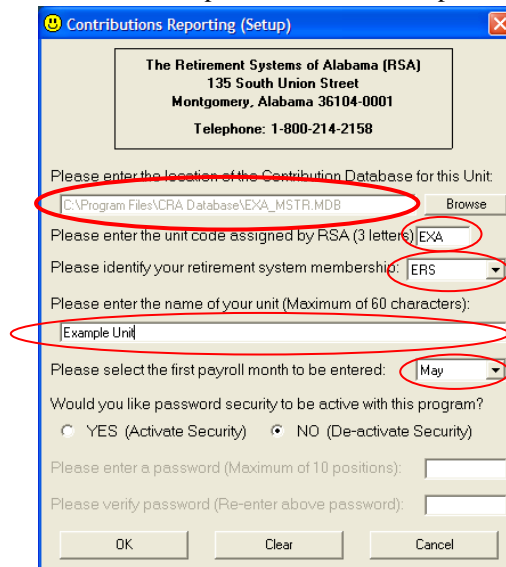# Upgrading your CRA Program to the Latest Version

This document will help to upgrade your CRA program so you can use the new upload feature available on the RSA website. If you will be moving to a new computer, you can skip the removal process. However, you will need to copy the information from step 1 in the removal process to use in step 9 of the installation process. If you're doing a completely new install and don't have the software currently installed anywhere, you will need to call the RSA Service Desk at (334)517-7411 so that we can help you get the correct information to complete step 9 of the installation process.

Removing the Old Version of CRA

1. Before removing the CRA program you will need to get some information out of it to make it easier to set back up when you install the new version. Open CRA and under the Setup menu at the top of the screen, click the "Change File Path…" option.
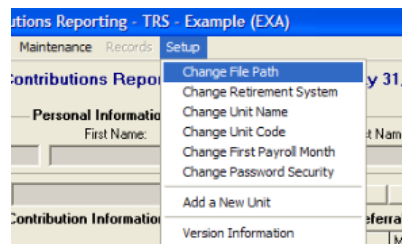

2. A setup screen like the one below should open. **Write down** the information from your program under the **database location**, **unit code**, **retirement system membership, unit name** and **first payroll month** fields. You will use this information for step 9 of the installation procedure.

3. In the start menu, click "Control Panel." In the control panel window open the "Add or Remove Programs" (Windows XP and earlier) or "Programs and Features" (Windows Vista and later) icon. If you come to a screen that says "Pick a task…" select "Remove a program." You should now be at a screen similar to the one below.
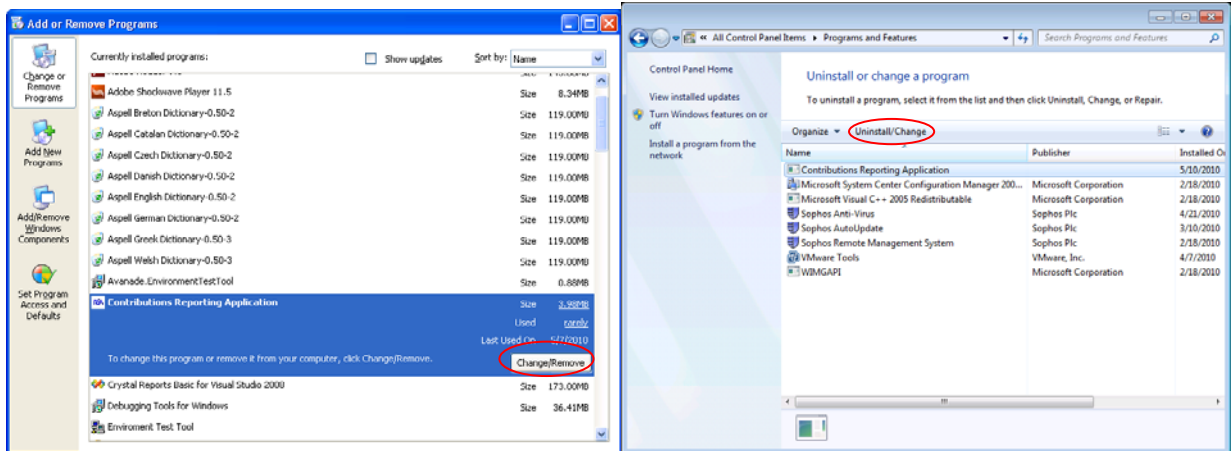
Scroll down to "Contributions Reporting Software" and click the "**Change/Remove**" or "**Uninstall/Change**" button.

