

Instructions for Installing Software Upgrade

1. On the Package Express Centers home page, click on the **Support** tab on the left then click on Software Updates. If you are using Windows 8 or 10, make sure you choose the Windows 8 & 10 version below.
2. Your web-browser will probably ask you to “Run” or “Save” the file. We recommend **saving** the file to a location that you can find easily (like your desktop).
3. After the install has finished downloading (which can take anywhere from 5 minutes to 30 minutes depending on the speed of your internet connection) make sure you close the shipping software if it is open.
4. It is highly recommended to temporarily disable any security software prior to running the update.
5. Right-click on the “webfullinstall” file and select “Run As Administrator” to begin the installation/update of the shipping software.
6. Follow the prompts on the install wizard to update or install the Total System Shipping Software.

When opening Total System the first time after installing you will be asked to verify your account number and contact information.