Downloading and installing Easy file
How to download and install Easy file?

Incident:
Installing E@syfile.

Solution:

1. You will need internet access to download the latest version of easy-file employer. Go to SARS efilling website at www.sarsefilling.co.za and click on the easy file download icon.

2. Click download for windows to start the download process.

3. Complete your company details and start the download process.

4. Double click the setup-employer file to unzip and double click the extracted file to initiate the installation process. A pop up message will guide you through the remainder of the installation process. Once the software is installed, this will automatically open and a setup screen will appear.

5. Continue to setup the users on this screen. You will be prompted to setup 3 users, namely Admin, User 1 and User 2.

6. Create a user account for persons who will be using easy file. Enter user's names as well as a password, using the criteria stated above. Repeat the password and enter a hint and click next. You will be required to enter the second user's details, as above.

7. Click login to the application. You will be required to enter your easy file employer login details. This may be Admin, user 1 or user 2.

8. If you are unsure about your password, click forgot password.

9. Now that you are logged in you can start working on easy file.