4. You should get a prompt like the one below. Click "**Yes"** and the un-installation process will begin.
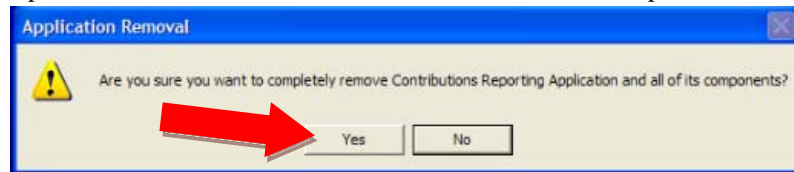
5. You will get a prompt about a "Shared Component" asking if you want to keep or remove a file.
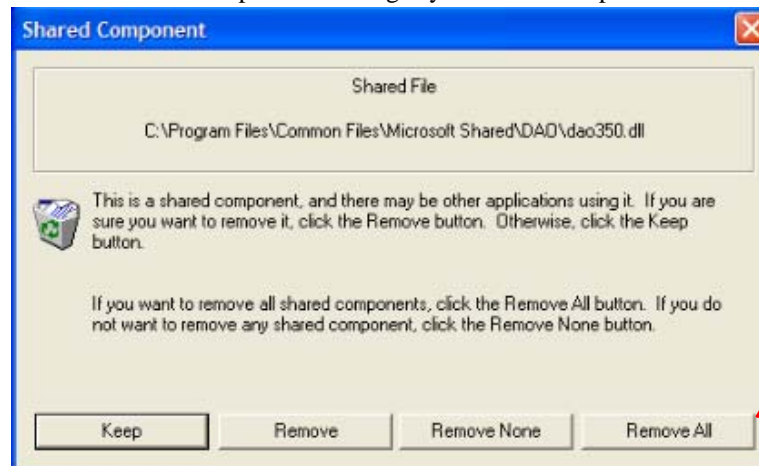
6.
Click "**Remove All**" and you will be prompted again to verify that you want to remove these files.

7. Click "**OK**."
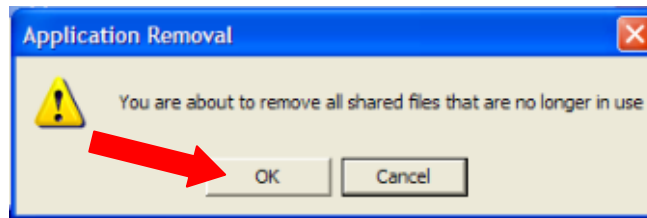
8. The un-install process will continue for a few seconds until you are prompted about an error removing a file.
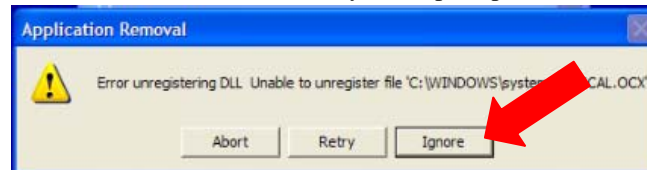
Click "**Ignore**" on all these prompts as you may get several.

9. Once the un-install process is complete you will be prompted about some components not being removed.

Click "**OK**" and **close** the "Programs" and "Control Panel" windows

Installing the New Version of CRA

1. Go to http://www.rsa-al.gov/cra/cra.html in your web browser. Click the "download" link to the right of CRA application and a "File Download" box should appear. Click "Open" in the "File Download" box to download the CRA Install.zip file.
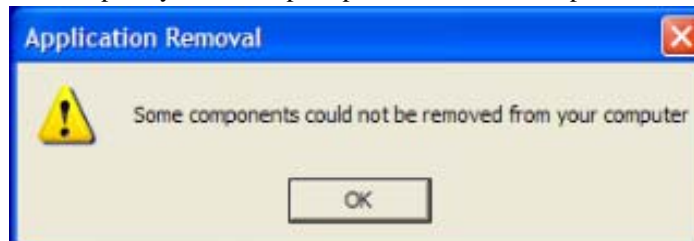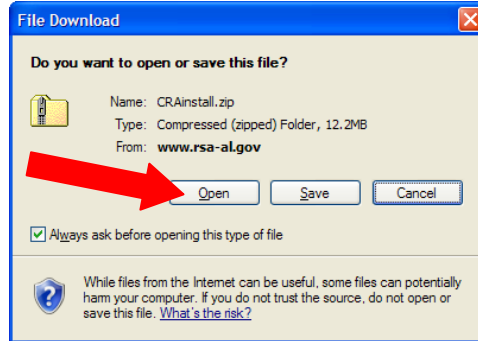
2. The CRAinstall.zip file will open in a new window when the download is complete. Double-click the "setup" icon.
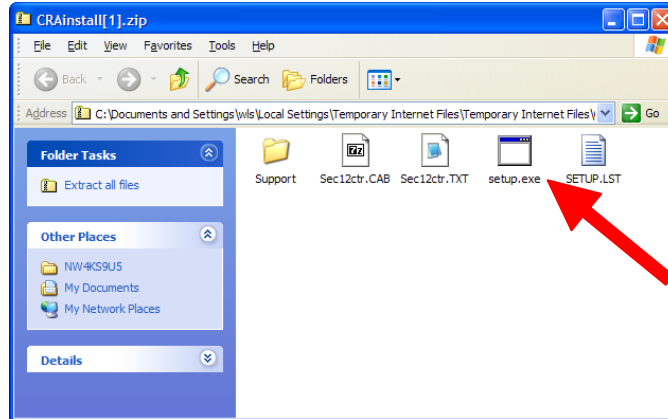
3. If you get a security warning message about the publisher, click "**Run**."

