

## Payroll Connect Add-in for Millennium 3 Instructions

**Step 1:** Uninstall current Payroll Connect Millennium 3 Add-in.

If you currently have the Payroll Connect Millennium 3 Add-in on this machine, please uninstall it first. To do this open up Control Panel, click on Add/Remove Programs. From the Add/Remove Programs screen, scroll down, and click Ascentis HR Millennium 3 Add-in, then click Remove and follow the instructions.

**Step 2:** Download Payroll Connect Millennium 3 Add-in.

Payroll Connect Millennium 3 Add-in [http://www.ascentis.com/PayrollConnectAdd-ins/Millennium\\_add\\_in.exe](http://www.ascentis.com/PayrollConnectAdd-ins/Millennium_add_in.exe)

**Step 3:** Make sure all users are logged out of Payroll Connect.

**Step 4:** Run the setup program.

**IMPORTANT NOTE: You should run the setup program on a computer on which the Ascentis HR client is installed, and from which Payroll Connect will be run.**

- a. Click Next on the welcome screen.
- b. Make sure the File Location is showing the HROffice installation path, by default it should already show this. Also, keep Just Me selected as the bottom option and click Next.
- c. Click Next on the Confirmation Screen.
- d. If this is the first time you have downloaded this screen please enter in the information that you have been given by your Ascentis representative. If you have installed this software before then the values should be filled in correctly and you can click OK.
- e. Installation is complete, click Close.

Having Problems?

If you encounter any problems in the update process, please contact Ascentis Technical Support at [support@ascentis.com](mailto:support@ascentis.com).