

Corporate Tax Analyzer™ from Bloomberg Tax Version 2018.1 Download and Installation Instructions

Download from Electronic Fulfillment Center

1. Before you begin this process, please add **Product_Delivery@bnasoftware.com** to your email safe senders list so that you will be able to receive the download link email.
2. You will be required to enter your **Customer ID and Access Code**. This information was sent through a letter and/or email to the primary contact on the account.
3. Access the Electronic Fulfillment center by opening a browser to tax.bnasoftware.com/ElectronicFulfillment
4. Enter your **Customer ID and Access Code** and click **Next**.
5. Verify or make changes to the **primary contact** to receive product information and updates. You will have the choice to send the email with the link to download the software to the primary contact or a different person.
6. Check email for an email sent from **Product_Delivery@bnasoftware.com** with a link to download the software. In this email, **click on the link** to access the software download page.
7. On the software download page, click on the **Download** button to begin the download of the zip file.
8. **Install** the software using either the Single-User Installation Instructions or Network Installation Instructions below.

Single-User Installation Instructions

1. When the software download from the Electronic Fulfillment Center is complete, **open** the downloaded **.zip** file or run the downloaded **.exe** file to begin the installation of the software.
2. Double-click **BNACTA2018.1.exe** to start the Installation.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and then click **Next**. (You must accept the terms of the license agreement to install the program.)
5. On the **Destination Folder** panel, choose where you want to install the program. We recommend that you accept the default drive and path (e.g., **C:\Program Files(x86)\BNA Software\CT**). Click **Next** to accept the default folder (or click **Browse** to specify a different folder), then click **Next**.
6. On the **Ready to Install** panel, click **Install** to begin the installation (or click **Back** to edit your responses to the previous panels). The **Installing** panel opens and shows the status as the program adds necessary files to the registry, installs the program files, and creates the program icons.
7. When the installation is complete and the **Completed** panel opens, click **Finish** to exit the setup.

Network Installation Instructions

Step 1: Installation on Network Server

1. When the software download from the Electronic Fulfillment Center is complete, **open** the downloaded **.zip** file or run the downloaded **.exe** file to begin the installation of the software.
2. Double-click **BNACTA2018.1.exe** to **run** the Network Installation.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and then click **Next**. (You must accept the terms of the license agreement to install the program.)
5. On the **Network Location** panel, click **Install** to accept the default location (or click **Browse** to specify a different location). By default, the program files will be installed in **F:\Program Files(x86)\BNA Software\CT**.
6. On the **Completed** panel, click **Finish**.
7. In order for your individual client workstations to access the application, you need to share the **Bloomberg BNA folder** on your network server located at **F:\Program Files\BNA Software**.

Next, you will need to do a quick install at each individual user workstation, as described in the next section.

Step 2: Installing The Client Workstations

After the network server installation is complete, a Workstation setup must be conducted on all local workstations that will be using a license.

Note. Make sure you have sufficient user rights on the workstation to install the program.

1. At each local workstation, open **Windows Explorer** and browse to the **Net folder** located at the following path: **F:\Program Files(x86)\BNA Software\CT\NET** where **F:\Program Files(x86)\BNA Software\CT\NET** is the drive and path previously specified.
2. The **NET folder** contains a file named **setup.exe**. Double-click this file to start the workstation installation.
3. On the **Welcome** panel, click **Next**.
4. After you have read the **License Agreement**, check the box if you agree with the terms and click **Next**. (You must accept the terms of the license agreement to install the program.)
5. On the **Ready to Install** panel, click **Install**.
The **Setup Status** panel is displayed as the program adds necessary files to the registry, installs the program files, and creates the program icons.
6. On the **Completed** panel, click **Finish**.
7. Repeat these steps at each licensed workstation.