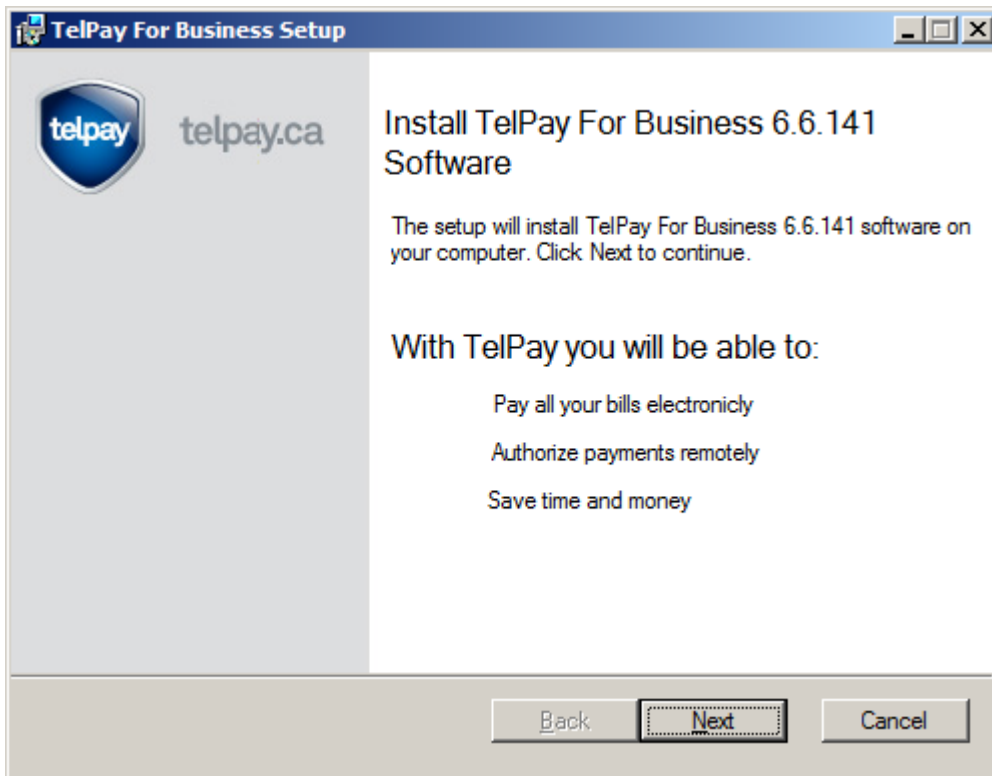
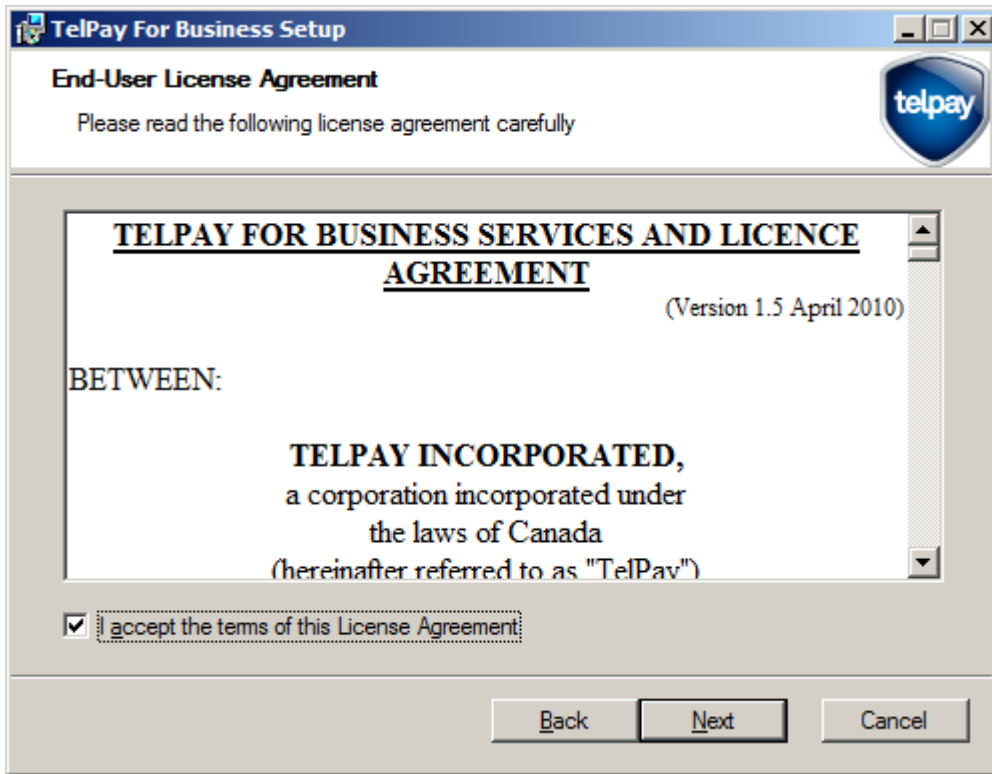


## Telpay for Business 6.6 Installation Guide

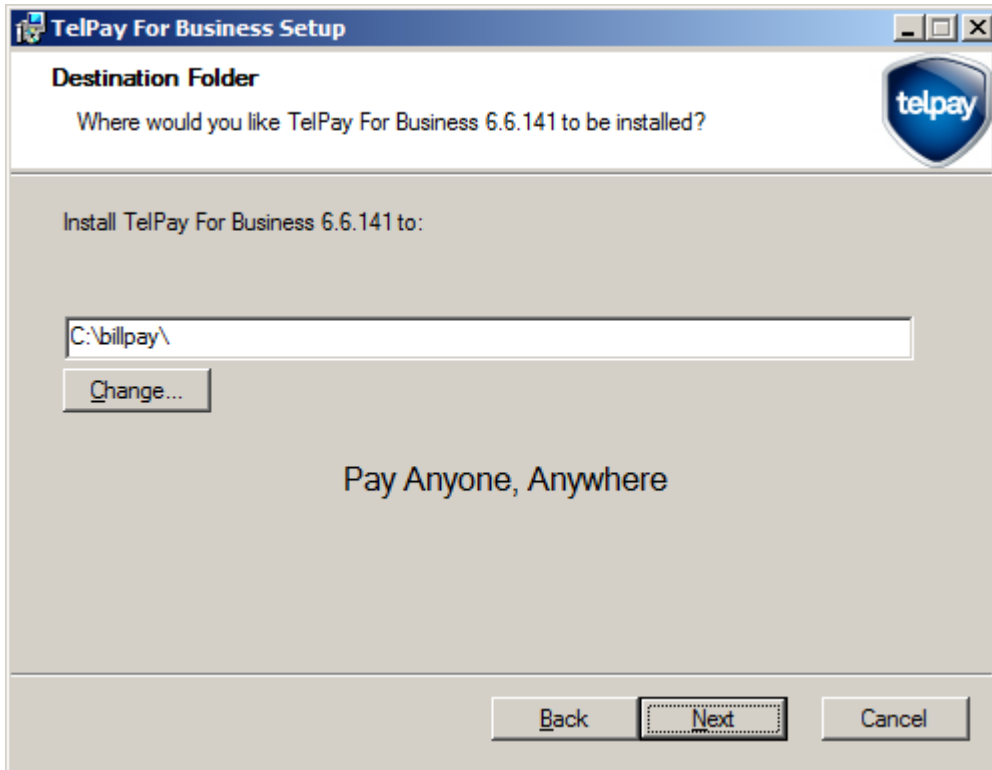
1. Begin by downloading Telpay for Business 6.6 here <http://www.telpay.ca/download-centre.html>. Click the Telpay for Business v6.6\* button and save it to your desktop.
2. When the download is complete, close all running software including Microsoft Outlook.
3. Log into your computer as the Administrator to avoid any permission related installation issues. Double click on the Telpay setup file to begin the installation.
4. At this screen click **Next**.



