



# EZUpload Client

## Import From Compatible Management System to EZLynx

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Save time with the **EZUpload Client** - a fast, easy and secure way of importing applicant information directly from your compatible management system into EZLynx!

Use the appropriate download link below to install our virtual printer, known as the EZUpload Client, on each computer. Choose a link based on the computer's operating system.

To locate a computer's operating system:

- Click the **Start** menu at the lower left side of the computer
- Right click on **My Computer/Computer**
- Click **Properties** to see the operating system information

NOTE: Windows 8 operating systems look like this



**The management system and all browser windows MUST BE closed during installation.**

[64 Bit – Windows 8](#) or [32 Bit – Windows 8](#)  
[32 bit - Windows 7 \(and Windows 2008 Server\)](#)  
[64 bit - Windows 7 \(and Windows 2008 Server\)](#)  
[64 bit - Windows Vista](#) or [32 bit - Windows Vista](#)  
[32 Bit – Windows XP \(and Windows 2003 Server\)](#)

Once the installation is complete:

- Select an ACORD 80 or 90 in your management system
- Click the Print button
- Select the **EZPDF Upload Printer** from the printer choices
- In the following pop-up box, enter your EZLynx username and password
- EZLynx will open and the information will bridge as a new applicant
- You will need to enter your EZLynx username and password the first time only

**Questions? Contact [support@ezlynx.com](mailto:support@ezlynx.com)**

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