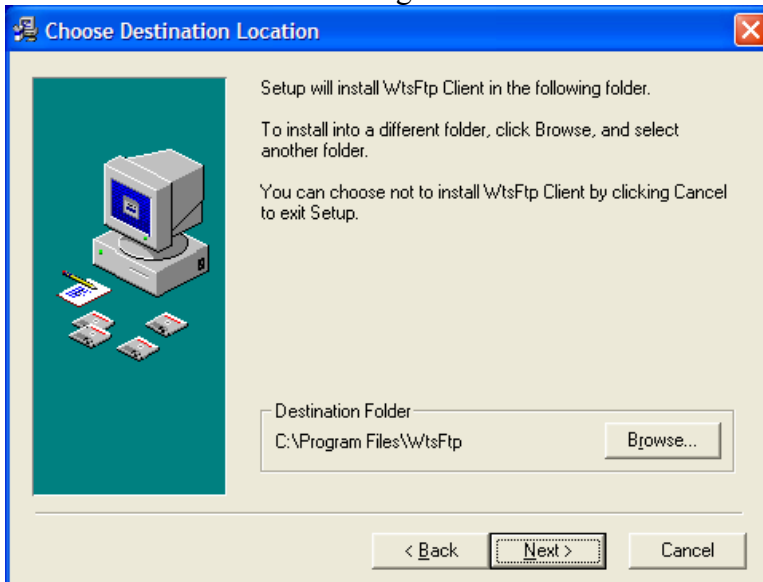
4. Click Next on the following screen



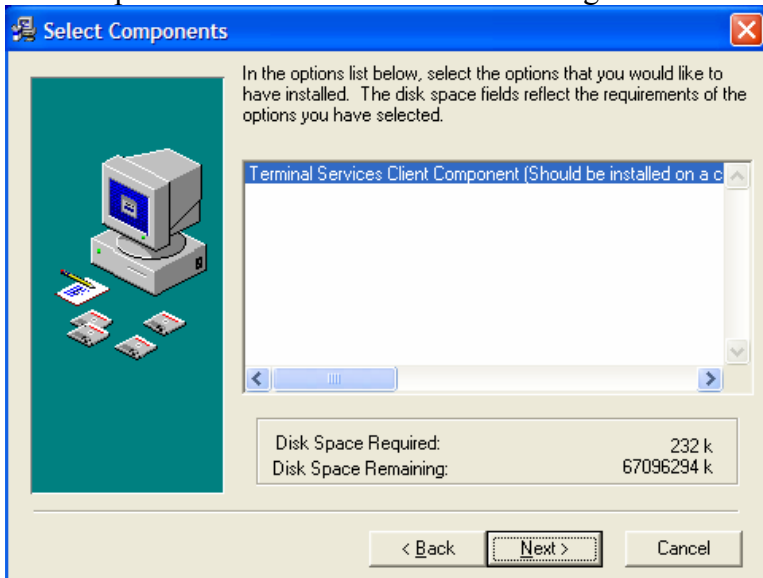
5. Click Next on the following screen



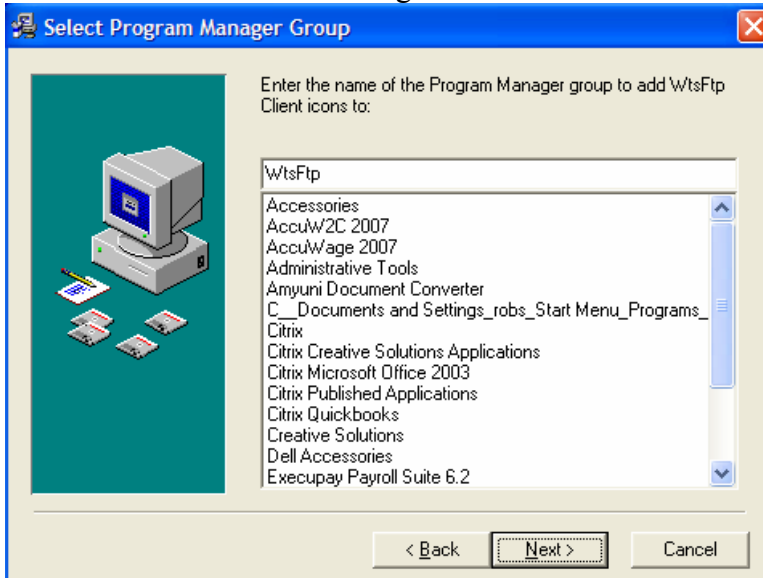
6. Click Next on the following screen



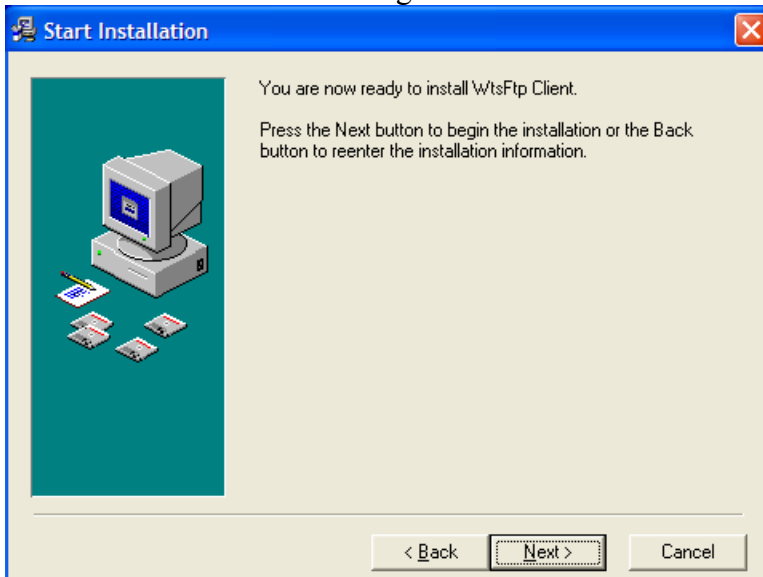
7. When prompted to choose components, choose the “Terminal Services Client Component”. Click Next on the following screen.



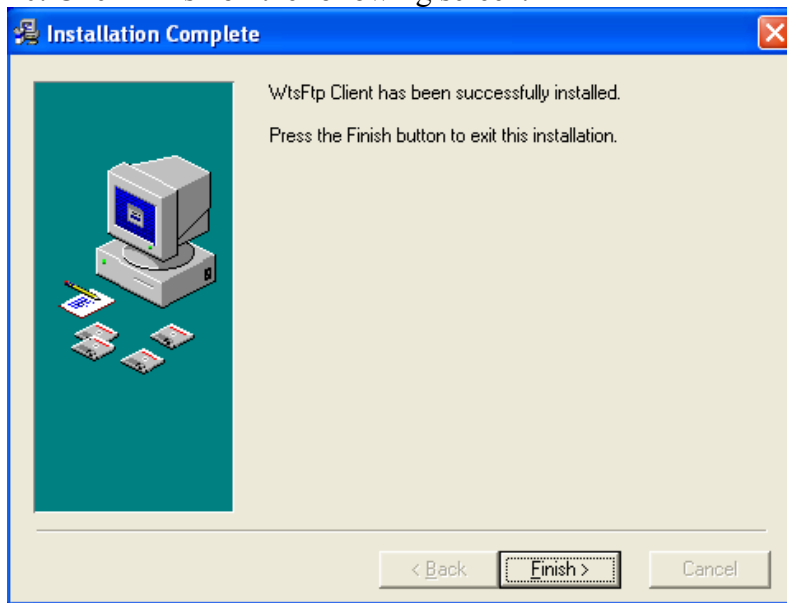
8. Click Next on the following screen.



9. Click Next on the following screen.



10. Click Finish on the following screen.



