INSTRUCTIONS

for

Downloading & Installing
Medicare Remit Easy Print Software
onto a Local PC

*(You are not planning on sharing the application
with other users on a network)*

PC Requirements

Recommended speed: 2.0 GHZ or faster

Compatible speed: 1.0 GHZ

Please note: the processing time for importing and accessing the SPR files within the *Medicare Remit Easy Print* application will be dependent upon on the processing capability of the PC and the size of the files being imported viewed.
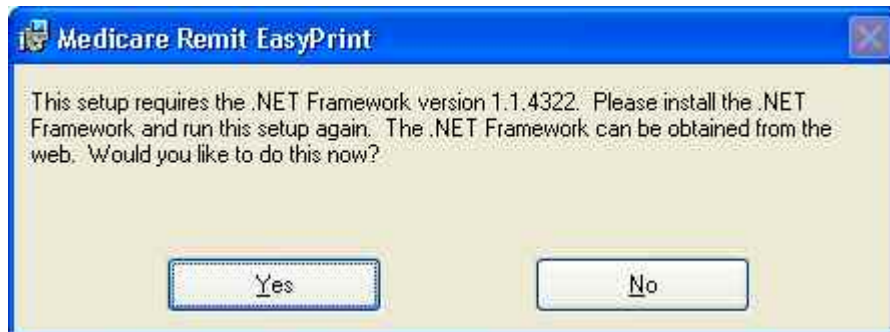
Operating System Requirements

Recommended: Windows XP

Other compatible versions: Windows 2000

Windows NT

.NET Framework: 1.1.4322

> This application uses Visual Basic.Net, a Microsoft compatible language. In order to use this application you must have .NET framework 1.1.4322 installed on each PC that will be utilizing this application. If you do not have this framework installed, you will receive a message similar to the following:

> By clicking yes, and if you have access to the internet, you will be redirected to the Microsoft web site to download the .NET framework 1.1.4322. Currently, Microsoft has a 2.0 .NET framework listed as a beta version. Please use the 1.1.4322 .NET framework.

> If you do not have access to the internet and you receive a message to update your .NET framework, you will have to obtain a copy of the .NET framework from Microsoft.

> The Medicare Remit Easy Print application will not work without this .NET framework.

Download Instructions - ZIP file or MSI file options

Step 1. On your Carrier's website select *either*:

Option 1:
'Medicare Remit Easy Print vX.X Zip' file entry ("vX.X" is the latest version
number available on the web site).
Select if:
- Your PC security settings *do not* allow MSI files to be downloaded and,
- You have WinZIP (to unzip the file)

OR

Option 2:
'*Medicare Remit EasyPrint vX.X MSI files (windows installer)*' file entry
("vX.X" is the latest version number available on
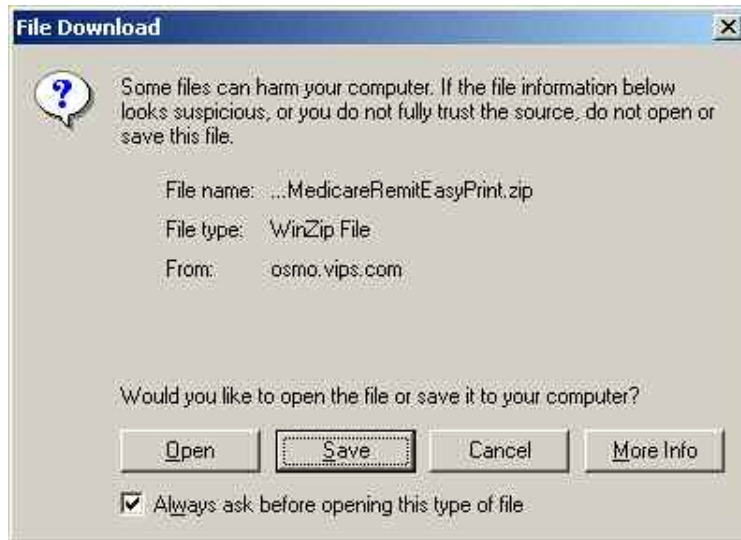the web site).
Select if:
- Your PC security settings *do* allow MSI files to be downloaded.

