$\mathbf{Act\text{-}\mathit{f_x}}$: the Actuarial Toolkit for Excel

Actuarial Solutions Limited

Installation notes (new installation)

These installation notes apply to the installation of $\mathbf{Act\text{-}\mathit{f_x}}$ for the first time as trial for a new user or installation on a new computer for an existing user.

Requirements:

- Microsoft Windows 2000, XP, Vista, 7, 10; Home, Professional and Business editions.

- Microsoft Excel: any version from '97 on (32-bit editions only of Microsoft Office 2010 and later).

- Windows 'Administrator' privileges for installation.

- Internet connection for registration and activation.
  (If not available on computer to be used, please contact Actuarial Solutions Ltd for a manual activation).

- Email address for new users for verification on registration.

Installation procedure:

- Ensure that Excel is **not** running before starting the installation.

- If the downloaded installation set-up file has been saved, double click on the file name in Windows Explorer to run the installation set-up program.

- There may be a pause in display of messages after the 'preparing to install' message but please wait and the installation will continue.

- Registration:

    o The software must be registered before it can be used.

    o There is an opportunity for registration at the end of the installation process.

    o If you wish to install a trial version of the software, choose 'Activate as trial' when prompted. This provides a 30-day free trial of the complete software.

    o If you are an existing user with a paid subscription, chose the option 'Activate paid subscription' and enter your product key. You will not need to re-enter your registration details.

    o If the software is not registered on installation it can be registered on first use or by selecting
    'All Programs – Actuarial Solutions – Actuarial Toolkit – Register' from the Windows Start menu.

- A short-cut to a ReadMe file giving further information is placed on the Windows Desktop after installation.

- The software can be installed as a trial on as many pcs as you wish but cannot be re-installed as a trial on the same pc after the expiry of the 30-day free trial period.

- When starting Excel for the first time after a new installation, use the 'Browse' button in the Add-in Manager to locate the 'ActuarialToolkit.xll' file in folder '\Program Files (x86)\Actuarial Solutions\Actuarial Toolkit'. Further detail is given in the ReadMe file.

- Installation assistance is available from Actuarial Solutions Ltd using the contact details below.