4. The next screen you see is a welcome screen for the program installation. Click "**OK**."

5. The next screen will allow you to change the location that the program is installed to. **It is usually better to leave this option at its default setti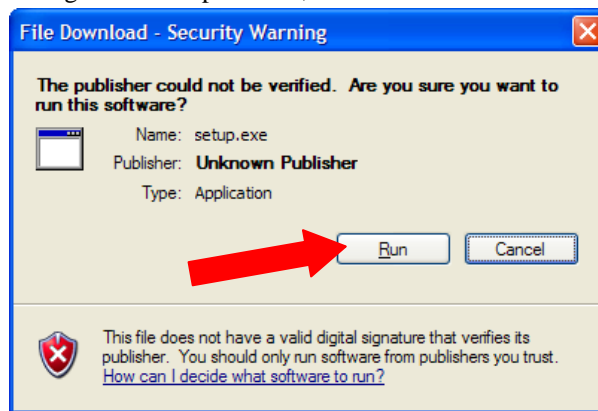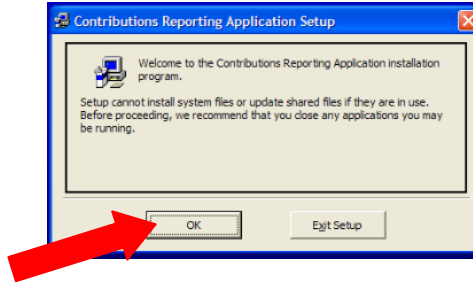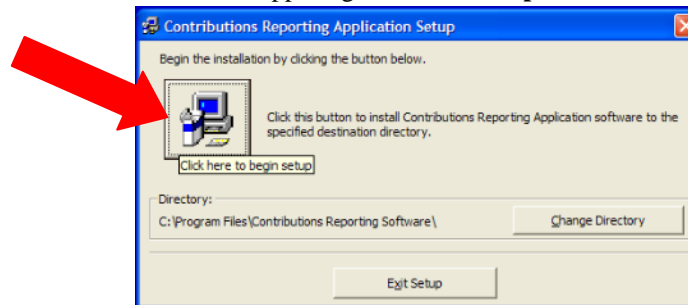ngs** as it makes troubleshooting easier. If you would like to change the installation location, click the "Change Directory" button and select the location you would like the CRA program to be installed. Otherwise, click the button at the upper right with the **computer icon** on it to continue.

