



ePNPlugIn Quick Installation Instructions for Vista/Win7 Users:

1. Back up your **QuickBooks®** company file (QB File menu, Save Copy or Backup...).
2. All copies of **QuickBooks®** must be closed company wide.
3. Login to your eProcessingNetwork account at www.eprocessingnetwork.com/msclogin.html
 - a. If this is your first time logging in to your account, you will be prompted to agree to the terms at the bottom of the page, then will be asked to change your password.
 - b. After you receive the **Password Changed Successfully message**, move on to step 4.
4. Select **“Resources”** from the drop down menu and click **“GO!”**.
5. Scroll down to the bottom of the page and click the **“ePNPlugIn Download button”**.
6. **Saving the File:**
 - a. **Vista users must** save the setup file to the desktop of your computer. If you are prompted to **“Run”** the software, click **“Cancel”**.
 - b. After the file has been saved to your Desktop and right click the file and select **“Run as Administrator”**. If you do not do this step, then the installation will not be done properly and will cause issues later in the installation.
7. Follow the prompts to install.
8. When asked for the user and organization, enter your name and your company name, click continue.
9. Follow the prompts until you get the **Finish** button.
10. You will be prompted to configure your **ePNPlugIn** software.
11. Enter your **eProcessing Network account/username** in the appropriate field.
12. Enter the Header information you wish to be printed on receipts.
13. If you have a swiper device, click the **Equipment Tab** and select the appropriate device. If not, proceed to step 14. These settings may be adjusted later.
14. Click the **Save Changes** button and Close the Vista/Windows 7 notice.
15. You should see a window open indicating the **ePNPlugIn** has successfully subscribed to **QuickBooks®**. Click **Ok**.
 - a. If it does not subscribe successfully, verify you are using a compatible version of **QuickBooks®** and Operating System. Click **Ok**.
16. The Vista/Windows 7 notice consists of the next few steps, click **Close** button.
17. **QuickBooks® after installation VERY IMPORTANT STEP**
 - a. Select the **QuickBooks®** Icon
 - b. Right Click and select **“Run as administrator...”**
 - c. Login to your **QuickBooks®** company file.
18. **Setting ePNPlugIn Permissions:**
 - a. You will see a No Certificate window.
 - b. Select: **“Yes, whenever this QuickBooks company file is open”**
 - c. Click the **Ok** button on the **Confirm to Proceed** window.
 - d. Click the **Done** button on the **Access Confirmation** window.
 - e. Close **QuickBooks®**. Re-open **QuickBooks®** to complete the configuration. The ePNPlugIn will open with your company file. You may close it or leave it running.