



# Installation Instructions

IRIS P11D

September 2016



## Contents

|                           |   |
|---------------------------|---|
| System requirements ..... | 3 |
| Installation.....         | 3 |

This document contains step by step instructions to guide you through the installation process. Please read all the information before starting the installation.

## System requirements

The current system requirements for IRIS P11D can be found [here](#)

## Installation

Before starting the installation process, restart your PC and make sure you log on as a Windows administrator.

1. Click [here](#) to download the latest version
2. In the **Download** column, select **Click Here**
3. After clicking on the link to download the file, select **Save**
4. Once the download is complete, select **Run**
5. You may see a screen stating that IRIS P11D needs to install some additional components on your system. If the screen appears, click **OK**. If you do not see this screen, go to the next step
6. The IRIS P11D - InstallShield Wizard will appear on screen. Click **Next** and follow the on screen instructions
7. At the **Customer Information** screen we recommend that you select the option to install for Anyone who uses this computer (all users)
8. At the **Destination** window you will be offered the default location of C:\Program Files\P11D to install to. Click **Change** if you would like to alter this. If not, click **Next**
9. Click **Install**. You will be notified when the installation is complete
10. Click **Finish**
11. We recommend you restart your PC before using IRIS P11D. The installation routine will place the IRIS P11D icon on your desktop; simply double click the icon to launch the software

For instructions on what to do after installing, please see the Getting Started guide.

## Additional Software and Services Available

### IRIS AE Suite™

The IRIS AE Suite™ works seamlessly with all IRIS payrolls to easily manage auto enrolment. It will assess employees as part of your payroll run, deduct the necessary contributions, produce files in the right format for your pension provider\* and generate the necessary employee communications.

### IRIS OpenPayslips

Instantly publish electronic payslips to a secure portal which employees can access from their mobile phone, tablet or PC. IRIS OpenPayslips cuts payslip distribution time to zero and is included as standard with the IRIS AE Suite™.

### IRIS Auto Enrolment Training Seminars

Choose from a range of IRIS training seminars to ensure you understand both auto enrolment legislation and how to implement it within your IRIS software.

### Useful numbers

| HMRC online service helpdesk                                                  | HMRC employer helpline            |
|-------------------------------------------------------------------------------|-----------------------------------|
| Tel: 0300 200 3600                                                            | Tel: 0300 200 3200                |
| Fax: 0844 366 7828                                                            | Tel: 0300 200 3211 (new business) |
| Email: <a href="mailto:helpdesk@ir-efile.gov.uk">helpdesk@ir-efile.gov.uk</a> |                                   |

### Contact Sales (including stationery sales)

| For IRIS Payrolls                                             | For Earnie Payrolls                                                       |
|---------------------------------------------------------------|---------------------------------------------------------------------------|
| Tel: 0844 815 5700                                            | Tel: 0844 815 5677                                                        |
| Email: <a href="mailto:sales@iris.co.uk">sales@iris.co.uk</a> | Email: <a href="mailto:earniesales@iris.co.uk">earniesales@iris.co.uk</a> |

### Contact support

| Your Product              | Phone         | E-mail                                                                 |
|---------------------------|---------------|------------------------------------------------------------------------|
| IRIS PAYE-Master          | 0844 815 5661 | <a href="mailto:payroll@iris.co.uk">payroll@iris.co.uk</a>             |
| IRIS Payroll Business     | 0844 815 5661 | <a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>         |
| IRIS Bureau Payroll       | 0844 815 5661 | <a href="mailto:ipsupport@iris.co.uk">ipsupport@iris.co.uk</a>         |
| IRIS Payroll Professional | 0844 815 5671 | <a href="mailto:payrollpro@iris.co.uk">payrollpro@iris.co.uk</a>       |
| IRIS GP Payroll           | 0844 815 5681 | <a href="mailto:gpsupport@iris.co.uk">gpsupport@iris.co.uk</a>         |
| IRIS GP Accounts          | 0844 815 5681 | <a href="mailto:gpaccsupport@iris.co.uk">gpaccsupport@iris.co.uk</a>   |
| Earnie or Earnie IQ       | 0844 815 5671 | <a href="mailto:earniesupport@iris.co.uk">earniesupport@iris.co.uk</a> |