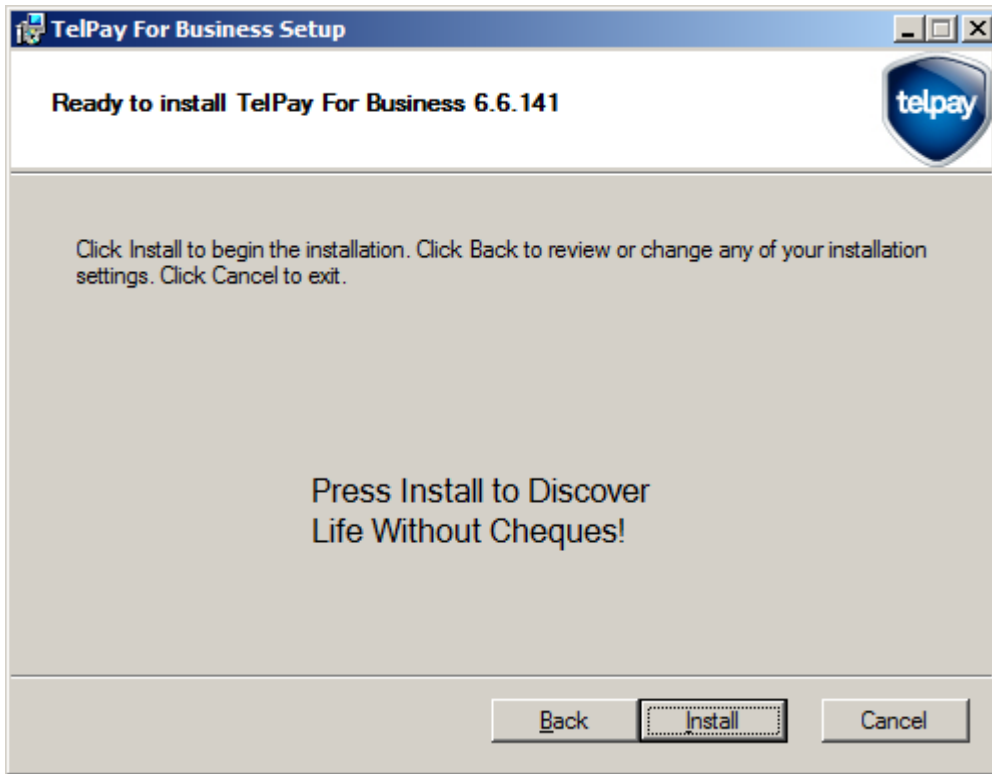
5. Check the box to accept the terms of the License Agreement and click **Next**.



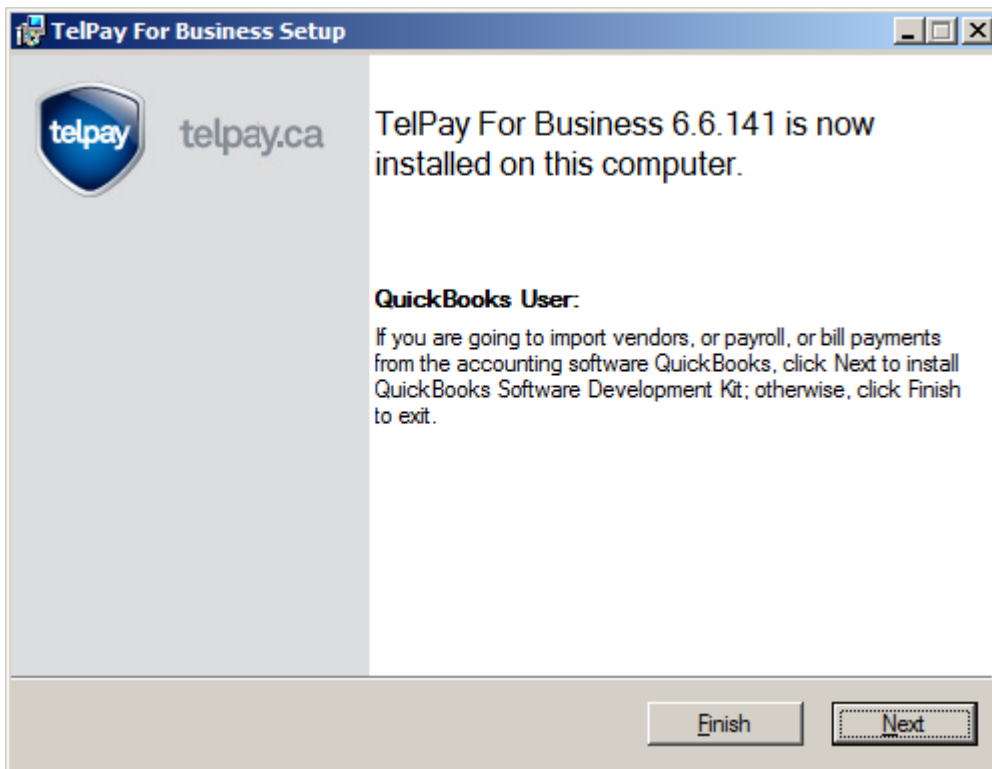
6. The default installation directory is C:\billpay\ but this can be changed by typing in the field or by clicking the **Change** button, navigating to the destination, and clicking **OK**. Long installation paths should be avoided if possible, as this may decrease program stability. Change the installation destination if necessary and click **Next**.



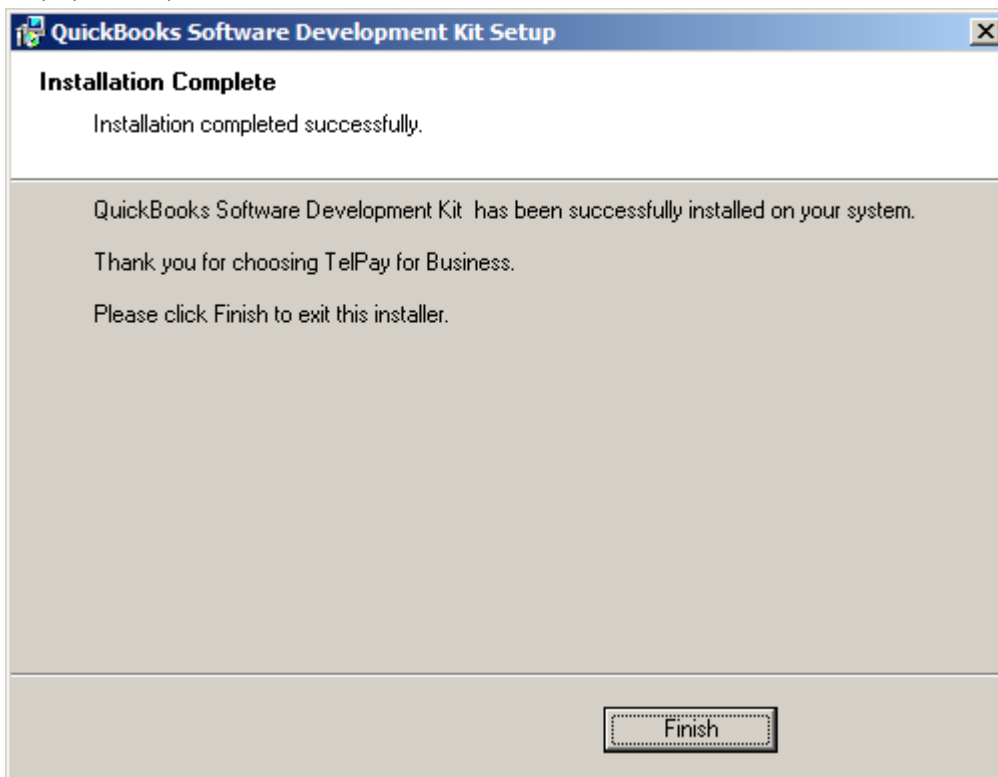
7. On this screen, begin the installation by clicking **Install**.



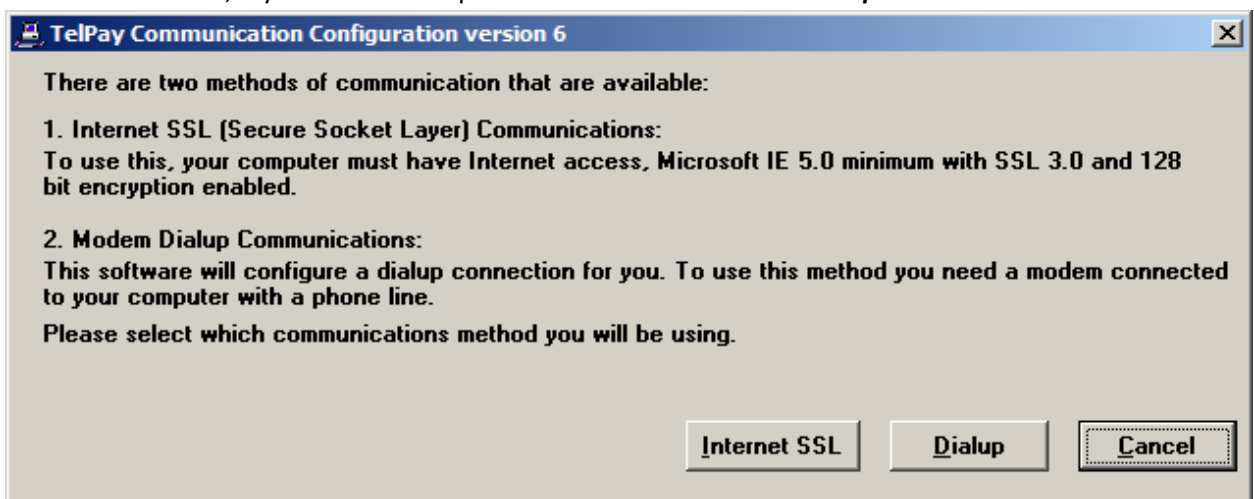
8. If you are a QuickBooks user click **Next** once the installation is complete. If not, click **Finish** and proceed to step 10.



