

## **Installing or Updating Greenshades Tax Filing Center**

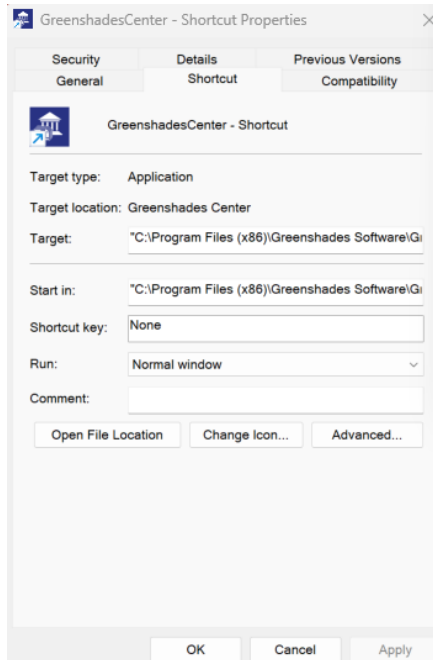
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# Installing or Upgrading the Greenshades Tax Filing Center

To install or upgrade the Greenshades Tax Filing Center on your machine:

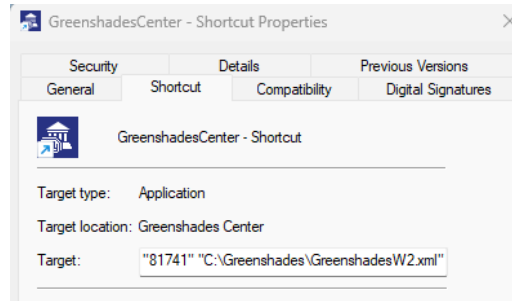
1. As part of configuring the Greenshades Tax Filing Center, you need to have an account on <https://www.greenshadesonline.com/> and know the Greenshades 16-character Registration ID and Company Name associated with it. Log into that URL if you need to look them up.
2. As part of using the Greenshades Tax Filing Center, you will put the file containing your statutory report data into a folder on your machine, in preparation for filing it through Greenshades. If you already have a folder that you will use for this purpose, take note of the path to that folder. If you have not yet created that folder, create it now. You will store this folder path in the final steps of this process.
3. To download the Greenshades Tax Filing Center install, go to:  
<https://www.greenshades.com/tax-filing-center-download/>
4. In the “Download the Tax Filing Center” section of that page, click “Download the Tax Filing Center for Dynamics AX with Loki Payroll”  
The downloaded installer will be called “GreenshadesCenter(Loki).msi”
5. Run the installer to install the Greenshades Tax Filing Center on your machine.
  - If an older version of the Greenshades Tax Filing Center is already installed on this machine, uninstall it, then run the installer again to install it.
  - When you install the Greenshades Tax Filing Center, take note of the folder in which you install it.  
The default is C:\Program Files (x86)\Greenshades Software\Greenshades Center\
6. To make a shortcut to the application, open that folder, right-click the “GreenshadesCenter” application icon, and in the menu that opens, click **Show More Options**, then **Create Shortcut**. Take note of the folder in which you save your shortcut.
7. Open the folder containing your shortcut, right-click the “Greenshades Center – Shortcut” icon, and in the menu that appears, select **Properties**. The following dialog opens:



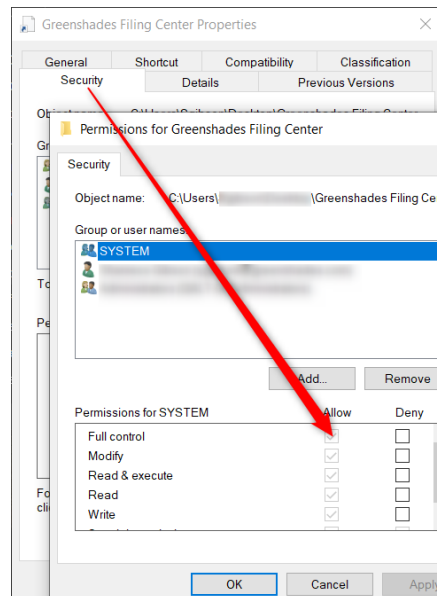
8. On the Shortcut tab of the Properties dialog, the “Target” field contains the path to the application, within straight double quotes. You are going to add 6 more pieces of information into this field, as in the following example. Each piece of information is enclosed in straight double quotes, and a space character separates them:

"C:\Program Files (x86)\Greenshades Software\Greenshades  
Center\GreenshadesCenter.exe" "Loki" "False" "83001" "Our College Ltd."  
"55555" "C:\Greenshades\GreenshadesW2.xml"

Value from the above sample	Your value
C:\Program Files (x86)\Greenshades Software\Greenshades Center\GreenshadesCenter.exe	Leave it unchanged. It is the path to where you installed the application.
Loki	Loki
False	False
83001	Your organization’s 5-digit Greenshades Company ID.
Our College Ltd.	The name under which your organization files statutory reports
55555	Your zip code. It is just used for weather display in the Greenshades Center.
C:\Greenshades\GreenshadesW2.xml	The path to the folder and file that will hold your W2 data, including the name that you will use for that file.



- Click the **Security** tab of the Properties dialog. Give full control permissions to the Users Group for the GreenshadesCenter directory.



- Click OK to close the Properties dialog.
- To open the Greenshades Tax Filing Center, launch it by right-clicking the “Greenshades Center – Shortcut” icon that you created and choosing “Run as administrator.”  
If a dialog appears requesting your 16-character registration key, enter it and click Validate.  
The Tax Filing Center opens.  
If a Greenshades Auto Update dialog opens asking if you want to apply updates, click Yes. The application will close, apply updates, and report when the Update process has completed successfully. Close that notification dialog and re-launch the Greenshades Tax Filing Center.
- To import most report XML files that you generated from Anthology Payroll, click the Settings button in the lower left corner of the Dynamics Filing Center window, click the Import Data tab, and click Load XML Data File. Select your file and click Open.

Then in the Dynamics Filing Center window, click Create E-File Returns and use the wizard to build, review and file the listed returns.

To import a W2 XML file, first ensure that the file’s name matches the name you used in Step 2 above, and that the file is in the folder that you identified in Step 2 above.

Then click “Create Year-End Forms” in the left column of the Greenshades Tax Filing Center. You will review the data, file it, and create W-2 slips from [greenshadesonline.com](http://greenshadesonline.com).

## Exceptions

Symptom	Resolution
In the Greenshades Tax Filing Center application, when prompted to validate my Registration Key, I enter my valid 16-character registration key and I get a message that Tax Filing Center could not access the internet. I have confirmed that I can access the internet.	Add the following 4 URLs to your machine’s Windows Internet Options control panel > Security > Trusted Sites:  <a href="https://go.greenshades.com/">https://go.greenshades.com/</a>  <a href="https://www.greenshadesonline.com/SSO/admin/default.aspx?url=https%3a%2f%2fwww.greenshades.com%2fMyGreenshades%2fdefault.aspx">https://www.greenshadesonline.com/SSO/admin/default.aspx?url=https%3a%2f%2fwww.greenshades.com%2fMyGreenshades%2fdefault.aspx</a>  <a href="https://www.greenshadesonline.com/GOESAdmin/SpaV2Wide.aspx?app=core&amp;pageTitle=Home#/core/admin">https://www.greenshadesonline.com/GOESAdmin/SpaV2Wide.aspx?app=core&amp;pageTitle=Home#/core/admin</a>  <a href="https://www.greenshadesonline.com/SSO/admin/default.aspx?url=https%3a%2f%2fwww.greenshadesonline.com%2fdefault.aspx&amp;q=">https://www.greenshadesonline.com/SSO/admin/default.aspx?url=https%3a%2f%2fwww.greenshadesonline.com%2fdefault.aspx&amp;q=</a>