6. The next screen will allow you to change the location of the shortcut that will appear in your start menu. Generally, **leaving this option at its default makes the shortcut easier to find**. If you want to change the location for the shortcut icon, you can either enter a new name in the "Program Group:" box or select an existing folder in the "Existing Groups:" box. When you are finished or if you do not want to make any changes, click the "**Continue**" button.
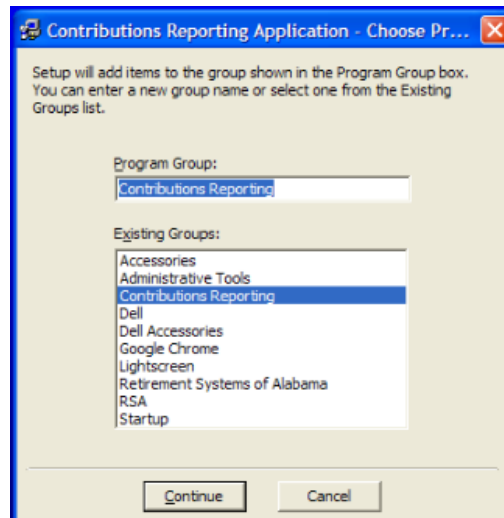
7. You will see a progress bar showing how far along the installation is. You may get some "Version Conflict" prompts as well. Click the "**Yes**" button on all of these prompts to **keep the file already on your computer**.
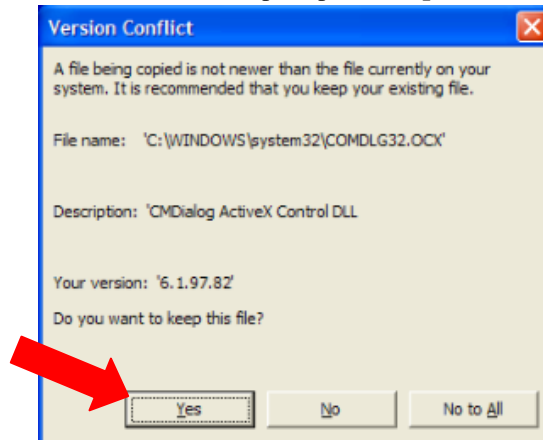
8. When the program installation has completed, you will get a screen similar to the one below. Click "**OK**" and the setup screen will close.
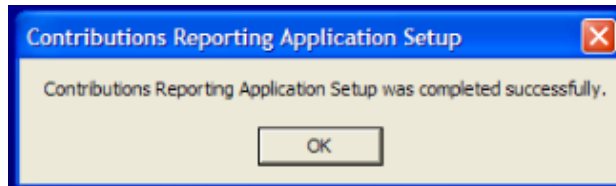
9. **Close** any windows you may have opened during the installation process.
10. In the **start menu** go to the "**All Programs**" or "**Programs**" section at the bottom and find the "**Contributions Reporting**" folder (**if you changed the location in step 4, then you will need to go to the location you selected**). Inside this folder there is a shortcut to the CRA program. If you would like a shortcut to the program on your desktop, **right-click** the icon and under "**Send To**" select "**Desktop (create shortcut)**". **Once you're finished, open the CRA program**.
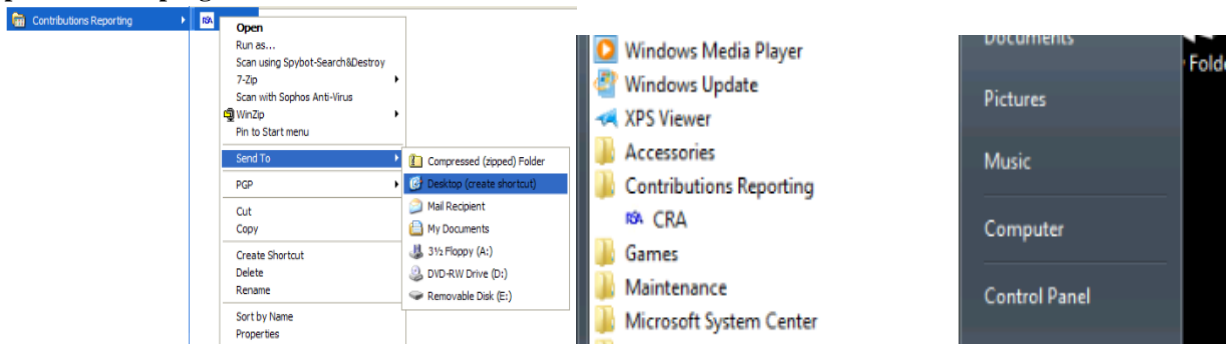
11. **The first time you run the program you will come to a "Setup" screen similar to the one in step 1 of the removal process except the fields will be blank**. Use the information you wrote down from step 1 of the removal process to fill in the blanks.

The first blank will be filled in by using the **"Browse" button** to navigate to the path you have written down. In most cases, the path will be "**C:\Program Files\Contributions Reporting Software**."
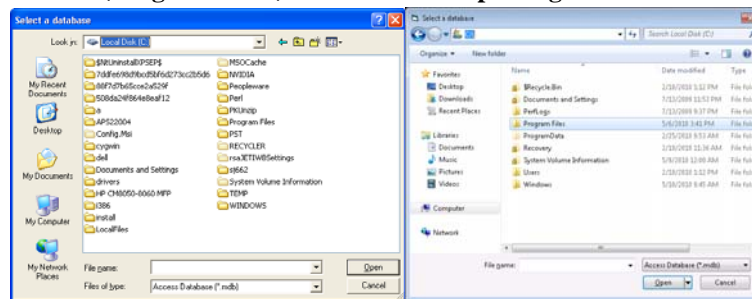
To navigate to "**C:\Program Files\Contributions Reporting Software**" from the "Select a Database" window (Similar to one of the above images), make sure that the "Look in:" box at the top is set to "(**C:**)." **If your screen looks like the one on the above right, you may have to type "C:" into the box at the top next to the back and forward arrows**. From this point on, find the folder with the name between the "****" symbols and **double-click** on it up to the point where the name doesn't have a "****" to the right. At this point, you should see a file with the **first 3 letters** of the name being your **unit code** followed by **_mstr**. Double-click that file to go back to the Setup screen. **Do not double-click the SetupDB file**. All the other fields can be typed directly in or chosen from a drop-down menu. When you're finished click "**OK**".

12. The application should come to the screen it usually does when you open it. Click the "Open Database" button and you should be ready to start using the application.
NOTE: The first time you try to file after upgrading your program, you will likely need to fill in the "Preparer Information" on the "Tally Remittance" screen with your information or you will get an error when you click the "Create RSA File" button.