

# Installing Mag-Filer Updates

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Mag-Filer may periodically need to be updated throughout the tax season. When an update is available, it is important to install the update prior to creating electronic files or printing tax information. This ensures tax files and forms are created according to SSA and IRS standards.

1. From the *Mag-Filer Payer Information* window, select the *Help* menu.  
**Note:** The *Help* menu will be highlighted in yellow if an update is available.
2. Select **Download/Install Update**. This only displays and is highlighted in yellow if an update is available.
3. On the *Mag-Filer Update* window, select **Click here to download the update**.
4. Save the install in the *Downloads* folder.
5. Once the download is complete, select **Click here to exit Mag-Filer and install the update now** on the *Mag-Filer Update* window.
6. The *InstallShield Wizard* will launch. Choose **Next** to navigate through the first two prompts, then select **Install**.  
When the update installation is complete, choose **Finish**.
7. Mag-Filer will launch automatically. The *Help* menu will no longer be highlighted in yellow and selecting **Download/Install Update** will no longer be an option.

**Note:** All Mag-Filer updates for hosted customers must be installed by SSI. Please contact SSI Support for assistance with installing updates.