

# **DIRECTPAY SYSTEM**

## **INSTALLATION MANUAL**



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# 01. Pre installation checks

## Minimum system requirement for Directpay installation

**Operating System:** Windows 7 SP1 (Service Pack 1) or later

Note: The operating system must be 64-bit.

**Microsoft Office:** Office 2016 or later (64-bit version required)

Note: If Microsoft Access is not installed OR  
you are using an Office version earlier than 2016,

the installer will automatically download and install the free 64-bit MS Access 2016 Runtime from a clean, Microsoft-authorized site.

### A Note on Antivirus & Windows Defender

Sometimes, during installation, **Windows Defender or other antivirus programs** may temporarily block the setup process or display a warning about the publisher being unknown. This is a **common behaviour**, especially for newly installed software from smaller publishers, even if the installer is perfectly safe

We want to reassure you that:

- 1) The **Directpay setup files are clean and safe.**
- 2) They have been packaged using a trusted installer.
- 3) There are **no viruses or harmful content** in the installation.

If you encounter any warnings or the installer is blocked:

1. **Temporarily disable** Windows Defender or any third-party antivirus software.
2. Run the installer again.
3. After successful installation, **re-enable your antivirus** as normal.

## 02. Downloading Directpay software

To download the Directpay software go to the website address

<https://thirdmatrix.com/download-directpay/>

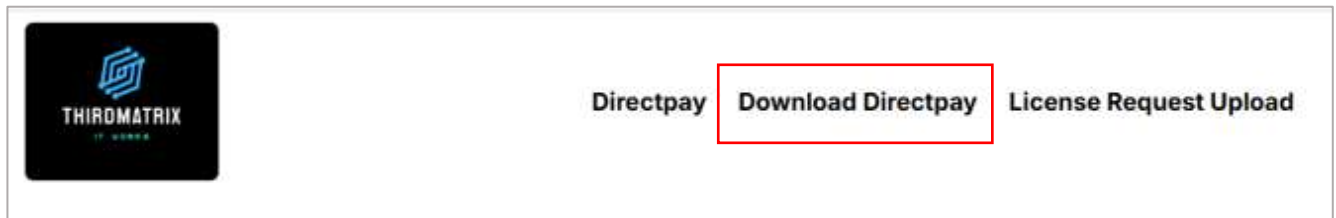


Figure 1

Click on the "Download Directpay" option in figure 1 , which will open the page shown below

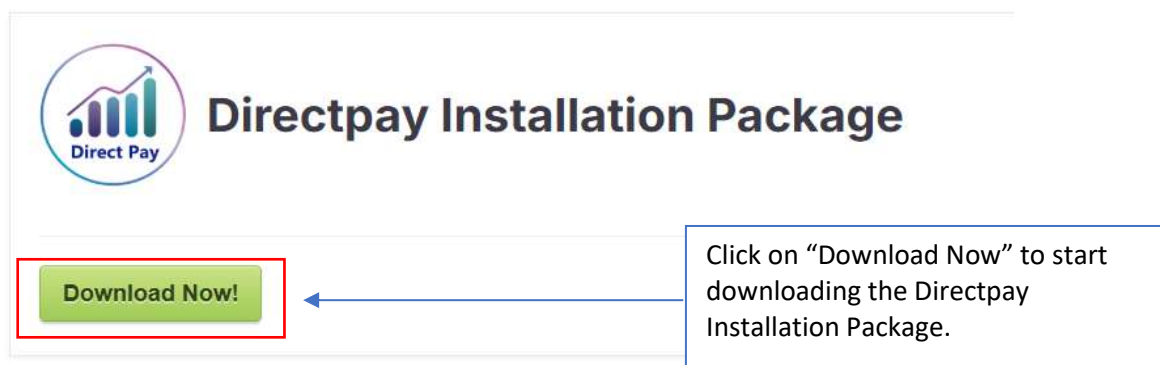


Figure 2

### STEP 1 – Download the Zip file : "Directpay10725.Zip" file from the Thirdmatrix website

Click the green 'Download Now' button. A file save dialog box, similar to the one shown in Figure 3, will appear. Save the file to your Desktop or Documents folder or somewhere you have full access to open and run the file contents without restrictions

The below example in figure 3 , illustrates saving the installation file into the "Documents" folder