Note: The client side of WtsFtp needs to be registered for each user. When you install the client side, it automatically registers the user that installed WtsFtp.

If the machine has 2 or more different users using the same machine, each new user should run Register New Client (from the Start menu / Programs / WtsFtp / Register New Client).

This will need to be done before connecting to the server and trying to use WtsFtp, otherwise they will not be able to work with WtsFtp properly.

To use the PFTA

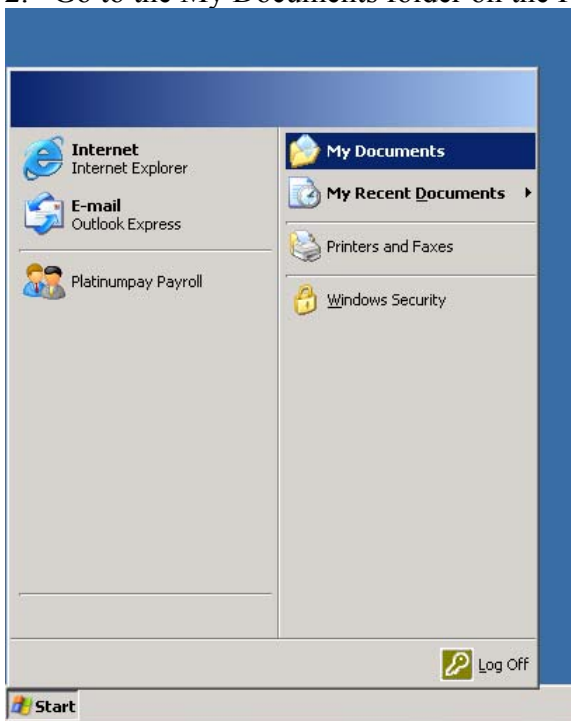
1. Print a report to your e- printer. In this example, a label page is being printed for company 26.