**Please note: If you are unable to have either option pass your PC security settings,
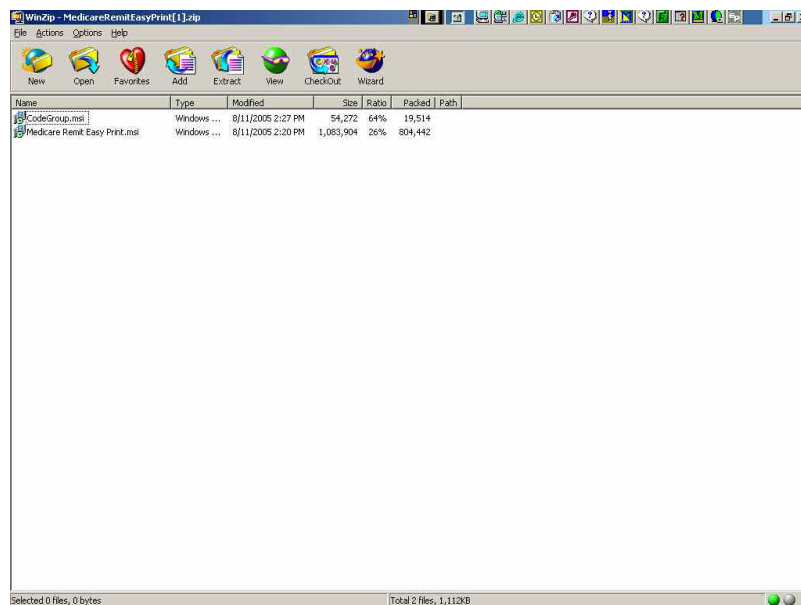please contact your Medicare carrier.**

*If you selected the ZIP file option, go to Step 2A. If you selected the MSI files
option, go to Step 2B.*
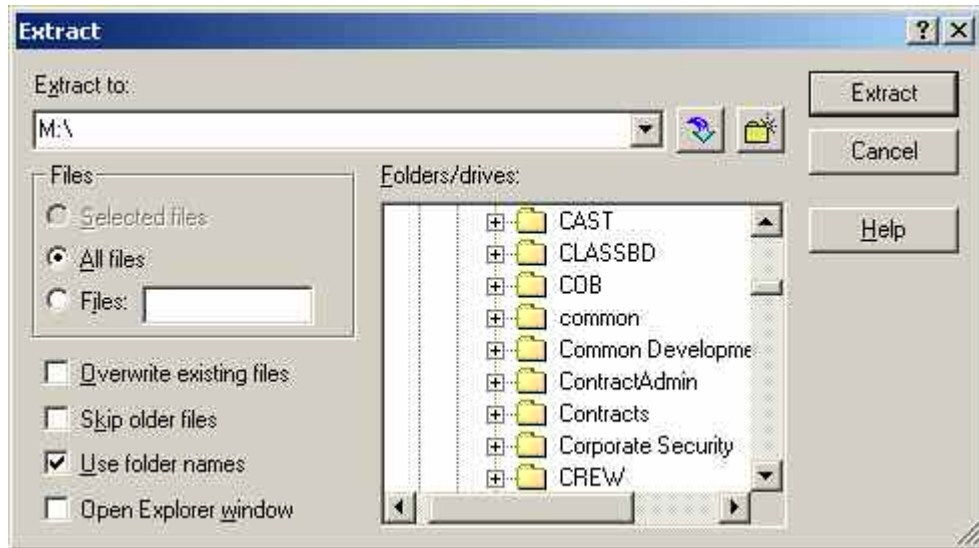
Step 2A. <u>For Option 1 - zip file download</u>

2A.1. Click on the zip file and a message similar to the following
message will appear:

2A.2. Click on 'Open' and a screen similar to the below screen will appear.

      2A.3. Highlight the MedicareRemitEasyPrint.msi file and select
          'Extract'. A screen similar to the following screen will appear
          (note: the folders displayed will dependent upon the folders set up
          by the user – the below is just an example).

2A.4. Select the directory on your PC you wish the MedicareRemitEasyPrint.msi file to be stored and click on the 'Extract' button.

2A.5. Write down on the line provided below where you saved the MedicareRemitEasyPrint.msi file:

_____

2A.6. You will return to the WinZip window.