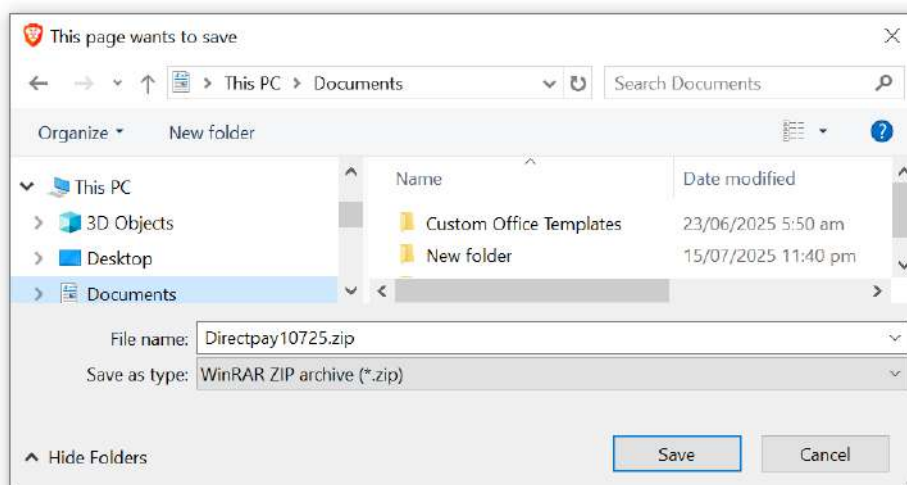


Figure 3

## Step 2: Unzip Directpay10725.Zip file and Start the Installation

● **IMPORTANT:** Please close any open programs before proceeding with installation process

1. Go to the folder where you saved the downloaded ZIP file (e.g., Desktop or Documents).
2. Right-click the ZIP file and select "Extract All..." from the menu.
3. When prompted, choose a folder to extract to (you can leave the default location as it will extract in the same folder).
4. After extraction, open the new folder called (Directpay10725)

The extracted folder should contain the following folders and file:

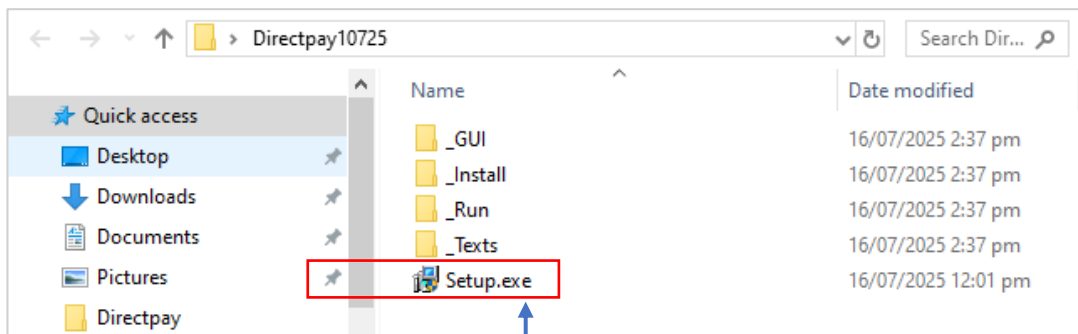


Figure 4

5. Open the extracted folder and double-click Setup.exe to begin installation. Once initiated, the setup process will guide you through the necessary steps as shown below

## 03. Installing the Directpay software

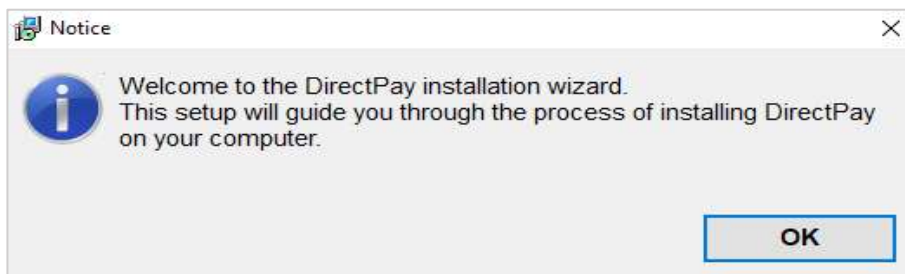


Figure 4

Click on "Yes" to proceed

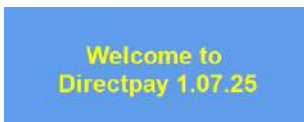
Once you click "**Yes**" in the security prompt shown in Figure 4, the DirectPay installation will begin.

You will see a welcome notice like the one below (Figure 5):



Click on "OK" to proceed

Figure 5



This message will appear briefly and disappears by itself

Figure 6

### System Compatibility Check – Microsoft Office

At this stage of the installation, the installer will automatically verify if your machine meets the **minimum Microsoft Office requirement (Office 2016 or later, 64-bit)**.