The screenshot shows the PFTA software interface with the following sections:

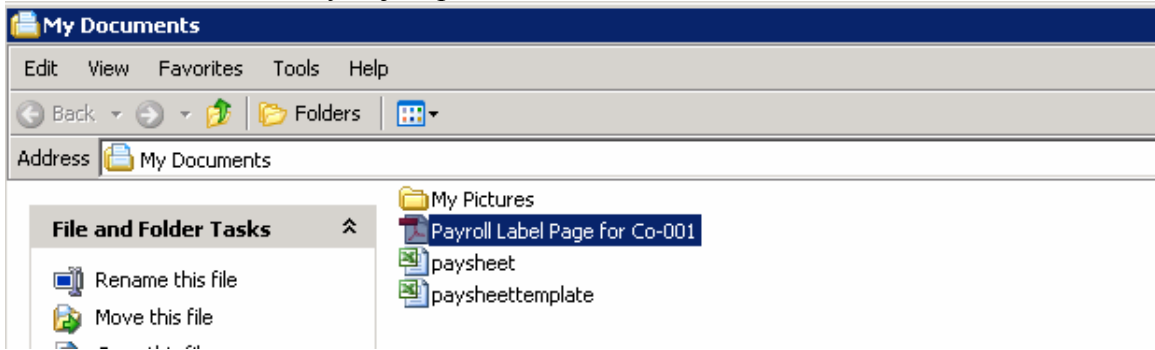
- Navigation:** Payroll | Employee | Company | Crystal
- Select Printer:**
 - Reports Printer: 957-2315-icomp's_eprinter
 - Checks Printer: 957-2315-icomp's_eprinter
- Print Selected Payroll:**
 - Year: 2008 Co. #: 26 PR #: 27
 - Active Divisions Only
- Select Report:**
 - Payroll Label Page (selected)
 - Payroll Liability Report
 - Checks
 - Pressure Seal Checks
 - Payroll Register
 - Payroll Register Totals
 - Payroll UI Totals
 - Department Report
 - Department Detail Report
 - General Ledger Report
 - General Ledger Summary
 - Direct Deposit Vouchers
 - Pressure Seal DD Vouchers
 - Direct Deposit Register
 - Deduction Report
 - Deduction Division Report
 - Deduction Detail Report
 - Memo Report
 - Memo Detail Report
 - CAF Register
 - Payroll Worksheet
 - Worksheet - Fax Cover
 - Worksheet - Payroll Entry
 - Worksheet - New Hire
 - Worksheet - Manual & Voids
 - Worksheet - Totals
 - Excel PaySheet
- Table:**

PR #s	Check Dates	Descr
28	04-10-2008	
27	03-07-2008	
- Buttons:** Print, Exit

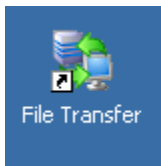
2. Go to the My Documents folder on the PlatinumPay Desktop.



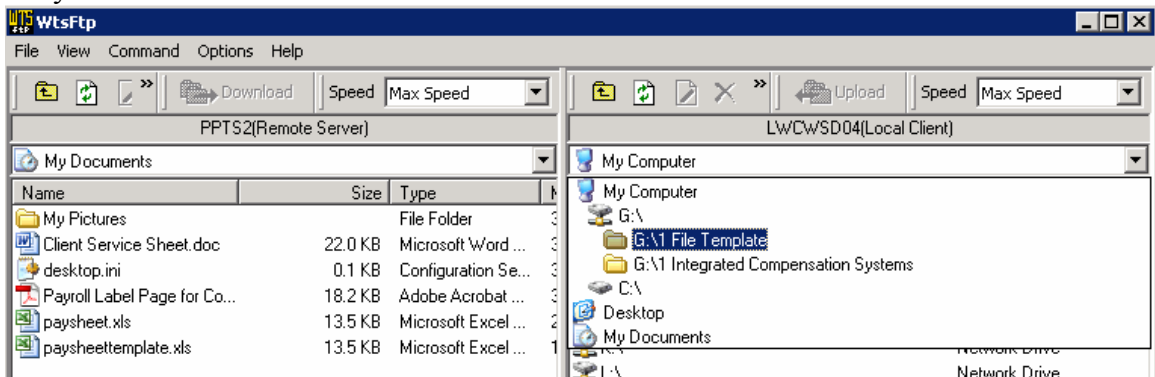
3. Notice the document you just printed is stored here.