2A.7. Because you are not installing the software on a network to be shared by other users, you do not need to copy the CodeGroup.msi file.
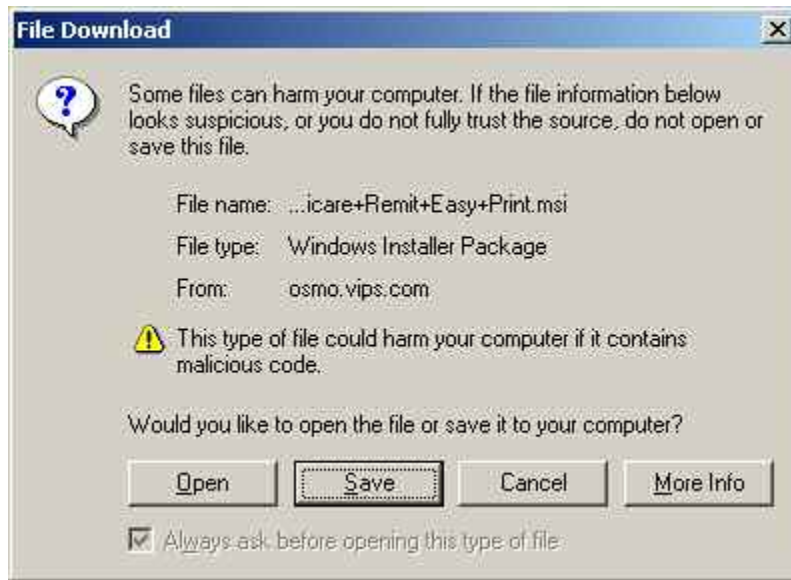
THE DOWNLOAD PROCESS USING THE ZIP FILE IS COMPLETE!

Go to the installation section of these instructions.

Please note: If you have errors that prevent you from downloading the software, please make screen prints of your errors and contact your Medicare carrier. Screen prints can be made by pressing 'ALT' and 'Print Screen' buttons on your keyboard at the same time while you have the error message screen displayed, and copying them to a word document.

Step 2B. <u>For Option 2 – MSI file download</u>

2B.1. Click on the 'MedicareRemitEasyPrint.msi' file. A message similar to the following message will appear:

2B.2. Click on the 'Save' button and a screen similar the following screen will display:

2B.3. In the 'Save in' drop-down box, select the directory on your PC you

wish the 'MedicareRemitEasyPrint.msi' file to be stored and select 'Save'.

2B.4. Write down on the line provided below where you saved the 'MedicareRemitEasyPrint.msi' file:

_____

2B.5. Because you are not installing the software on a network to be shared by other users, you do not need to copy the CodeGroup.msi file.

THE DOWNLOAD PROCESS USING THE MSI FILES IS COMPLETE!

Go to the installation section of these instructions.

Please note: **If you have errors that prevent you from downloading the software, please make screen prints of your errors and contact your Medicare carrier. Screen prints can be made by pressing 'ALT' and 'Print Screen' buttons on your keyboard at the same time while you have the error message screen displayed, and copying them to a word document.**
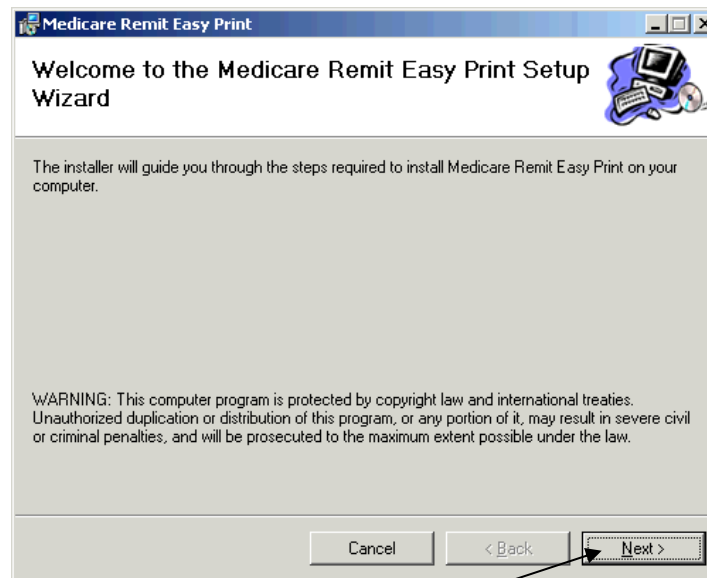
Installation Instructions

Installing Easy Print on a Local PC

How to Install Easy Print on an individual PC

1. Make sure you know the location of the MedicareRemitEasyPrint.msi file (refer to your download instructions where you recorded the location where you saved the file).