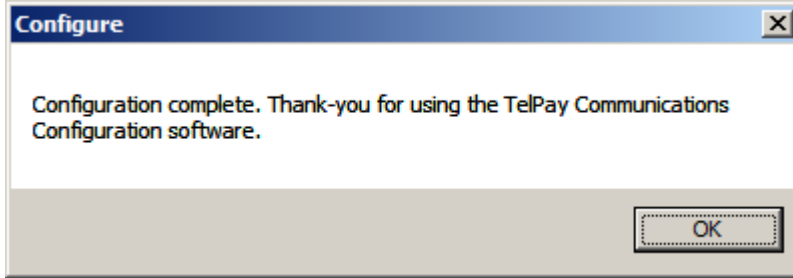
9. Telpay for Business will now configure itself for QuickBooks. When the QuickBooks setup for Telpay is complete, click **Finish**.



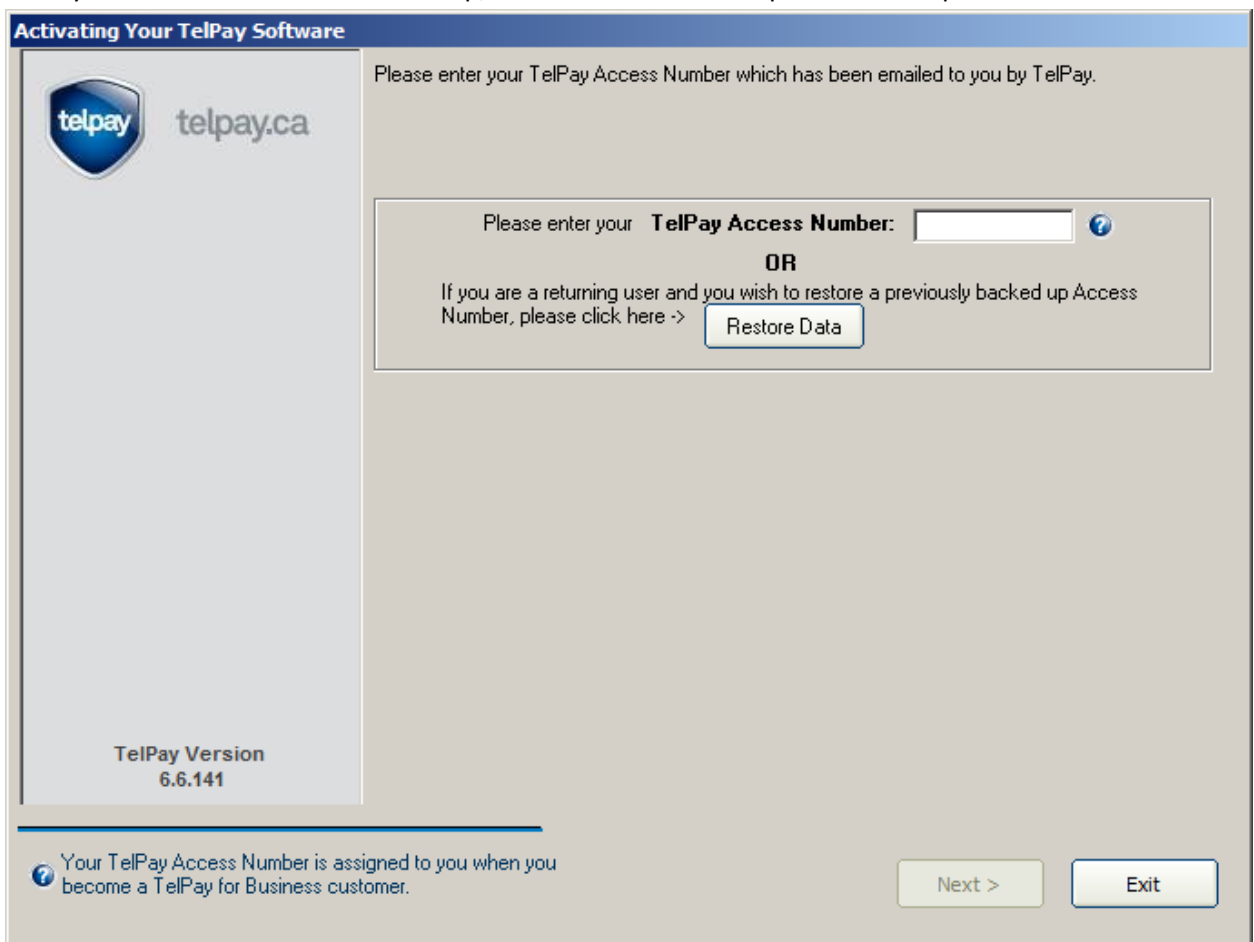
10. Double click on the Telpay for Business shortcut on your desktop.
11. Now we have to setup the communication side of Telpay for Business. For High speed internet select **Internet SSL**, if you have a Dialup internet connection select **Dialup**.



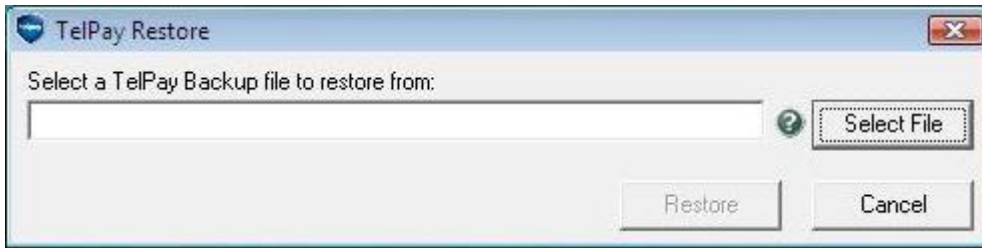
12. The TelPay Communication Configuration is now complete, Click **OK**.



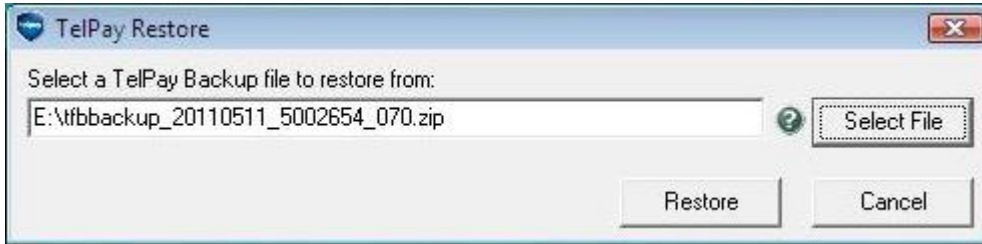
13. If you are a new customer, enter your TelPay Access Number, click **Next**, and proceed to step 18. If you wish to restore from a backup, click **Restore Data** and proceed to step 14.



14. Click **Select File** to navigate to and select your most recent backup file.



15. After selecting your backup file, click **Restore**.

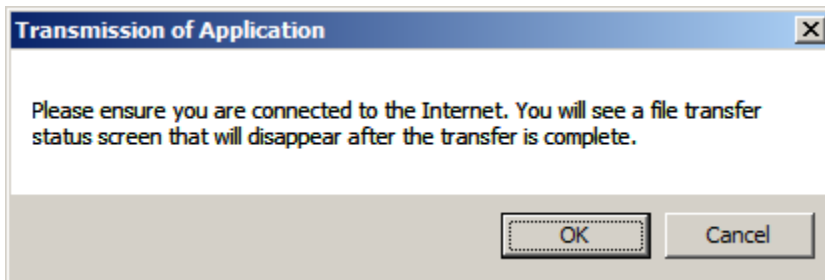


16. Your data has now been restored. Click **OK** to complete your setup.



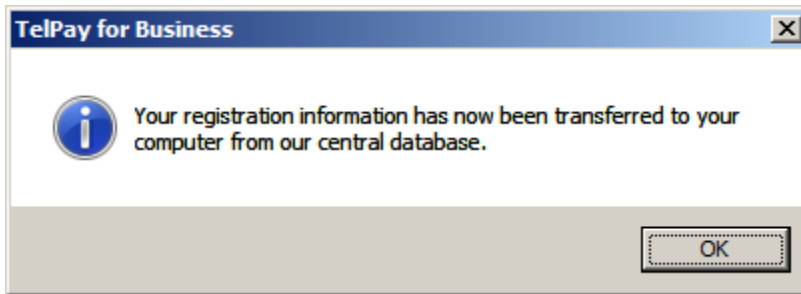
17. Your setup is now complete.

