

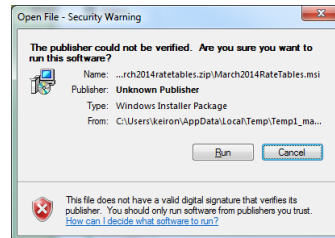


Your Step by Step guide, to update Mail Report with the 2014 Rate Table

STEP 1: On the PC you are using Mailreport on, please ensure you are logged in with administrator rights and the Mailreport software is closed.

STEP 2: Unzip the March2014RateTables.zip and double click the **March2014RateTables.msi** file. This will start the installation wizard

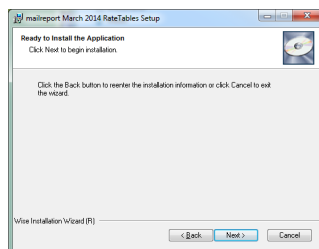
STEP 3: When you see the following message, click 'Run'



STEP 4: When the Wizard Opens, click next:



STEP 5: Click Next:



STEP 6: Click Finish to complete the installation

STEP 7: If necessary, log out of administrator user and re-login with your regular user name on Windows.

STEP 8: Ensure you have loaded your new March 31st 2014 Rate card into your Centormail.

STEP 9: Open Mailreport and operate as normal.

