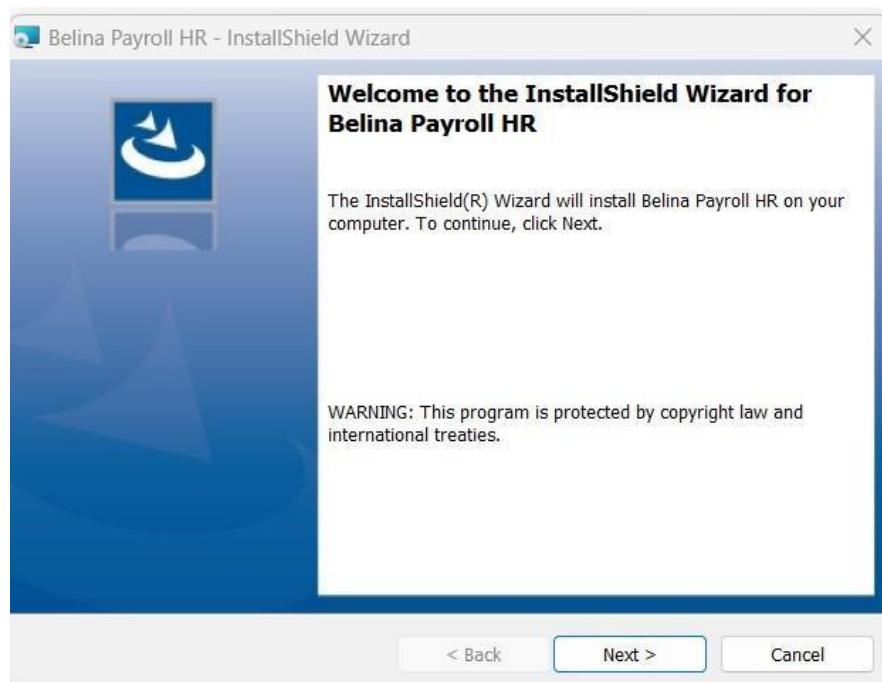


## Belina Update Procedure

**NB: Please note Windows 7 will no longer be supported on the new version of Belina, please update to Windows 10 and above.**

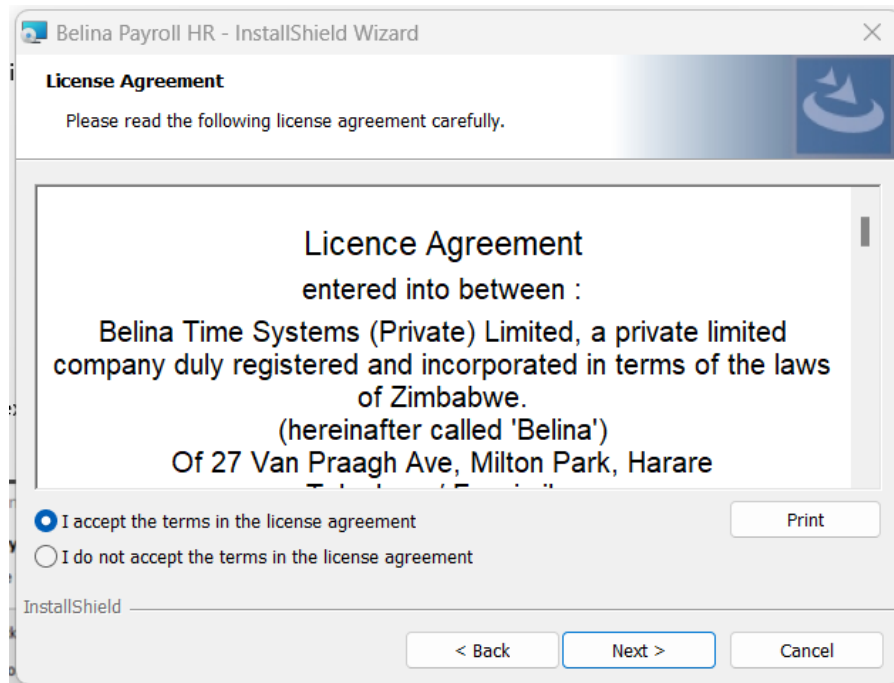
To update Belina you need to follow the Steps below:

