

NOTE: Providers are strongly encouraged to exit all other Windows programs before running the setup program. This includes MS Word, e-mail systems, or other applications. Also, users will need a program capable of reading and extracting .zip files in order to complete the installation. This functionality is included in Windows XP operating systems. For other systems, you may need to download an archive program, such as WinZip (<http://www.winzip.com>).

This section provides step-by-step instructions for installing *Provider Electronic Solutions* on a PC running at least Windows 2000, Windows XP is preferred. (**IMPORTANT:** Windows Vista and 7 are not supported.)

1. Click on the “PES Installation” software link to begin the download process.
2. When the File Download window appears, select the option to **SAVE** the file to your computer.
3. A window will open allowing you to select the location on your computer where you would like to store the downloaded file. Select your download location and click “OK.” Make a note of the download location, as you may need it later.
4. Depending on which Internet browser you are using, the File Download window may remain open once the download is complete. If it does, click “OPEN” to open the downloaded zip file. **Note:** If the window does not remain open, you will need to locate the downloaded file by navigating to the directory/location to which you downloaded the file.
5. Double click on the file, e.g., **FL_v0106_setup.zip** to open (un-zip) it.
6. Once the archive opens, you will see a file, e.g., **FL_v0106_setup.exe**. Double click this file to begin the installation. **NOTE:** You may receive a caution window warning that the file is potentially unsafe. This is a common warning when attempting to access an .exe file from an archive, but can be ignored in this instance. Should this occur, click **YES** to continue.
7. The HP Provider Electronic Solutions Setup program will initialize. Please wait a few moments while this occurs.
8. Once the Setup window appears, click **Next** after reviewing the text in the window.
9. Choose the default setup type **Typical**, and then click **Next** to continue.
10. On the *Choose Destination Location* screen, Click **Next** to choose the default destination folder, **C:\FLHIPAA** (recommended) or click **Browse** to select another destination folder, then click **Next** to advance.
11. On the *Choose Database Location* screen, Click **Next** to choose the default destination folder, **C:\FLHIPAA** (recommended) or click **Browse** to select another destination folder, then click **Next** to advance. **NOTE:** If you have previously installed PES to this location, you will be warned that continuing installation will

overwrite your current database. **VERY IMPORTANT:** If you receive this message and have not yet backed up your current database, click **No** to exit the installation and make a backup copy of your database file, then restart the installation. Otherwise, click **Yes** to continue.

12. A window will appear: "Please note the database destination folder for future WORKSTATION setups." Once you have recorded this information, click **OK**. The installation will begin.
13. Once installation is complete, click **Finish** to complete setup.

The setup program will create a folder on your desktop called *FL HP Provider Electronic Solutions*. Within this folder are shortcuts for the PES application as well as its upgrade program. To access PES, double click on the shortcut titled *FL HP Provider Electronic Solutions*. The PES application will then run.