

BALANCE POINT

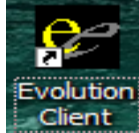
The Next Level of Payroll Solutions

Installing Evolution on your computer.

1. Begin by navigating to our website: www.balancepointpayroll.com.
2. Click on **Software Installers** at the top of the page.
3. Click on “**Download**” below **Payroll Software Remote Client**.
4. After clicking on the download link you will be prompted to RUN, SAVE, or CANCEL. Please select SAVE and choose the desired location. Please note the saved location; you will have to return there to launch the installation.
5. Once the download has finished, navigate to the destination previously selected. (*Note: To install an executable software file such as Evolution, you must have the rights to do so on your computer. Please consult your IT professional before installing if necessary.*)
6. Double click on the icon named EvoClient and follow the installation prompts.



7. Once the installation has finished, you will now have the Evolution icon on your desktop. Doubleclick on the icon to launch the sign in screen.



8. Upon your initial login you will need to take some steps that will not be required in subsequent logins.
9. Steps 1,3 & 4 are only done during your initial setup.
 1. Enter your assigned login Id – Normally, this will be your first initial and your last name.
 2. Enter your password. This is assigned by a Balance Point Representative.
 - a. *Note: If at anytime you have forgotten your password or have been locked out due to three failed login attempts, please contact Balance Point for assistance.*
 3. Enter the server destination address: “evo.balancepointpayroll.com,evo2.balancepointpayroll.com”
 - a. *Note: Please enter the address exactly as it is listed between the quotes. Do not include the quotes.*
 4. Lastly, select the appropriate compression type. If you are unsure, select “None”.

Additionally, upon your first login it may take few moments longer as Evolution establishes your connection. You may be asked to enter the above steps a second time to complete the connection the first time.

Once the installation is complete, you can delete the EvoClient that was downloaded previously.