18. Ensure you are connected to the internet before clicking the **OK** button.

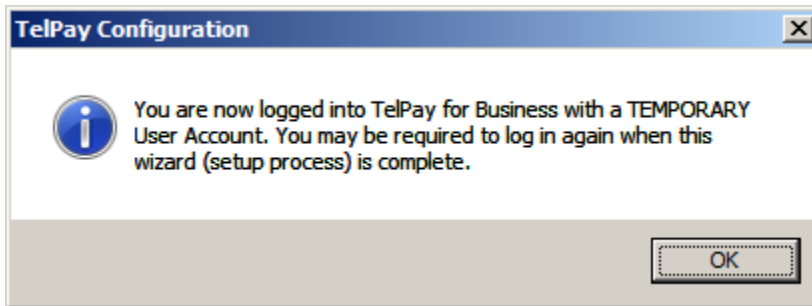


19. Telpay for Business will now connect to Telpay to send us the registration information.

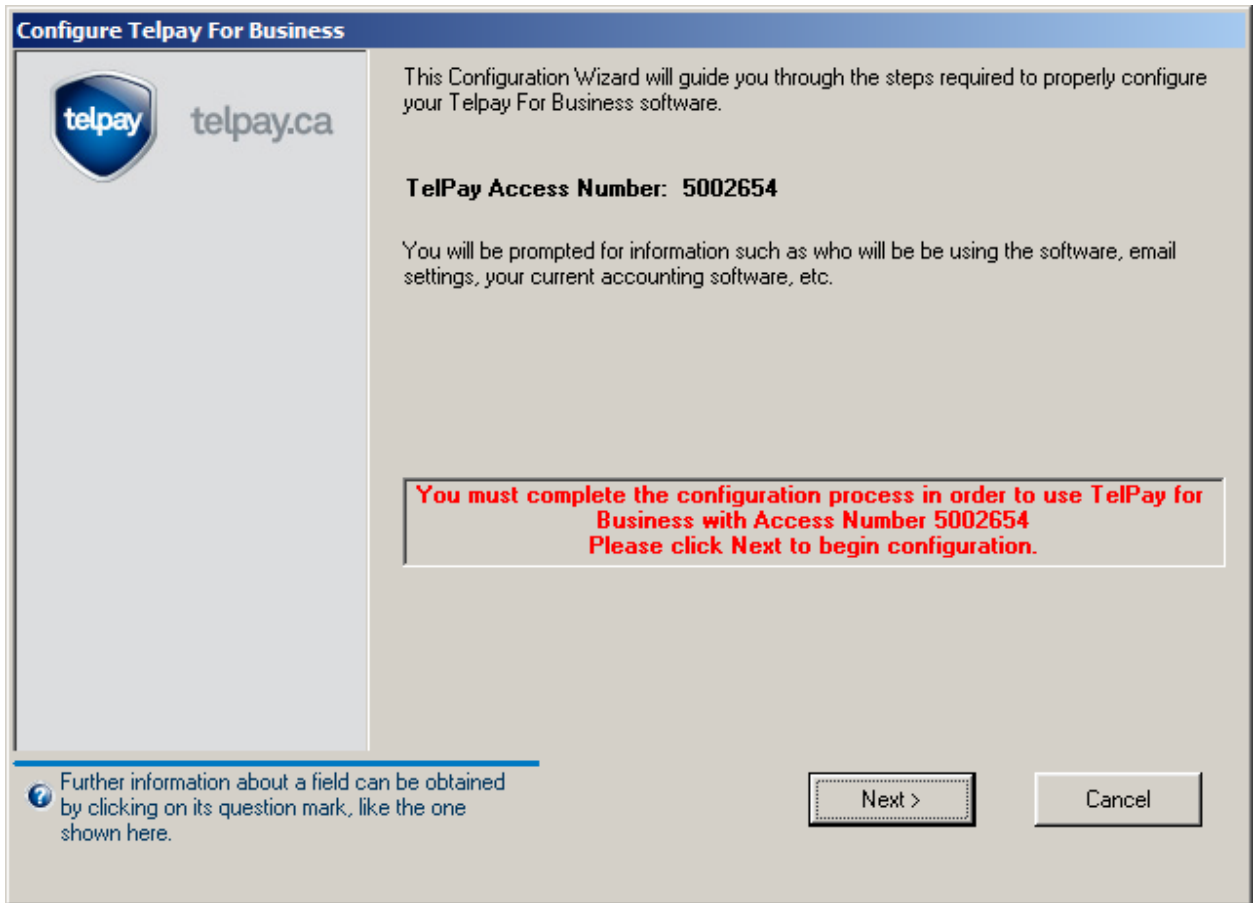
20. Click **OK** once you see this window.



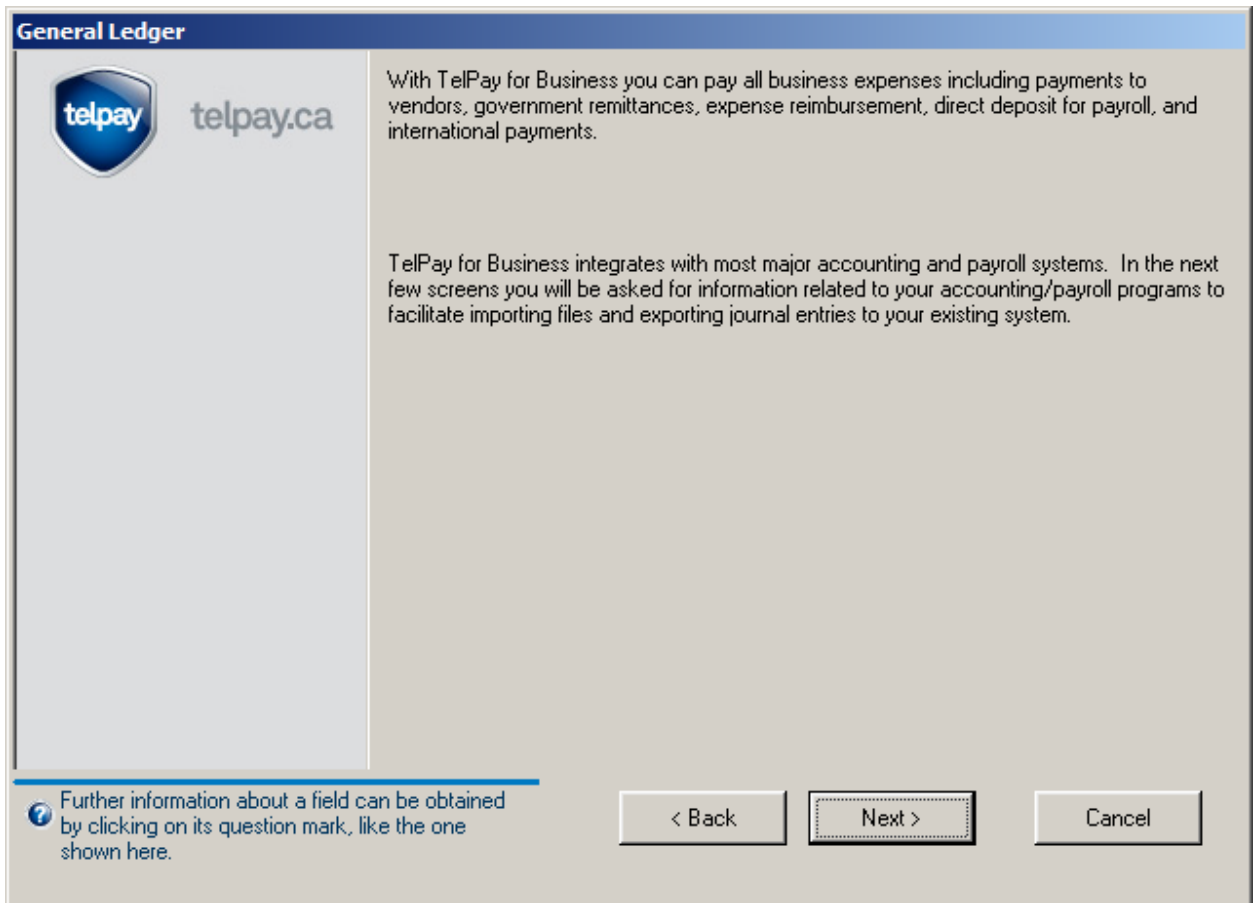
21. The Setup Wizard will now begin, click **OK** on this window.



22. The Setup Wizard will guide you through the steps required to properly configure your Telpay for Business software. Click **Next**.




22. Click **Next** on this window to setup your General Ledger to work with Telpay for Business.



23. Select your accounting system, and enter the General Ledger account name or number for your Operating Bank account. Fill in the other, optional fields as necessary. Click **Next** to proceed.

**General Ledger Accounts**



telipay.ca

**Please select the type of Accounting System you use:**

Custom

The system will generate a journal entry for your accounting system using the General Ledger account numbers you enter below.


Please refer to the chart of accounts in your accounting software.

