



FILTER INSTALLATION

This document is setup to walk you through a standard installation of the Safe Access filter. It is a good idea to be connected to the Internet before you begin installation as well as closing all open programs.

1. Account Signup

If you already signed up for the Web Filter, skip this step

From <http://www.safeaccess.com>, click the Free Trial button,

- read and accept the Agreement
- enter Login Information, choose 7 day Trial or New Account
- enter Contact and Payment (if applicable) Information

2. Download the Installation Instructions and File

Download the Safe Access filter installation file by visiting <http://www.safeaccess.com> and clicking on the Downloads link at the bottom of the page.

- **Step 1. - Download Web Filter Installation Instructions**
Step-by-step instructions with screen shots to help you install our web filter
- **Step 2. - Download Our Web Filter**
When prompted, choose "Run" or "Open" rather than "Save".

3. Location to save files

When you are prompted for a location to save files, leave the default setting and just choose "Next". *This step is the unpacking of the installation files.*

If an Overwrite Protection window appears, click the "Yes to All" button

4. Welcome Screen and License Agreement

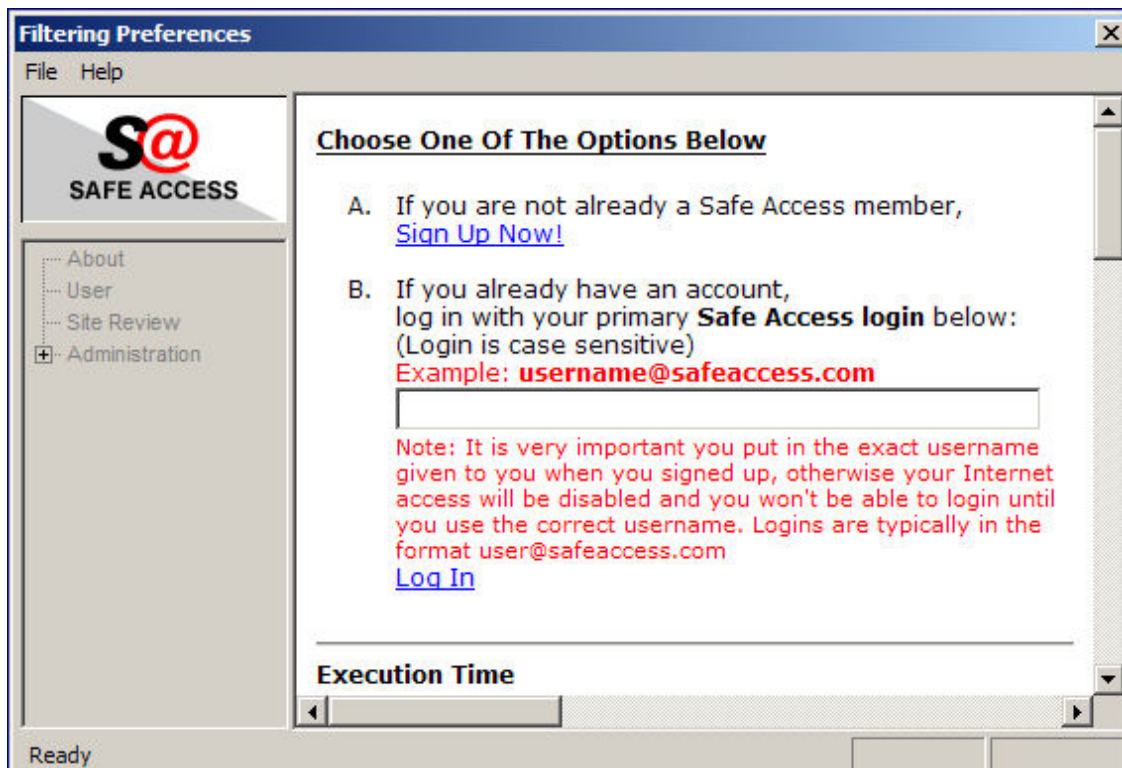
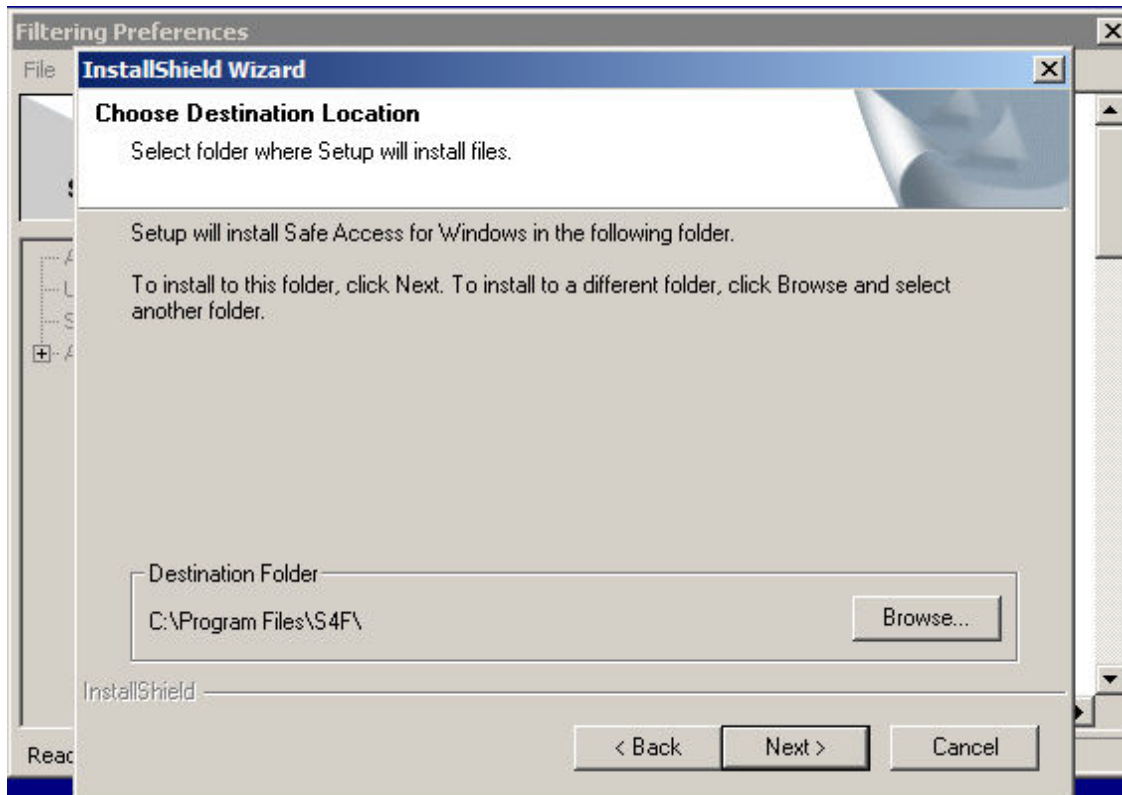
You will be greeted with a Welcome screen and then a License Agreement screen where you agree to be bound by our usage agreement.

5. Destination Location

You will be prompted for a location to save files again, leave the default setting and just choose "Next". *This step is the actual installation folder.*

6. Specifying Username

You will now be notified that you are going to connect to the Internet to complete the registration process. After entering your Username that you chose when you signed up with Safe Access, click **Log In**. (Your Username is also specified in your Welcome letter which you should have received via email.) **Note: If the Filtering Preferences window is behind the Install Shield Wizard window, click it so it is on top, so that you can enter your Username.**



7. **Completing Installation**

You will now be notified that the installation is ready to begin copying files. Choose "Next" to allow the software to begin copying files. When the process is complete it will suggest "Yes, I want to restart my computer now." Please leave this setting as is and click "Finish" to restart your computer.

Congratulations you are finished. After your system reboots you will be prompted to login to the Safe Access filter. You can choose "Save Password" to not be prompted anymore. The Safe Access icon will now appear in your system tray in the lower right-hand corner.