1. Make sure you take a backup and roll over into a new unpaid Period (April)
2. Download the Update from the email link.
  - a. After downloading the update there will be file in your downloads folder with the name **'Belina Payroll HR'**
3. Installing Update
  - Make sure you log out of Belina before starting the update.
  - Locate the Belina folder in your C drive and rename it **Belina Payroll HR (Ignore if you have this folder name already)**
  - For Server to Client environments all machines using Belina should be logged out of Belina and make sure all machines including the server have been updated before logging back into payroll.
- Double Click on the 'Belina Payroll HR' installation file in your downloads folder, this will initiate the Belina update installer.

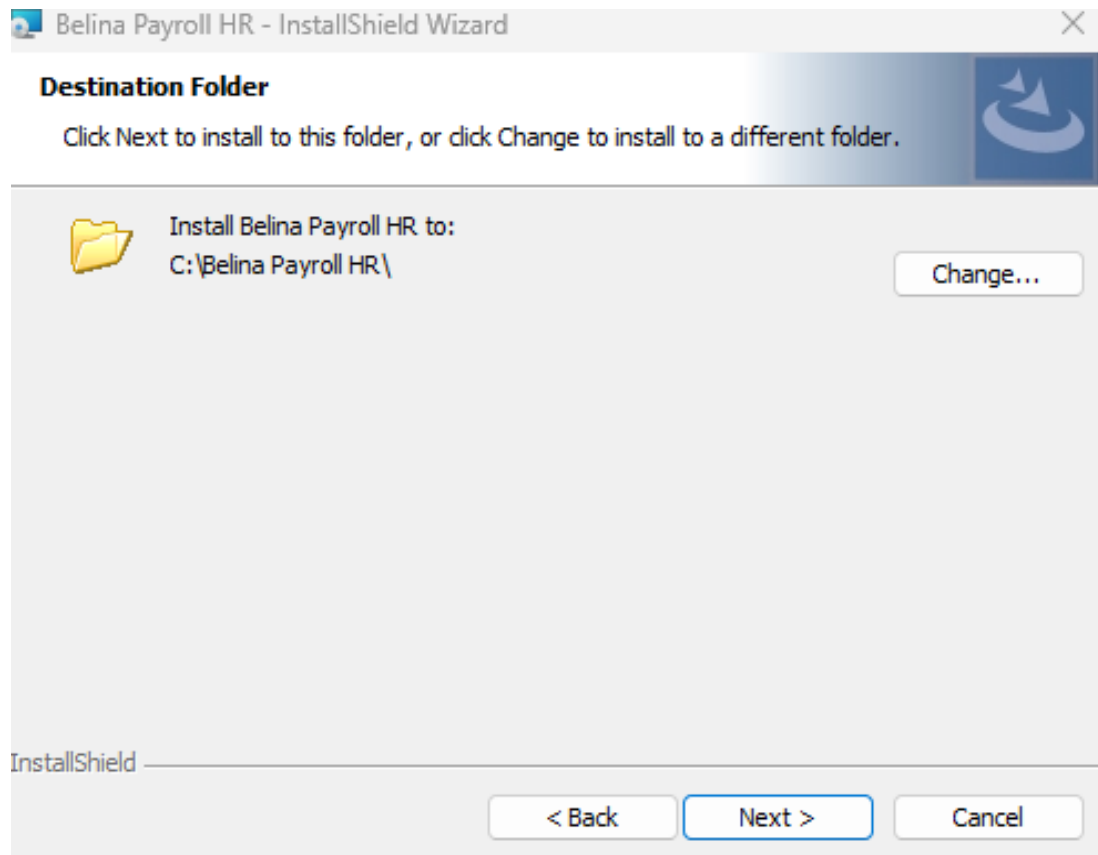


- This will take you to the Belina install shield screen and you then click on NEXT

