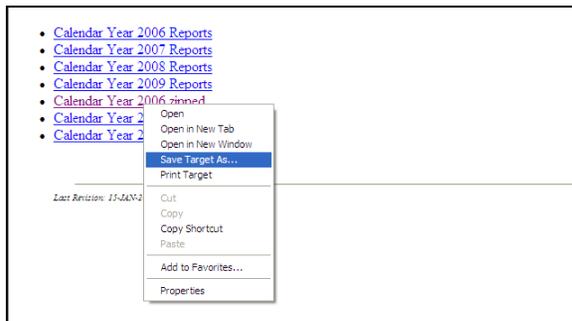
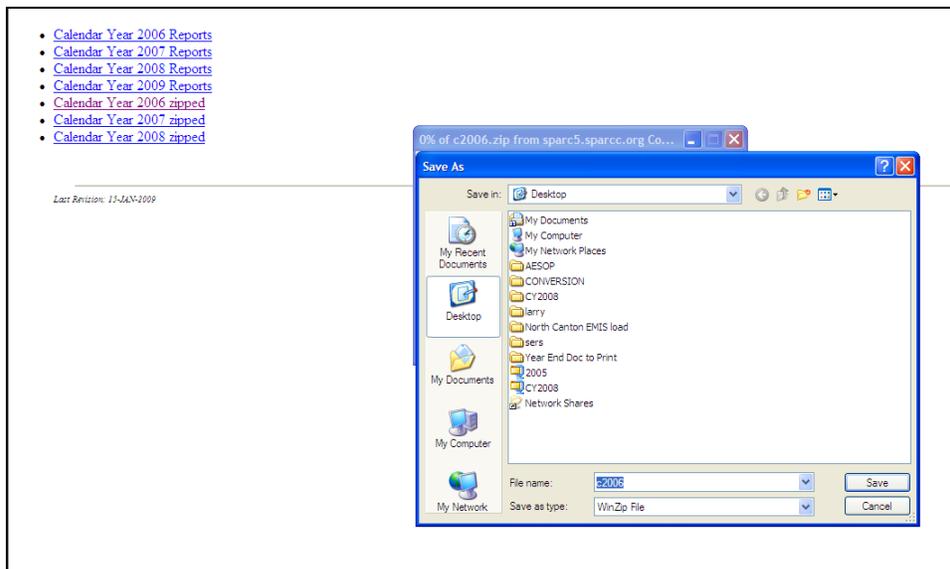


## Archiving web reports to CD

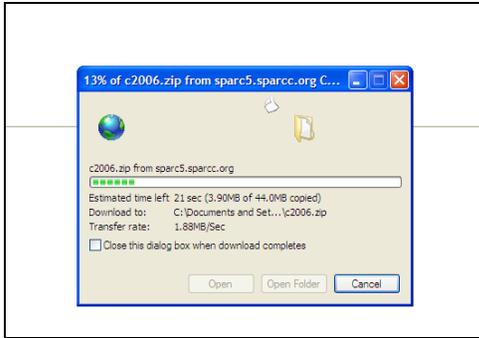
1. Prior years EMIS reports will be zipped and placed on the website. If older years files are needed download the appropriate years' .Zip files. Please transfer the files as soon as possible. We will keep these for a period of time but due to space limitations these may be archived and removed from the website.
2. Access the website where the files are located (Please note that the screenshots are for Payroll files but the same procedures apply):



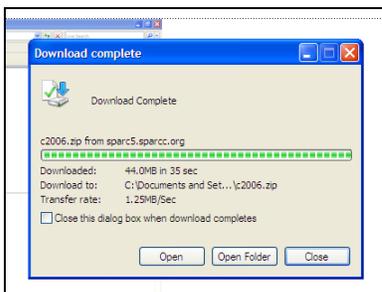
3. Right click on the “zipped” link and select **“Save Target As...”**
4. Select where you want to save the zipped files to:



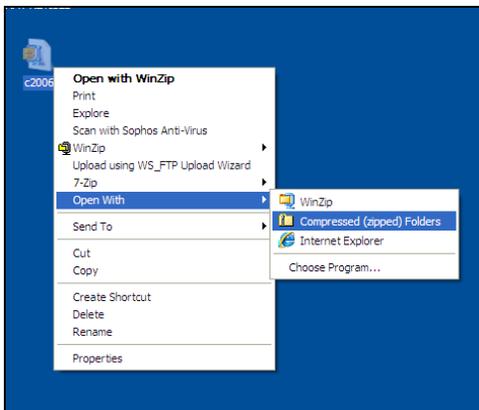
5. The following screen will appear:



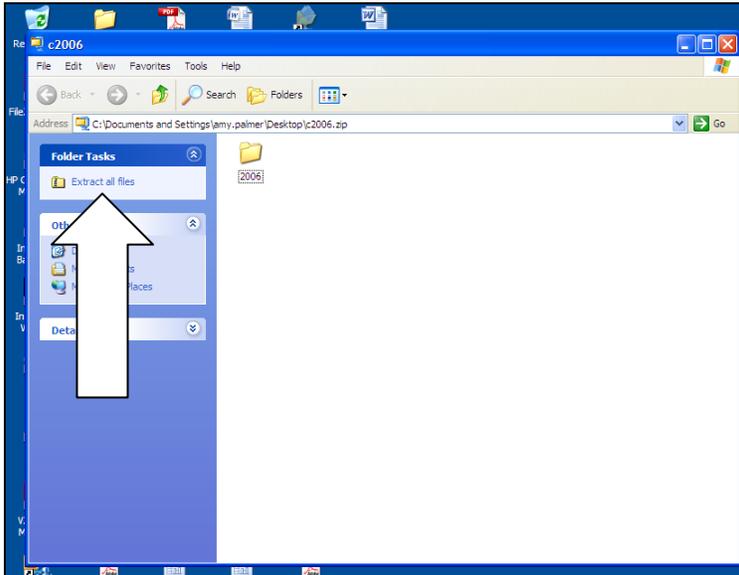
6. You will receive a message once the file is downloaded:



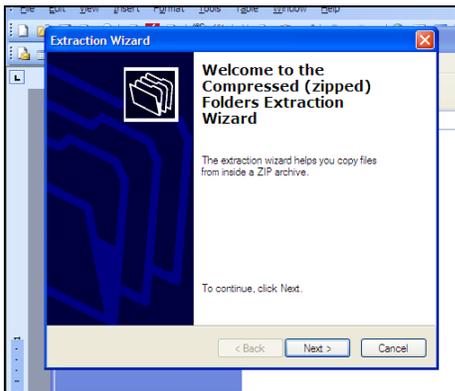
7. Create a folder in a location on the hard disk to place the files contained in the .Zip file.
8. Go to the location where you saved the zipped file and right click on it.
9. Select **“Open With”** and select **“Compressed (zipped) Folders”**:



10. Select **Extract Files** from the next screen:



11. Select **Next**:



12. Navigate to the folder you created in Step 7, open it and select **Next**:



*This directory should be the directory created in step 7.*

13. The following screen will appear:



14. You will receive notification once the extract is complete:



15. The files will be located in the newly created folder and you can burn them to CD.