General Ledger account name or number for your **Operating Bank account:**

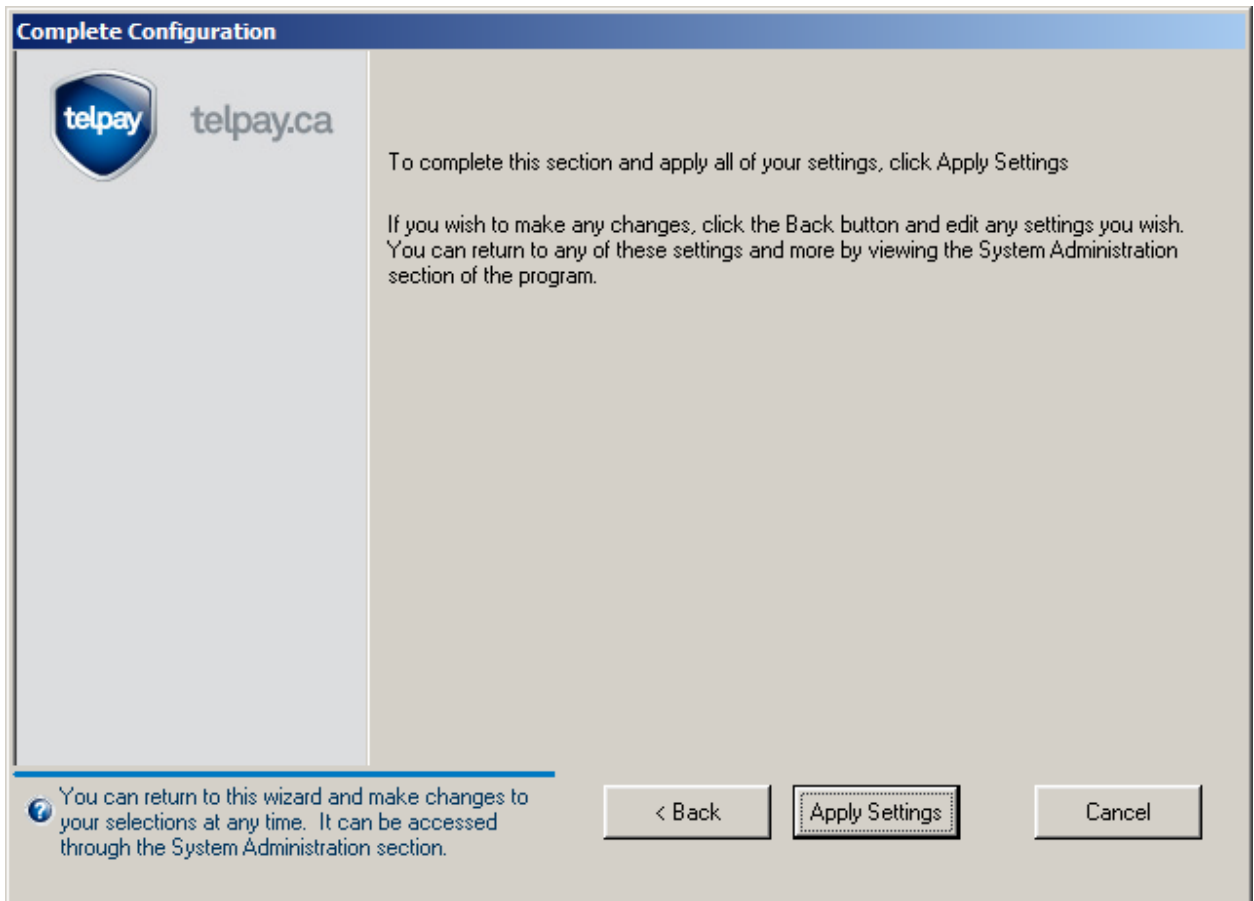
General Ledger account name or number for your **Clearing account** for imported payables, payrolls and other files:

General Ledger account name or number for your **GST/HST Payable account:**

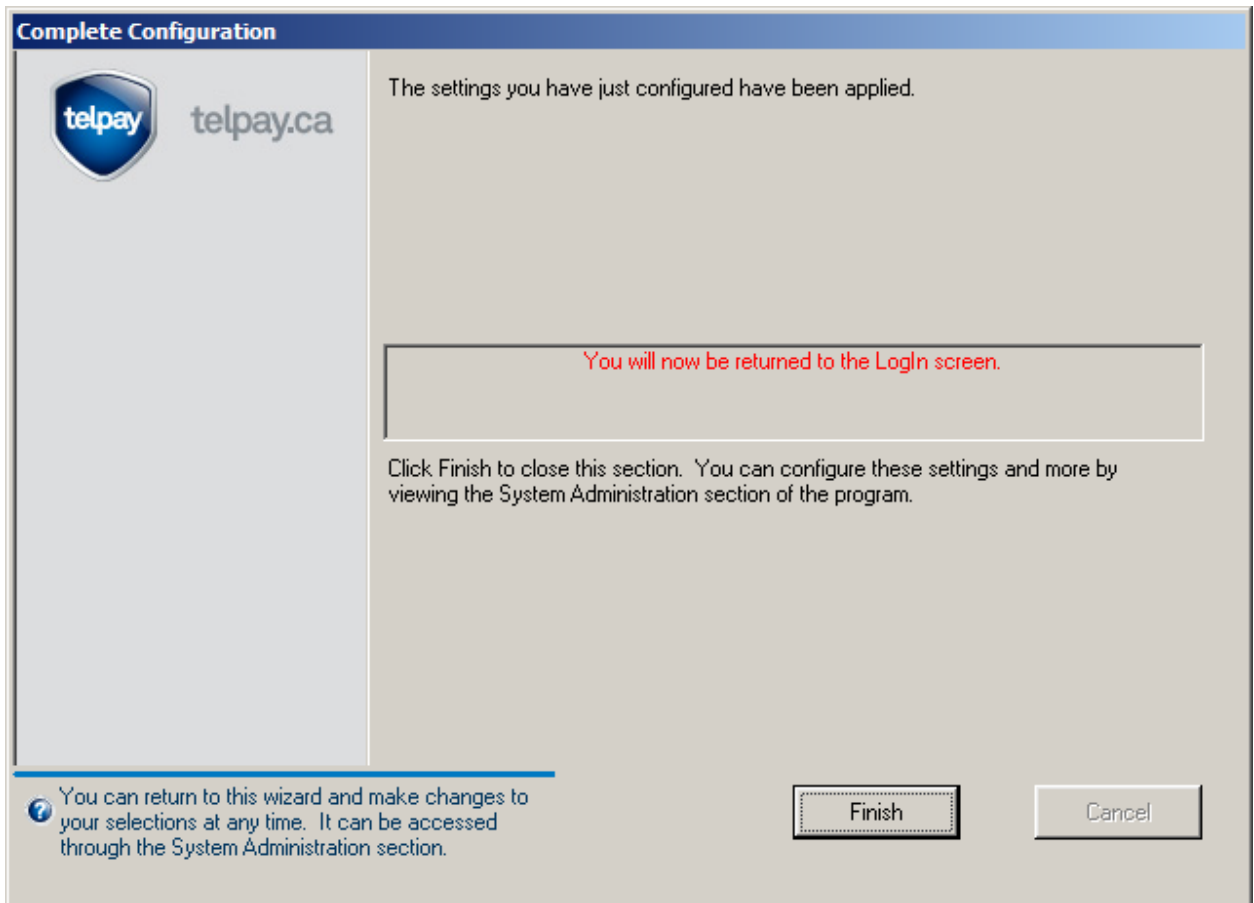
General Ledger account name or number for your **Accounts Payable account** for bills accrued and/or paid out by TelPay for Business System:

 If you do not know your General Ledger numbers for the required fields, please refer to your Chart of Accounts in your accounting software.

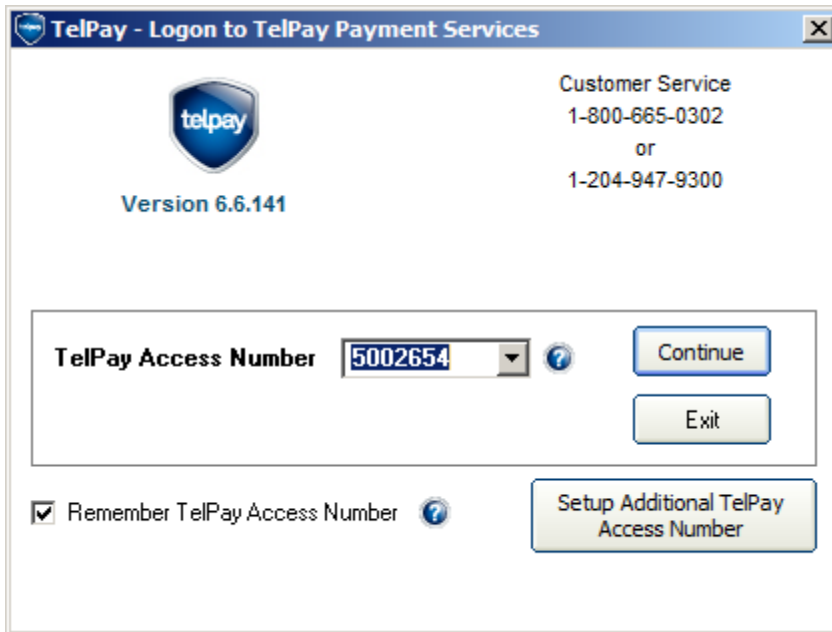
24. To complete the General Ledger setup, click **Apply Settings**.