2. Open Microsoft Windows Explorer and find the MedicareRemitEasyPrint.msi file.

3. Double-click the MedicareRemitEasyPrint.msi file:
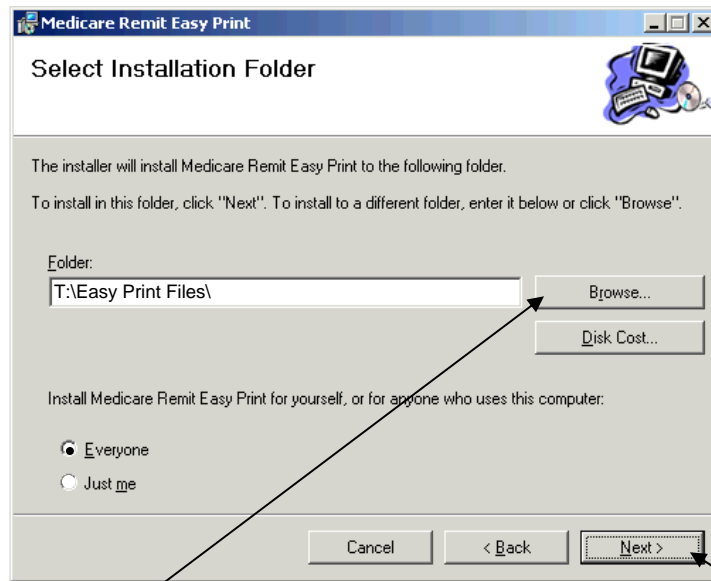
   Medicare Remit Easy Print.msi

   The *Medicare Remit Easy Print* Setup Wizard opens:

4. Click the Next button.
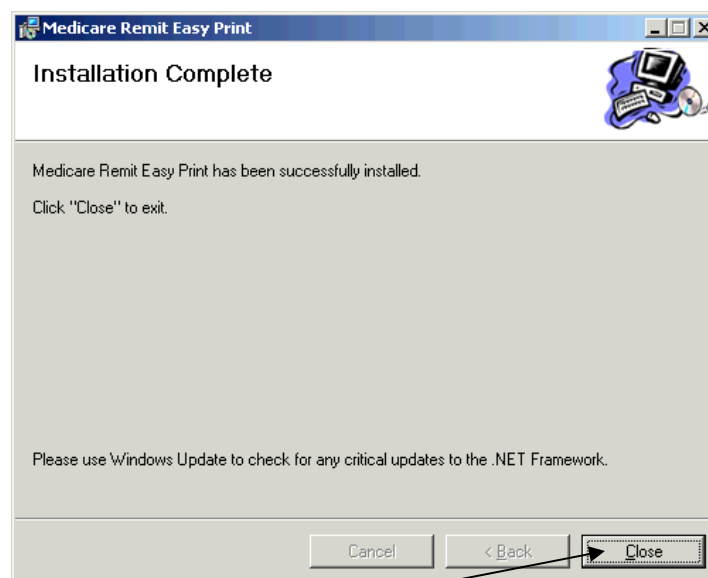
The Select Installation Folder window opens.

5. Browse for the PC directory for the install location (where you want the application and all the associated files to be stored).

6. Record in the line provided below the location where you are saving the application and where all of the associated folders and files will be saved.

_____

7. Select 'Everyone', and click the 'Next' button.

The Confirm Installation window opens:

8 Click the 'Next' button

When the installation is finished, the Installation Complete window opens:

9   Click the Close button.

       The Easy Print shortcut is available in the directory you recorded in the line
       provided in step 6 and has also been copied to your desktop.

The Installation Process is Complete!

Thank you for using

Medicare Remit Easy Print.