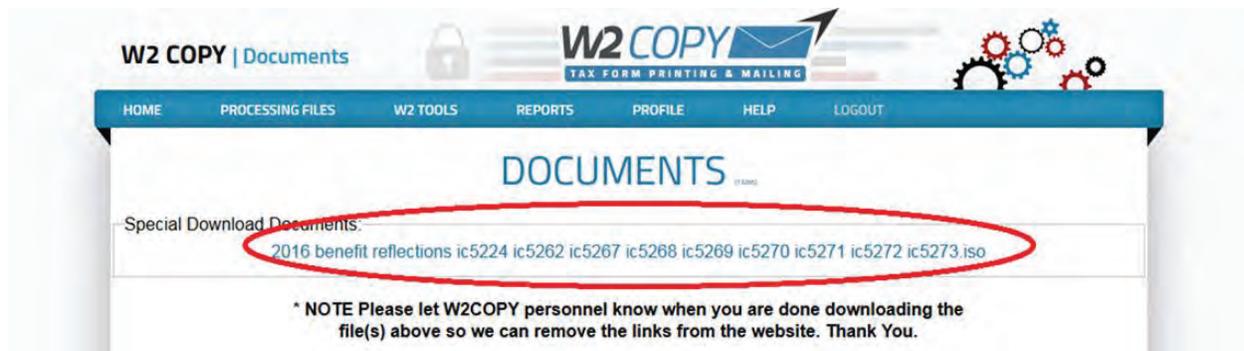


DVD OPEN INSTRUCTIONS

**** FOR SECURITY REASONS WE PUT EVERYTHING ONTO ENCRYPTED DVDS. THE LINKS WE PROVIDE TO THESE DVDS ON W2COPY.COM ARE ACTIVE FOR 24 HOURS AND THEN WE REMOVE THEM. AS SOON AS WE INFORM YOU THAT YOUR DVD IS READY, PLEASE GO DIRECTLY TO W2COPY.COM AND SAVE THE DVD TO YOUR COMPUTER. WE WOULD ALSO SUGGEST THAT YOU BACKUP ALL THE DATA IN SECURE LOCATIONS AND DO NOT LEAVE YOUR PHYSICAL DVDS LYING AROUND, PLEASE DESTROY OR LOCK UP AFTER THE DATA IS BACKED UP. ****

HERE ARE INSTRUCTIONS ON HOW TO DOWNLOAD A DVD

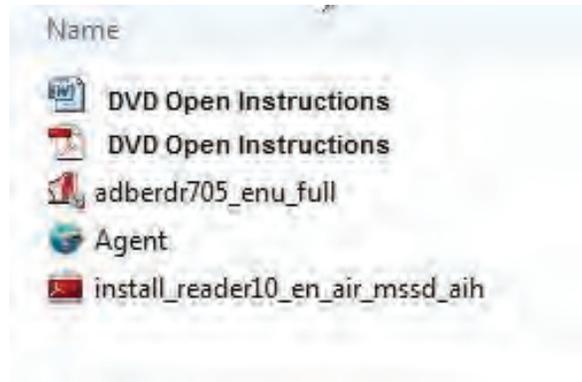
1. Go to w2copy.com and login
2. Under Processing Files > Documents, in the Special Downloads Section at the top, you will see your files



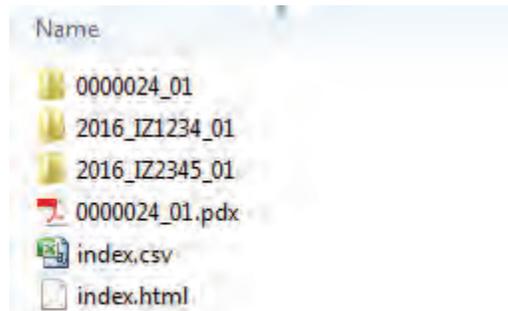
3. Click on the link and save the file to your computer. This is your DVD. Burn this onto a blank DVD. This link will disappear after 24 hours.

OPENING AND USING YOUR DVD.

1. Once you have the physical DVD, open it, there will be some files like this:



2. Double click on Agent.
3. Enter the password you used to login onto w2copy.com . If your password isn't 8 characters long, our system will fill it in with 00(zeros). Example: "Catdog" will become "Catdog00"
4. These files need to be backed up to your PC or Network. **DVD's can get lost.**



5. To search for specific files there are two options:
 - A. You can search the spreadsheets(index.csv) by name to get social security numbers. Use the social security number in the PDX to find the right form.
 - B. Use the HTML(index.html) and search by name(using Ctrl + F) and click on the correct form.

NOTE: to use PDX file you will need Adobe Reader 7 or greater. If you do not have then you can install it off of the W2 DVDRom.

FOR FURTHER HELP OR IF SOMETHING ISN'T WORKING CORRECTLY, SEND AN EMAIL TO BRIAN AT BGARNER@VALLI.COM

