



FILTER INSTALLATION

This document is setup to walk you through a standard installation of the Safe Access internet 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, click **Save** rather than Run.
Save the file to your Desktop so you can easily find it.

3. Uninstall any previous versions of the Safe Access internet filter

- You will need your account username and password. Contact us if you need either of these emailed to you or if you need instructions on how to uninstall.

4. Run the installation program

- Locate the saved file **filterpakwin771.exe** and double-click it.
- Click **Run**

5. 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.

6. Registration Information

- If you do not have an account, click the **CREATE A NEW ACCOUNT** link and you will be taken to the Signup Page
- Enter your Administrator Login (username) *without the @safeaccess.com*



The image shows a dialog box titled "Safe Access" with a sub-header "Registration Information". The Safe Access logo is in the top right. The main text reads: "Installation will now connect to the registration server in order to verify your account. Please enter your Safe Access administrator login and password for your account." Below this is a blue link: "If you don't have an account, click here to CREATE A NEW ACCOUNT". There are two input fields: "Administrator Login" and "Password". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel". The text "Wise Installation Wizard®" is visible in the bottom left corner.

7. Installation

- Do not change the Destination Location, click the **Next** button. If an Overwrite Protection window appears, click the "Yes to All" button
- Do not change the Program Manager Group, click the **Next** button.
- Start Installation, click **Next**.

8. Completing Installation

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 computer 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.



The image shows a dialog box titled "Safe Access" with the text "Please login to enable filtering and access the Internet:". It contains a "Username:" field with a dropdown menu showing "clint", a "Password:" field with masked characters "*****", and a checked checkbox for "Save Password". There are two buttons at the bottom: "Login" and "Cancel".

