

Millennium Upgrade Guide

WARNING: All users must run the same version of Millennium to prevent data integrity issues. If you have any questions, please have an authorized payroll contact call 800-815-3023.

Upgrade Instructions

- 1) Navigate to <https://www.cbiz.com/insurance-hr/services/payroll/installfiles>
 - a. Click on item 1. **Millennium 3 Payroll Software – MillennXXXXXXX.exe** to download the latest version of Millennium.
- 2) After clicking the link, you will be prompted to **Run** the application or **Save** it. Select **Run**.
*Note: If you are using a browser other than Internet Explorer (e.g., Mozilla Firefox or Google Chrome) you may only have the option to **Save File**. If this occurs, please check your **Downloads** folder on your desktop for the Millennium executable and double-click it to start the upgrade.*
- 3) After your program has finished downloading, you will be guided through a series of prompts. Click **Next** on the first screen. After the installer has finished, click **Finish**.



- 4) **Right click** on your Millennium shortcut, and click “Run as Administrator.” Log in with your username and password like normal. You will see a screen labeled **Configuring Database**. Please do not cancel out of this screen. Updates to the Millennium application are being processed. Once completed, you will be prompted to click **Finish** and Millennium will open.



*****You only need to do the “Run as Administrator” step once, on one person’s computer – afterwards, you may log in normally by just opening the Millennium link*****

- 5) Millennium will open once the application configuration has completed. Please make sure to upgrade all other users of the Millennium application.

CBIZ Payroll

For Support Please Call: 800-815-3023

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