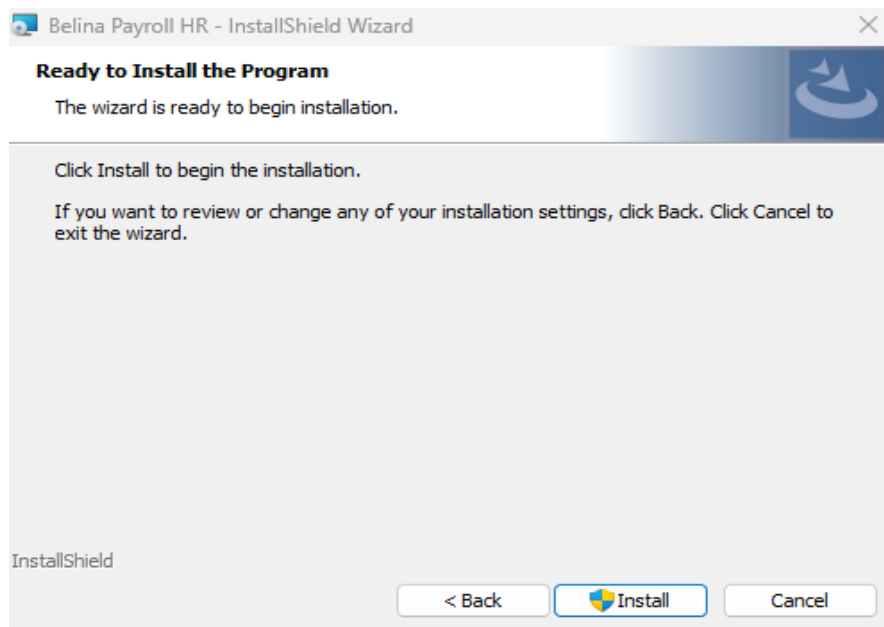
- Accept the Terms of our license agreement and click NEXT



Click Next to install

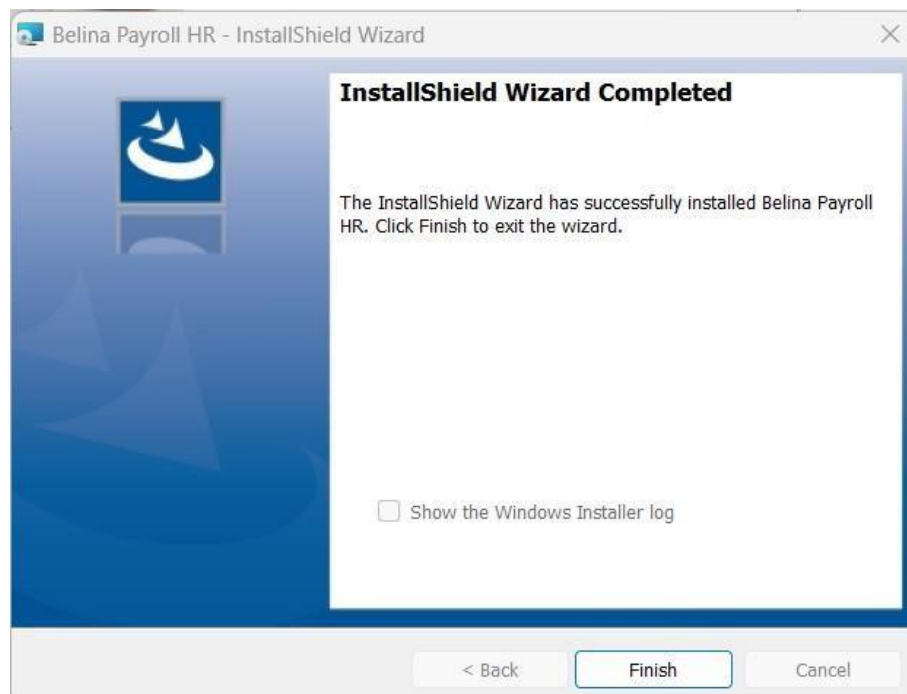


Click NEXT again to proceed



Then click INSTALL.

When the installation is completed please click on the FINISH button.



## Login

- When done installing proceed to login to Belina as normal
- When logged in Updates will run and please do not interrupt the process until complete. (It is recommended that you first login on the server machine, after updates you can then login on all other client machines)
- When update process is completed, you will be ready to proceed to process your payroll