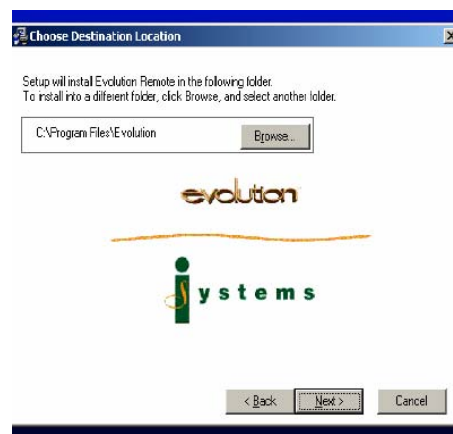


## Installing Evolution on your Desktop

- 1) Go to our website [www.balancepointpayroll.com](http://www.balancepointpayroll.com).
- 2) Click on tab "Client Area".
- 3) With your mouse click on "**EVOLUTION REMOTE CLIENT.**"
- 4) A file download window will come up, you'll want to choose "save".
- 5) Once you click on save, the SAVE AS window will appear. Save the file to your desktop as follows:



- 6) Once your download has completely finished, the file "EvoRMT" will now reside on your desktop. Go to your Desktop and Double click this file and the program will self install.. The program will create a folder where Evolution will be installed. Just keep clicking "next" thru the install screens. **Note: to install an executable file, you must have the rights to do so, consult with your Network Administrator if necessary.**



- 7) The first time you log on to Evolution you will need to put in the following:

- 8) Login ID: (Currently assigned Login ID)  
Password: (Currently assigned password)  
Server: *evo.balancepointpayroll.com, evo2.balancepointpayroll.com*  
Connection: (choose the option T1)  
Click OK.



Login ID: enter your assigned login  
Password: enter your assigned password.

*Everything is in lower case*

In the Server Field Enter:  
evo.balancepointpayroll.com,  
evo2.balancepointpayroll.com

**Be aware, it's normal for you to have to log in a second time. You'll have to reenter your Login ID, password & server line once more.**

Be patient, you may see "checking password" for a longer time than you think, don't worry the system is doing what it is supposed to do. Once you successfully connect, you only have to enter your Password going forward.

- 8) Once you've finished installing Evolution and have tested your log in successfully, you should delete "EvoRmt", from your Desktop. Just move your mouse over the ICON "EvoRMT" and right click your mouse and choose Delete.