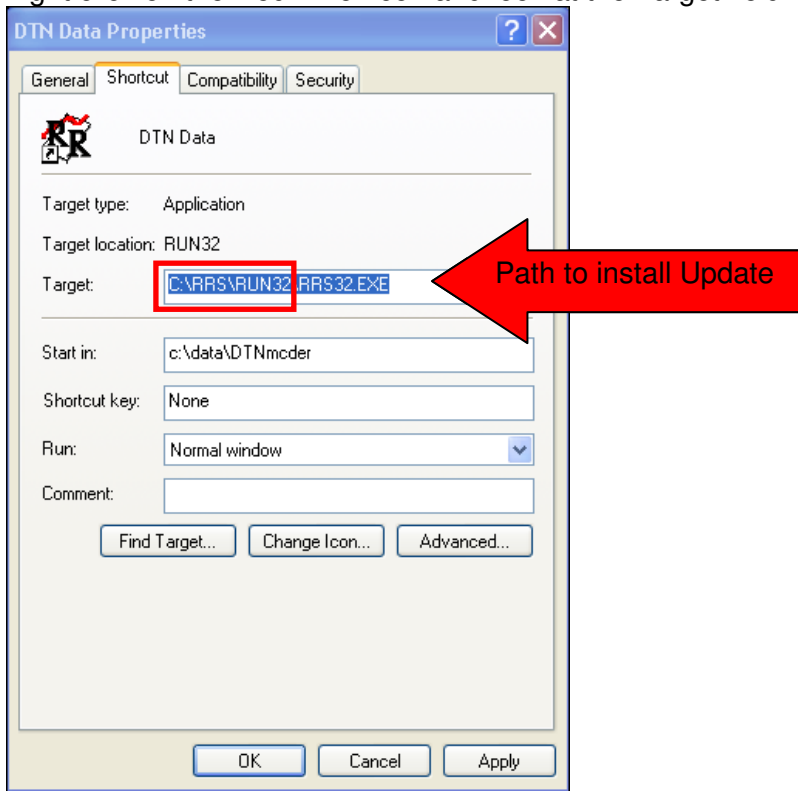


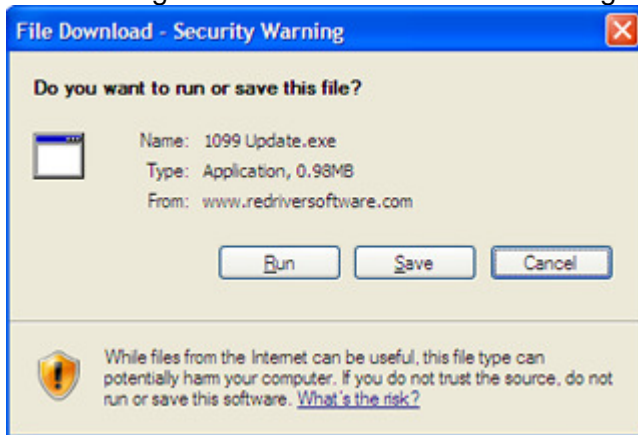
1099 Disk Report update for 2011 Filing Year

Please Note: All users must be out of Red River to install this update.

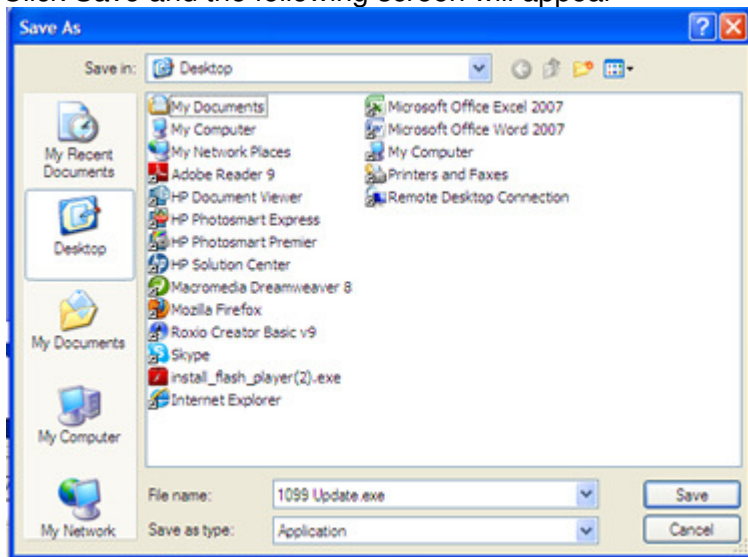
1. Determine the path to your run directory
Right click on the Red River icon and look at the Target field.



2. Download file from above to your desktop
3. After clicking the Download button the following screen will appear



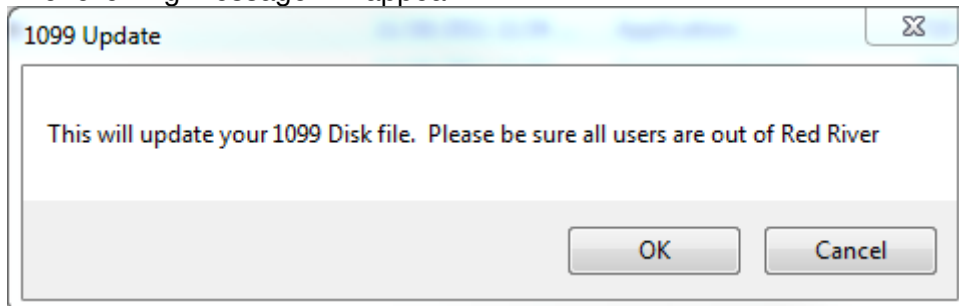
4. Click Save and the following screen will appear



5. Choose the Desktop. This will save the file on your desktop with the icon shown below

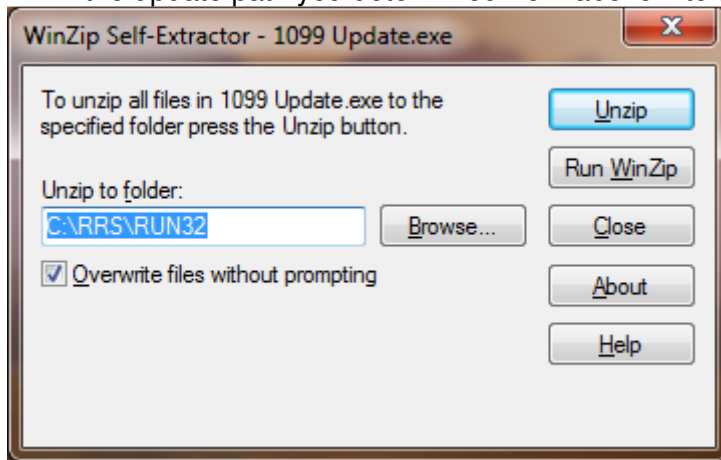


6. Make sure everyone is out of Red River while performing the update.
7. Double click on the file to run the update.
8. The following message will appear

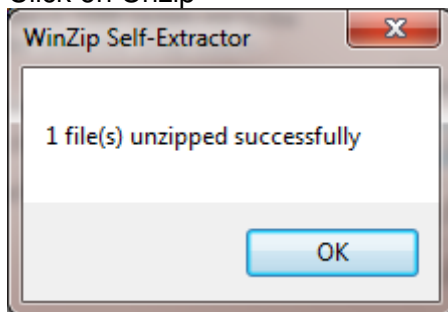


Click OK to continue

9. Fill in the update path you determined from above into the Unzip to Folder field



10. Click on Unzip



11. Click OK and the update has been installed.
12. Open Red River and let fully load.
13. Allow other users to enter Red River.