E-Com Client Installation for Windows
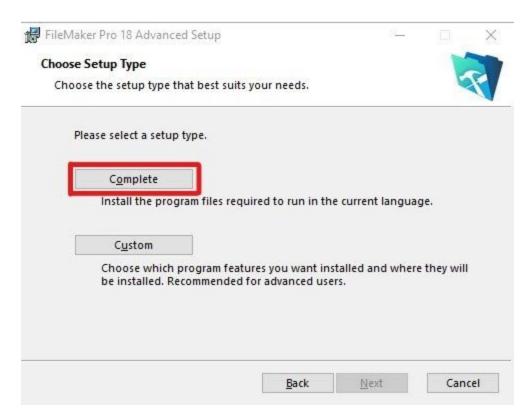
1. Download the zip file from
   https://www.portagebaysupport.com/clients/ecom.html:
   The Windows E-Com client installer; depending upon the speed of your
   connection, this may take up to 20 minutes to download.
2. Find the downloaded client installer file (named "FileMaker Pro 18
   Assisted Install Win.zip") and right-click on it. Select "Extract All" and
   select a place to extract it. Check the box next to "Show extracted files
   when complete." Click Next.
3. Open the unzipped folder and double-click the Setup icon. If you get an
   "Unknown Publisher" message, select "Run" to continue the installation.
   If you get an "allow program to make changes" question, select Yes.
4. A small dialog window should open, asking for your choice of Language.
   Click OK.
5. The installer should come up – select "Next."
6. Select "Next" at the Destination page.
7. Click the "Complete" button to select that setup type.

8. Select Install. Depending on your computer's processor speed, this may take several minutes.
9. Once FileMaker has been installed, click the "Finish" button.
10. FileMaker may open; if so, you may close it. If you get a "New Version Notification" message, check the box by "Don't tell me about new versions again" and click Cancel.
11. If Apple's Bonjour software needs to be installed on your computer, a Bonjour installation message will come up; if not, skip to Step 13.
    a. Click "Next" on the Bonjour installation screen. (Note: Windows 7 may not require the following steps.)
    b. Click "Next" on the next screen as well.
    c. Accept the terms and click "Next."
    d. Click "Next" again at the next window.
    e. Leave both boxes checked (you may uncheck the "Automatically update Apple software" if you are short on time) and click "Next."
    f. Once Bonjour installs, click "Finish."
12. Verify that you have a copy of Java more recent than v6.20. You can download the most recent version from http://www.java.com if you are not sure of your version.
13. Please use the login file provided by your District's Special Education administrative staff or Portage Bay.
14. Sign in to E-Com with your usual name and password.