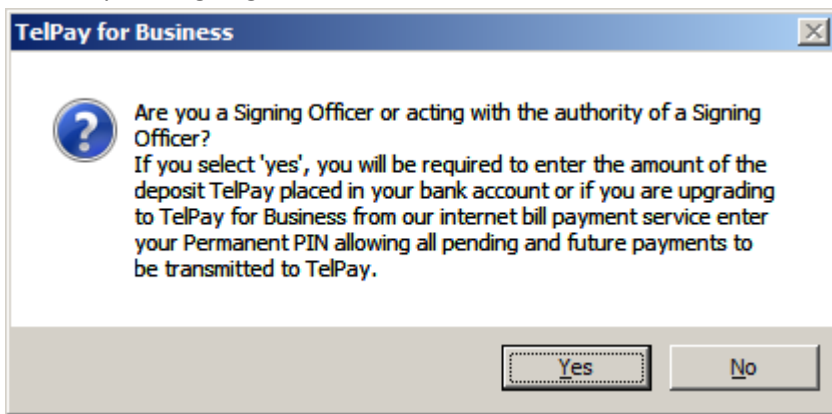
25. Your settings have now been applied, click **Finish**.



26. You will now see the login screen, click **Continue**.




27. You will now be required to enter the small dollar amount Telpay deposited to your bank account. Click **Yes** if you have this information, and are a Signing Officer or acting with the authority of a Signing Officer.




28. Enter the small dollar amount that Telpay deposited to your bank account at this screen. If the dollar amount is 78 cents then enter the amount 00.78 in the TelPay Deposit field. Then, click **Next**.


**Activating Your TelPay Software**

 **telpay.ca**

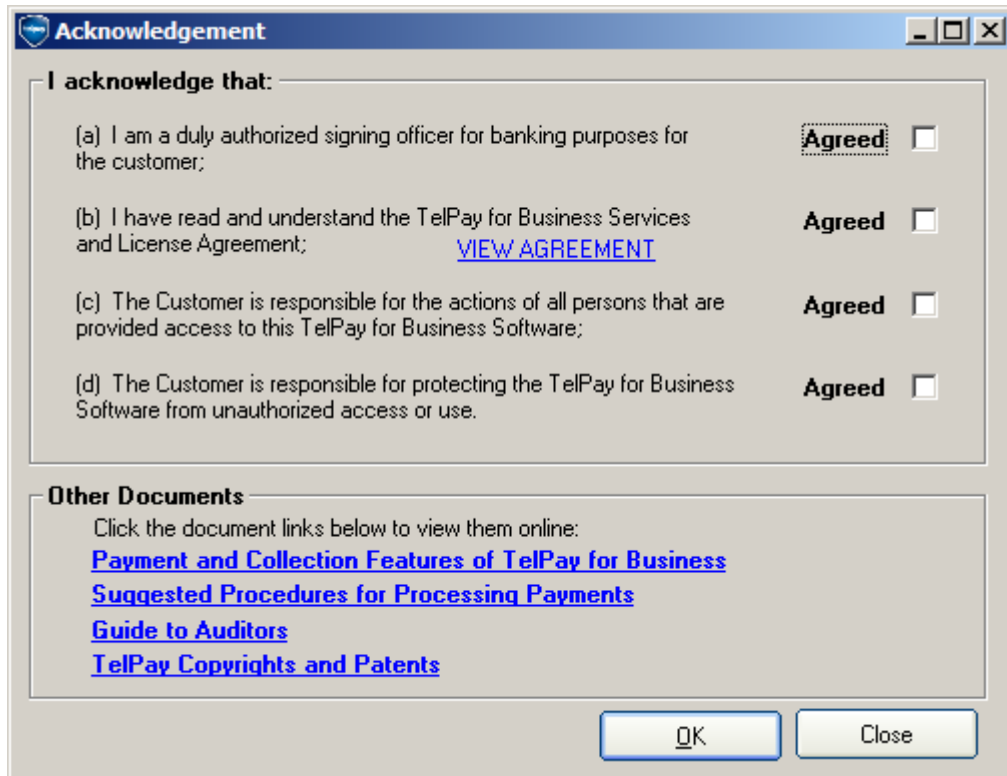
Important: Please read the contents of this screen before completing it.  
Please signify your authority to access your company's bank account by entering the amount of the deposit that Telpay has placed in your account or, if you are upgrading to Telpay for Business from our Internet bill payment service, enter your permanent PIN.

TelPay Deposit \$     .   OR TelPay Permanent PIN  

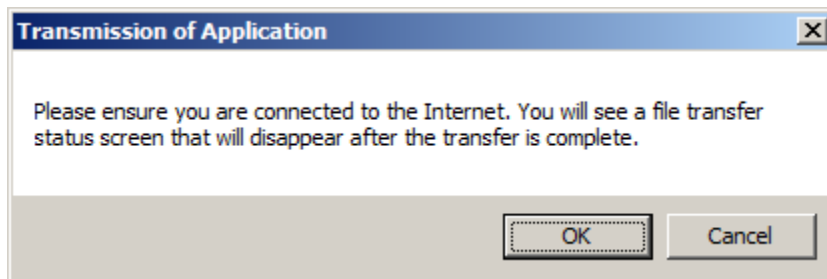
TelPay Version  
6.6.141

 If you are upgrading to TelPay for Business from Internet bill payment, please use your Permanent PIN to Activate this software

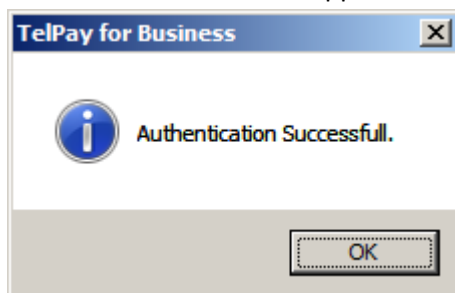
29. Click the boxes to accept the acknowledgements and click **OK**.



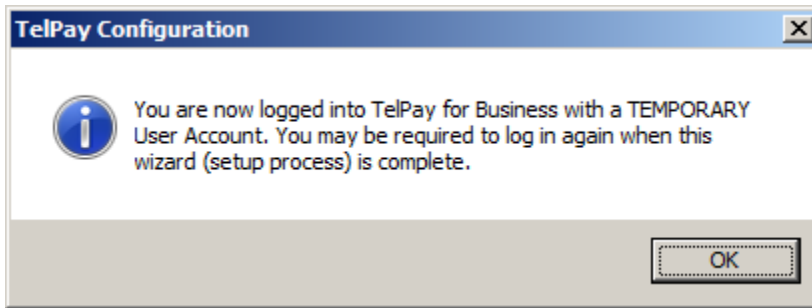
30. Telpay for Business will now connect to Telpay to complete the application process. Confirm that you are connected to the internet, and click **OK**.



