

# Brand New Installation

## Install Required Programs

### Microsoft Access Runtime

*\*NOTE: For users running Windows XP or Windows Vista, Microsoft Access 2013 cannot be installed under those operating systems. Instead, you will need to install MS Access 2007 Runtime before trying to run the TaxColl2k Setup. This program is available from the Updates section of our website.*

*Microsoft has not provided security patches for Windows XP since 2014. Microsoft will stop providing security patches for Windows Vista on April 11, 2017. We strongly recommend if you are running one of these operating systems to upgrade to a more secure system.*

1. Click this link to download PDFCreator: [PDFCreator Setup](#)
  - *TaxColl2k uses this utility to export some reports to PDF.*
  - *If everything went correctly, you should get a message from your browser asking if you want to "Run"/"Open" or "Save" the file.*
  - *Choose "Run"/"Open" then click the "OK" button. The file will download.*
  - *After the download finishes, the setup file will start automatically. Windows or an anti-virus program may ask if you are sure you want to run the file. You may also need to provide an administrator password, depending on how your computer is set up. Press "OK" or "Allow" as necessary to allow the setup program to open.*
2. Click this link to download the latest copy of our full installer: [TaxColl2k Setup](#)
  - *If everything went correctly, you should get a message from your browser asking if you want to "Run"/"Open" or "Save" the file.*
  - *Choose "Run"/"Open" then click the "OK" button. The file will download.*
  - *After the download finishes, the setup file will start automatically. Windows or an anti-virus program may ask if you are sure you want to run the file. You may also need to provide an administrator password, depending on how your computer is set up. Press "OK" or "Allow" as necessary to allow the setup program to open.*
  - **Important:** *If you receive the message, "MS Access was not found. Please visit <https://grandjean.net/updates/> to download and install Access Runtime 2013," then **continue with Step 3 below.***
3. **Only if needed**, click this link to download a copy of the Access Runtime: [Access Runtime 2013 Setup](#)
  - *Download and install as you did for the previous files.*
  - *Re-run step 2 above, "TaxColl2k Setup."*

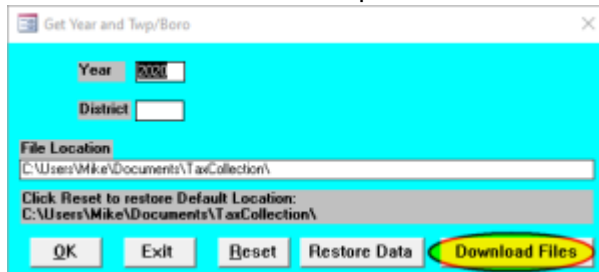
## First Run

**IMPORTANT:** Please follow the instructions in [transferring files from another computer](#) if you have used

TaxColl2k before and are just moving to a new computer. The rest of these instructions are for brand new users.

The "Get Year and Twp/Boro" form opens when the program starts up for the first time.

1. Click [Download Files] to open the file download form:



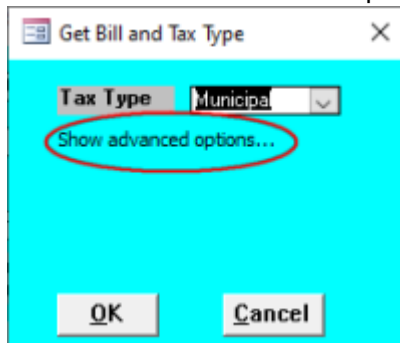
Get Year and Twp/Boro

Year: 2020

District:

File Location: C:\Users\Mike\Documents\TaxCollection\  
Click Reset to restore Default Location: C:\Users\Mike\Documents\TaxCollection\  
OK Exit Reset Restore Data **Download Files**

2. Click on "Show advanced options..."



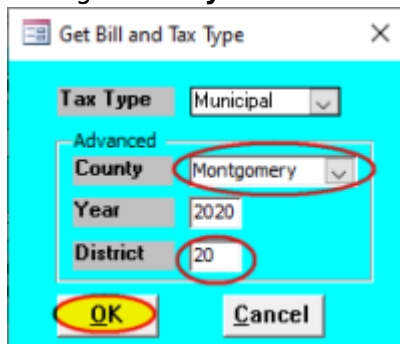
Get Bill and Tax Type

Tax Type: Municipal

**Show advanced options...**

OK Cancel

3. Change **County** and **District** to match your information, then click [OK]



Get Bill and Tax Type

Tax Type: Municipal

Advanced

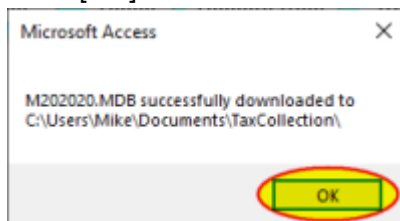
County: **Montgomery**

Year: 2020

District: **20**

**OK** Cancel

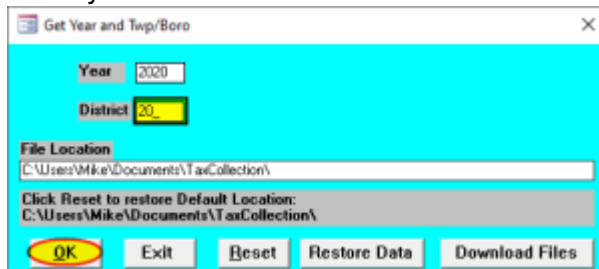
4. If the file downloaded correctly, you will get a message box saying "...successfully downloaded..." Click [OK] to dismiss the message:



Microsoft Access

M202020.MDB successfully downloaded to  
C:\Users\Mike\Documents\TaxCollection\  
OK

5. Enter your **District** number in the box then click [OK]:



Get Year and Twp/Boro

Year: 2020

District: **20**

File Location: C:\Users\Mike\Documents\TaxCollection\  
Click Reset to restore Default Location: C:\Users\Mike\Documents\TaxCollection\  
**OK** Exit Reset Restore Data Download Files

## TECHNICAL NOTES



TaxColl2k runs inside Microsoft Access. If you don't have Microsoft Access on your computer, you will need to install the free Access Runtime from our website before installing TaxColl2k.

You don't need to worry about whether you have Microsoft Access or not. When you run our setup program, it will look for a suitable version of Microsoft Access. If it can't find it, it will let you know. At that point, you will just need to install the Access Runtime from our website and then re-run the TaxColl2k installer.

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