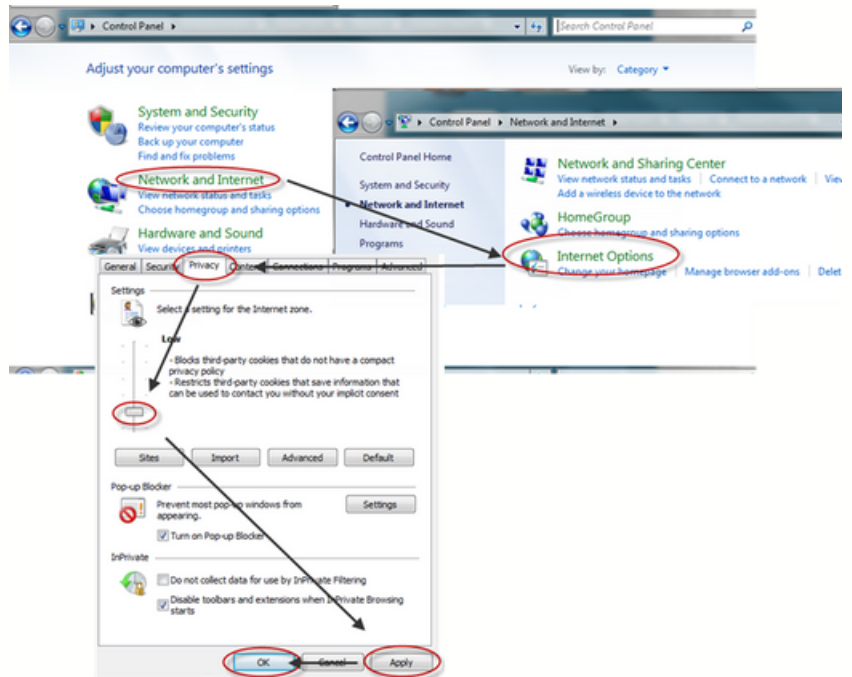# Install Application:

Section 1: Disabling Firewall/Anti-Virus Protection

1 Click on the **Windows** button:

2 Click on "**Control Panel**" (you may have to select *Settings* then *Control Panel* depending on your menu setup)

3 Click on "**System and Security**"

4 Click on "**Windows Firewall**"

5 Click "**Turn Windows Firewall on or off**"

6 Turn all the Settings to "off"

7 Click on the "**Ok**" button

8 Click on the [X] in the upper right hand corner on the Security screen

Keep in mind that sometimes your Anti-virus will block the installation of Vendor 360. It is best to temporarily disable your Anti-virus in addition to disabling your firewall. Once the application is installed both the Anti-virus and firewall(s) can be turned back on. If you do not know how to disable your Anti-virus program, please Google the instructions by searching "how to temporarily disable {insert Anti-virus program name}".

Section 2: Changing Privacy Settings

1 While still in the control panel, click on "**Network and Internet**"

2 Click on **Internet Options**

3 Click on "**Privacy**" tab

4 Click and hold the slider, move it downward until it is set to **Low**

5 Click on the **Apply** button

6 Click on the **OK** button

7 Click on the red **X** in the upper right hand corner of the **Control Panel**

Section 3: Installing Application

1 Enter the following install link using a Google Chrome (⊙) browser:
https://app.mcs360.com/MCS360Applications/MCS360Vendor/publish.htm

2 Click the "**Install**" button:

3 Click "**Run**" when the following prompt appears:

NOTE: If at any time during the process you get stuck or receive an error message please contact the I.T. Liaison at 813-405-1045 or submit an incident by logging into the MCS Service Desk.

Keep in mind, the Vendor 360 application was downloaded onto your computer. Do not try to login to Vendor 360 via the mcs360 website.

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