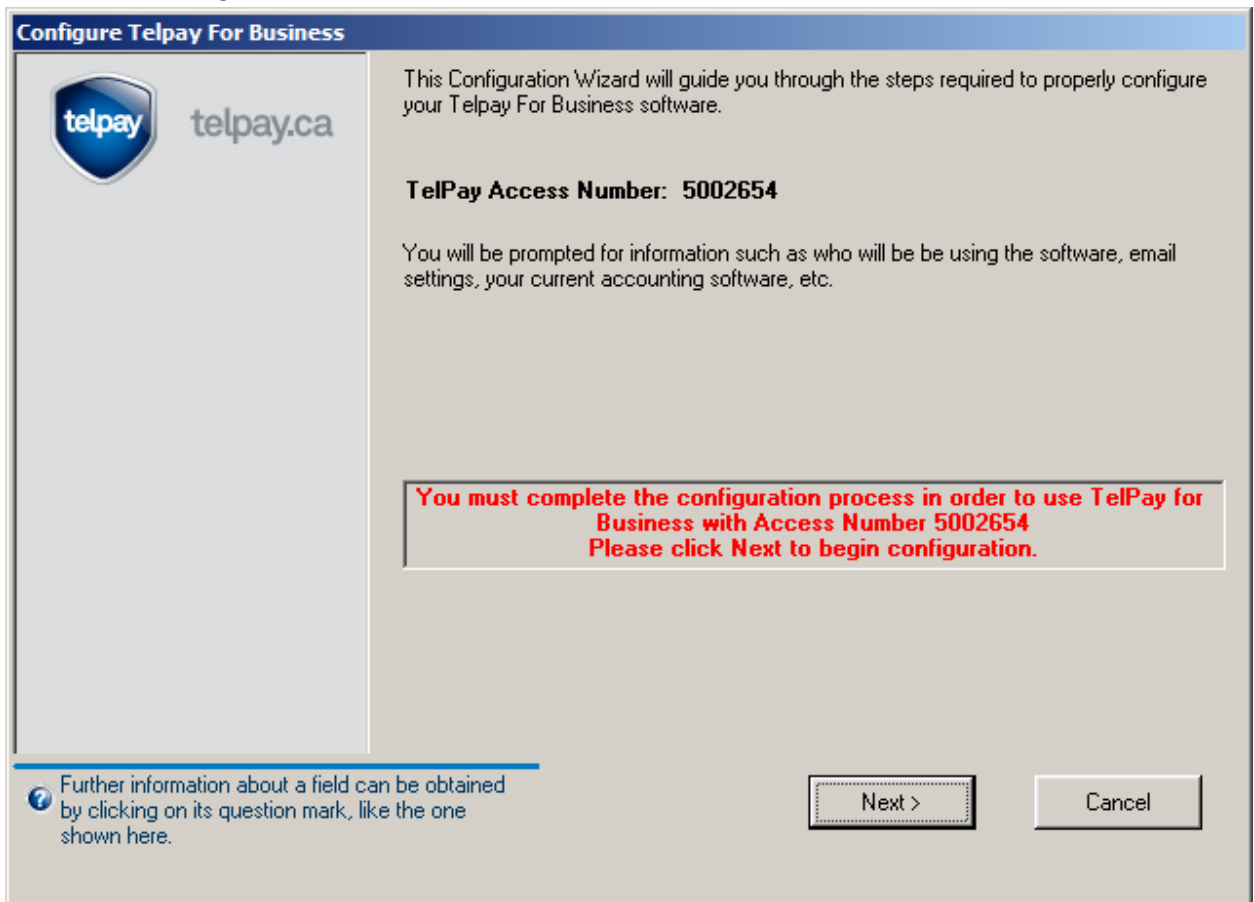
31. Click **OK** once this screen appears.



32. You will now be logged into TelPay for Business as a Temporary user. Click **OK** to continue.




33. The next steps will be to setup who will access the software, your email settings and your current accounting software. Click **Next** to continue.




34. Here you will setup the number of signing officers required to authorize payments, enabling Remote Authorization, and the number of persons required to authorize system administration changes. Click to select your choices, and then click **Next** to continue.

**System Access and Authorization**

 **telpay.ca**

TelPay for Business has the ability to replicate your current financial controls. For example, if you require two signatures on a cheque, the software can require two passwords to authorize payments.

Number of persons required to authorize payments?

One Only  Any Two 


TelPay for Business enables authorized officers to receive payment details and authorize payments by email.


Would you like to enable Remote Authorization?

Yes  No

System Administrators have the ability to change sensitive information.

Number of persons required to authorize system administration changes?


One Only  Any Two 

 Further information about a field can be obtained by clicking on its question mark, like the one shown here.

< Back **Next >** Cancel

35. In this window you will setup user access to the Telpay for Business software. Admin Changes will allow a user to make changes to the System Administration section of the software. Data Entry will allow a user to enter payments into the Telpay software. Auth Officer will allow a user to approve and transmit payments to Telpay. You will be required to enter a unique 4 digit password for each user that will login to the software. Click **Next** when finished.

**User Setup**


telpay.ca

Please create user accounts and indicate what permissions they will have within the software.

Users and their settings can be changed or removed anytime in the System Administration screen.

Please note: the passwords that are entered below are to be used to log into the TelPay for Business software. Each user of the system should ensure no one else has access to his/her password.

	Name	Job Title	Password	Admin. Changes	Data Entry	Auth. Officer
▶				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

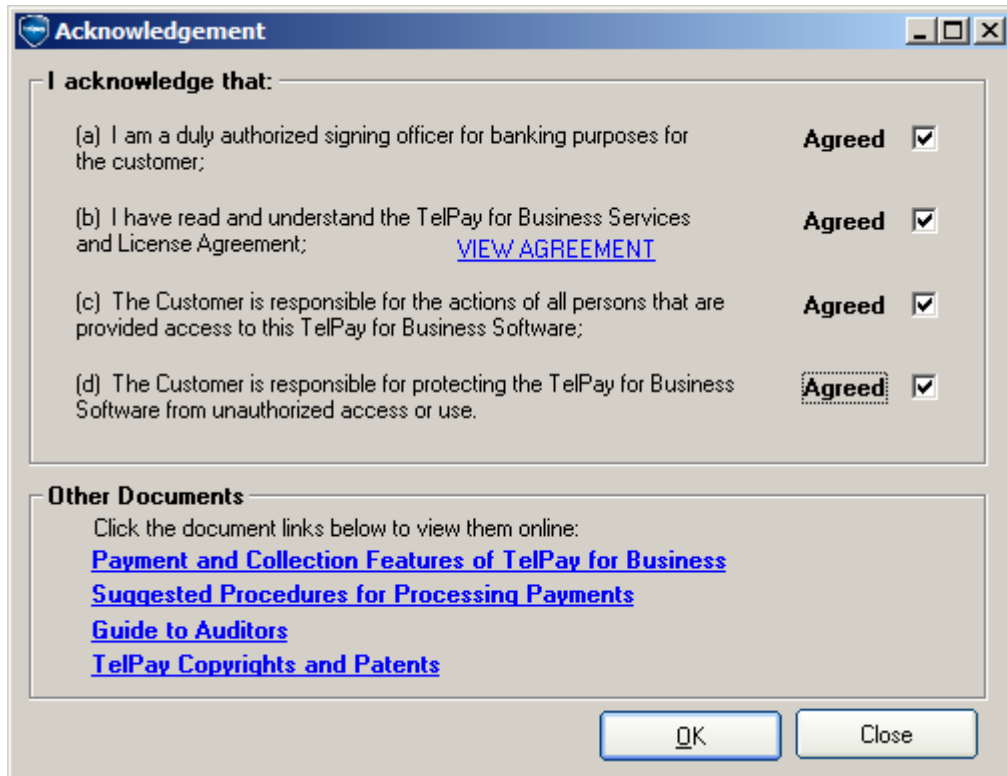
ⓘ If you cannot create enough users to meet the required number of Authorized Officers, you may use the Back button to lower the required number of users.

< Back

Next >

Cancel

36. Click the boxes to agree to the acknowledgements, and then click **OK**.



The image shows a software dialog box titled "Acknowledgement". It contains a list of four items to be acknowledged, each with a text description and a checkbox labeled "Agreed". All checkboxes are checked. Below the list is a section titled "Other Documents" with a prompt to click links to view documents online. The links are: "Payment and Collection Features of TelPay for Business", "Suggested Procedures for Processing Payments", "Guide to Auditors", and "TelPay Copyrights and Patents". At the bottom right are "OK" and "Close" buttons.

Item	Agreed
(a) I am a duly authorized signing officer for banking purposes for the customer;	<input checked="" type="checkbox"/>
(b) I have read and understand the TelPay for Business Services and License Agreement; <a href="#">VIEW AGREEMENT</a>	<input checked="" type="checkbox"/>
(c) The Customer is responsible for the actions of all persons that are provided access to this TelPay for Business Software;	<input checked="" type="checkbox"/>
(d) The Customer is responsible for protecting the TelPay for Business Software from unauthorized access or use.	<input checked="" type="checkbox"/>

**Other Documents**


Click the document links below to view them online:

- [Payment and Collection Features of TelPay for Business](#)
- [Suggested Procedures for Processing Payments](#)
- [Guide to Auditors](#)
- [TelPay Copyrights and Patents](#)

Buttons: **OK**, **Close**


37. In the next few screens you will be asked for information related to your accounting/payroll programs to facilitate importing files and exporting journal entries to your existing system. Click **Next** to begin.

**General Ledger**

 **telpay** [telpay.ca](http://telpay.ca)


With TelPay for Business you can pay all business expenses including payments to vendors, government remittances, expense reimbursement, direct deposit for payroll, and international payments.

TelPay for Business integrates with most major accounting and payroll systems. In the next few screens you will be asked for information related to your accounting/payroll programs to facilitate importing files and exporting journal entries to your existing system.

 Further information about a field can be obtained by clicking on its question mark, like the one shown here.

38. Confirm the information previously entered and click **Next** to continue.

**General Ledger Accounts**



telipay.ca

Please select the type of Accounting System you use:  
QuickBooks 1999+

The system will generate a journal entry for your accounting system using the General Ledger account numbers you enter below.

**Please refer to the chart of accounts in your accounting software. If you are a QuickBooks user, you must enter the account name, not the account number.**

Please confirm your General Ledger accounts.