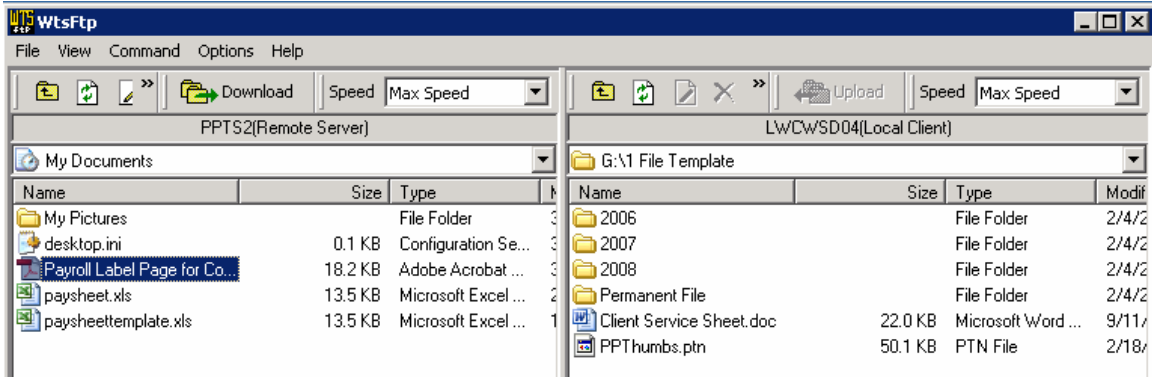
4. Click on the file transfer program on the PlatinumPay Desktop.



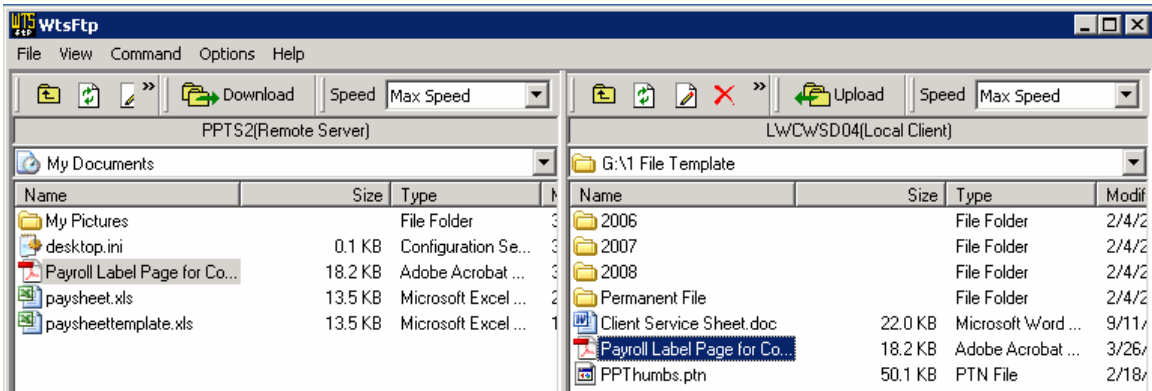
5. In the figure below, the left side represents the PlatinumPay desktop and the right side represents your local machine. Choose the appropriate directory to locate the file on the PlatinumPay desktop and choose the directory on the right to where you would like to download the file.



- When you highlight the file, the download option will open up so you can download. Click download.

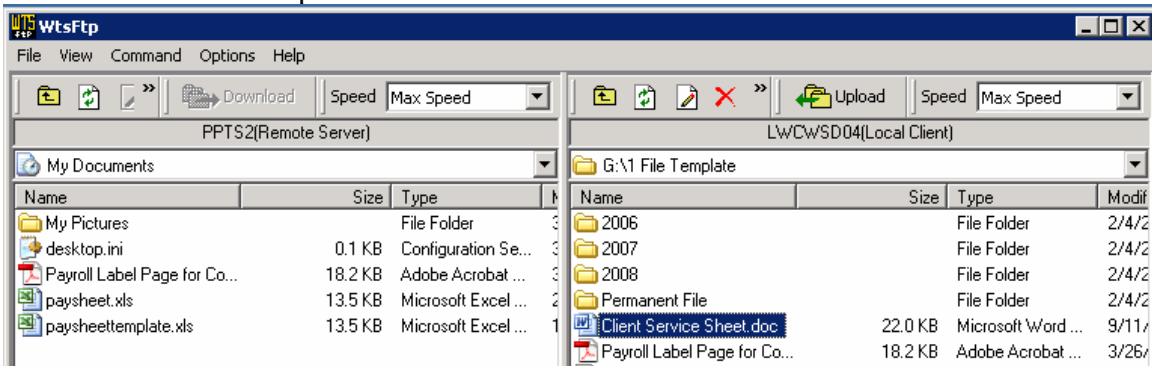


- After the download you will notice that the file has now been transferred to the local machine.



Uploading files to the PlatinumPay Desktop

- Uploading files is just the opposite of downloading. Highlight the file on the right side and click on Upload.



9. After the upload you will notice that the file has now been transferred to the PlatinumPay desktop.