General Ledger account name or number for your **Operating Bank account:**

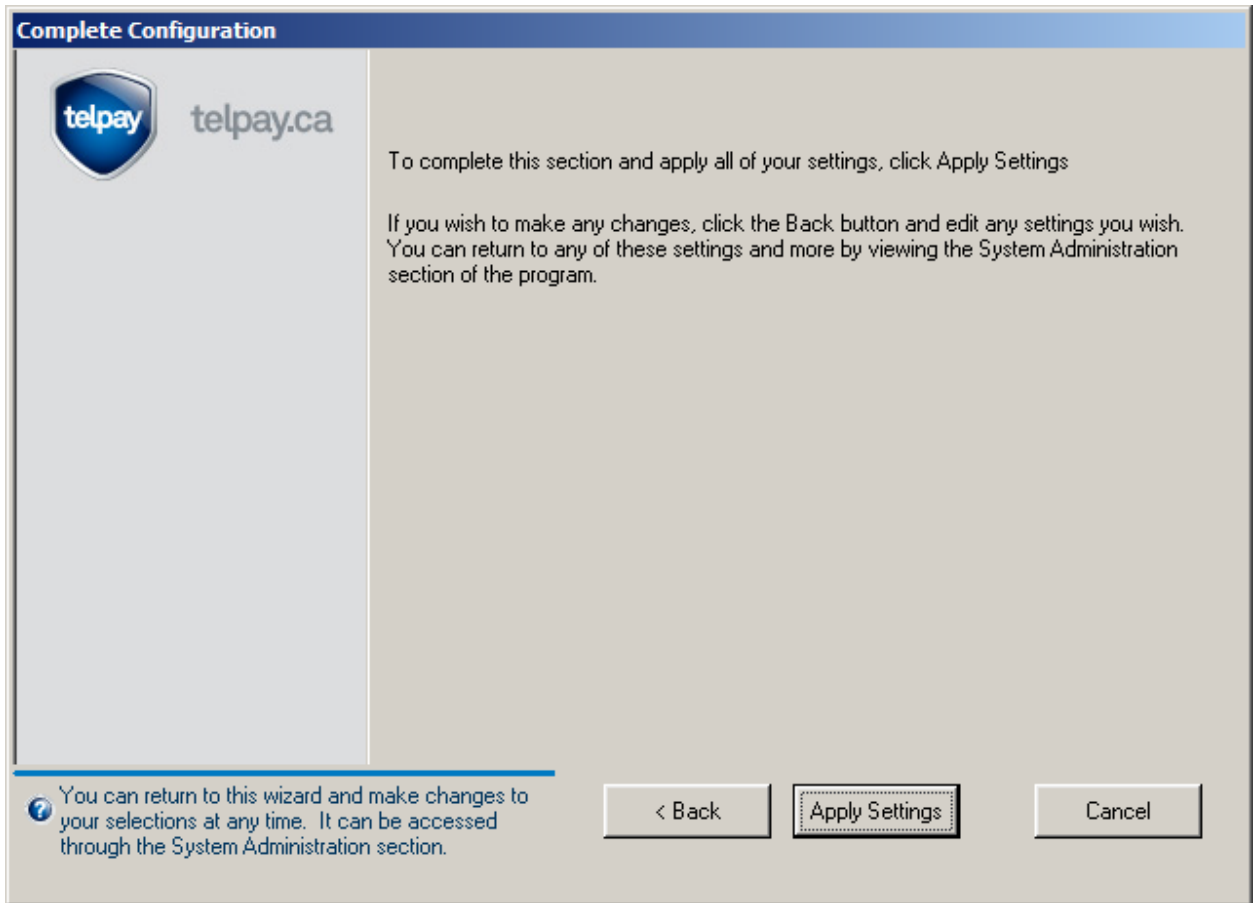
General Ledger account name or number for your **Clearing account** for imported payables, payrolls and other files:

General Ledger account name or number for your **GST/HST Payable account:**

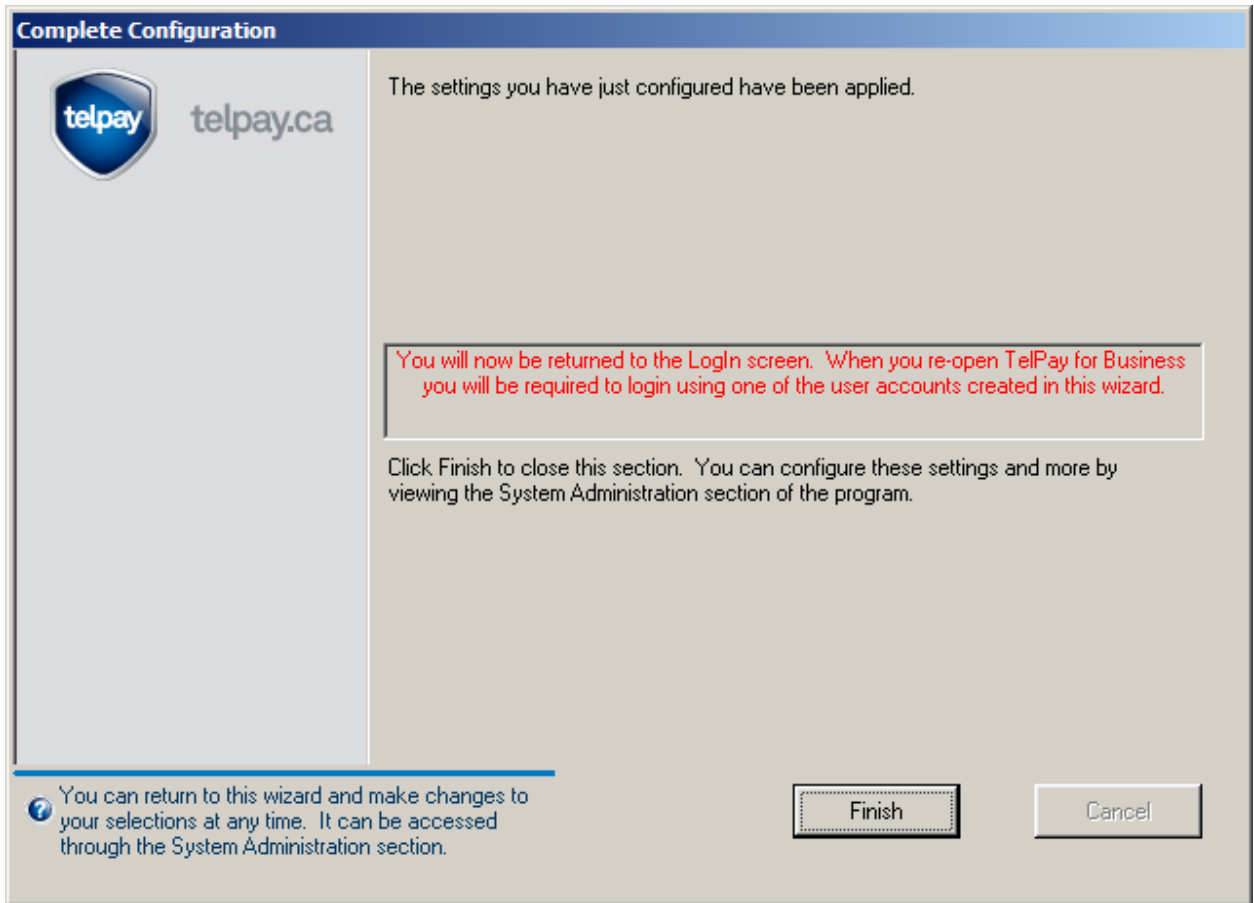
General Ledger account name or number for your **Accounts Payable account** for bills accrued and/or paid out by TelPay for Business System:

If you do not know your General Ledger numbers for the required fields, please refer to your Chart of Accounts in your accounting software.

39. Click **Apply Settings** to complete the configuration setup.



40. The configuration is now complete, you will now be returned to the login screen, and you will be required to login using one of the user accounts created in this wizard. Click **Finish**.



41. Users can now login using their 4-digit passwords to start using Telpay for Business 6.6. To login, enter the password and click **Logon**.

The screenshot shows a window titled "TelPay - Logon to TelPay Payment Services" with a close button in the top right corner. On the left side, there is the TelPay logo and the text "Version 6.6.141". On the right side, it lists "Customer Service" with phone numbers "1-800-665-0302" and "1-204-947-9300", separated by "or". In the center, the text "TEST-BUSINESS CONNECT" is displayed. Below this, there is a form with two input fields: "TelPay Access Number" (a dropdown menu showing "5002654") and "User Password" (an empty text box). To the right of each input field is a help icon. To the right of the "TelPay Access Number" field is a "Logon" button, and to the right of the "User Password" field is an "Exit" button. At the bottom left, there are two checkboxes: "Remember TelPay Access Number" (checked) and "Enter New Deposit Amount" (unchecked), each with a help icon. At the bottom right, there are two buttons: "Setup Additional TelPay Access Number" and "Restore Data" (with a help icon).