#### ☑ One of the following will occur:

1. **If Microsoft Office is *not installed* on your computer:**  
The installer will automatically download and install the **free 64-bit Microsoft Access 2016 Runtime** from a Microsoft-authorized source. This ensures that DirectPay can run even without a full Office installation. ( you will continue from to **figure 7 onwards** )
2. **If Microsoft Office *is installed*, but the version is older than Office 2016:**  
The installer will still download and install the **Access 2016 Runtime** to bring your system up to the required minimum for DirectPay to function properly. ( you will continue from to **figure 7 onwards** )
3. **If your computer already has Microsoft Office 2016 (full version or Access Runtime) or a later version installed:**  
No additional downloads are needed. The installation will proceed directly with the next steps from **Figure 10 onwards**



Figure 7

## PLEASE ENSURE THAT YOUR COMPUTER IS CONNECTED TO THE INTERNET

Click on "Download & Install" to continue.



Figure 8

**⚠ Important:** Do **not** click "Cancel" while this process is in progress.

The installer will automatically download and install the required **Microsoft Access 2016 Runtime (64-bit)** without any user intervention.

Once installation is complete, you may be prompted to **restart your computer** to continue.

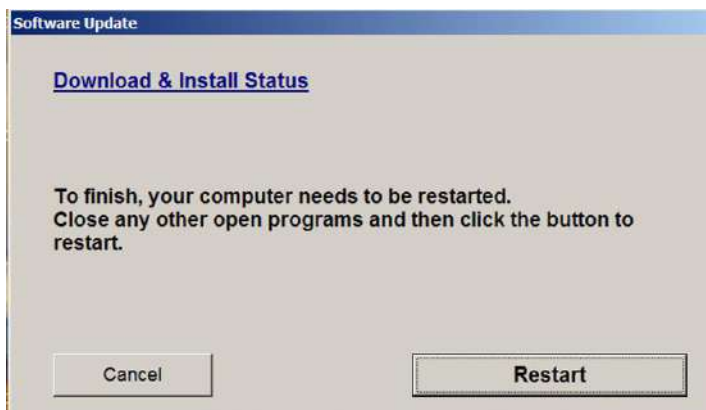


Figure 9

### Restart Prompt – Microsoft Access Runtime Installation

This dialog box **confirms** that the required Microsoft Access Runtime (typically the 2016 64-bit version) **has been successfully installed.**

**Click on the restart button to continue.**

**After the computer has restarted , double click on the setup file again , refer to Figure 4 above**

After your computer restarts the right msaccess version will be loaded and has passed the minimum windows 7 sp1 requirement , **so that normal installation of the software can continue , figure 10 and onwards**

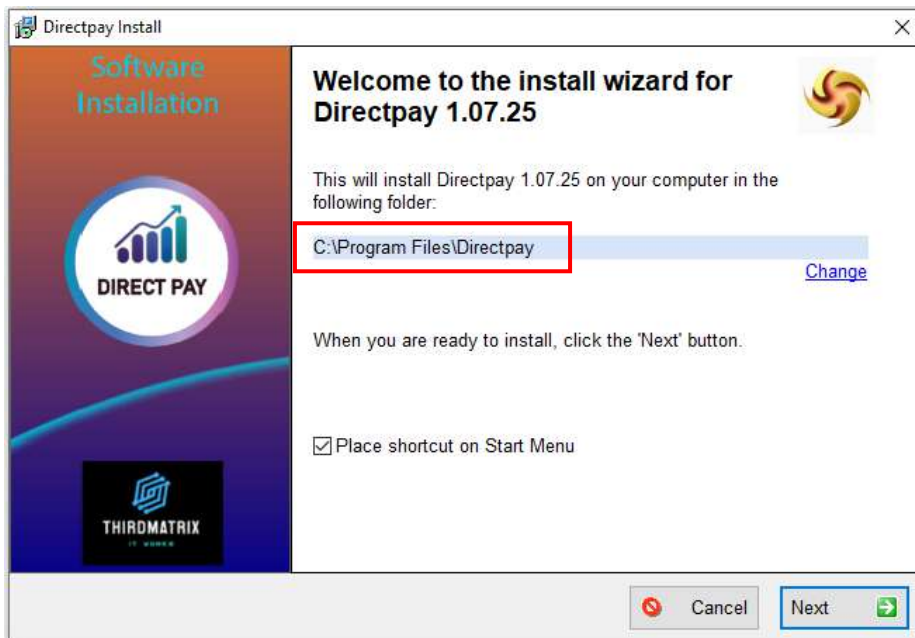



Figure 10

### Important Installation Path Notice

The **DirectPay** software is designed to run only from its default installation folder:  
C:\Program Files\DirectPay

 **Do not change this installation path.**

The application is **hard-wired to operate from this specific location**. If installed in any other folder or drive, **the software will not operate at all**.

To ensure proper installation:

- **Do not modify the folder path**
- Simply click "**Next**" to continue with the default settings

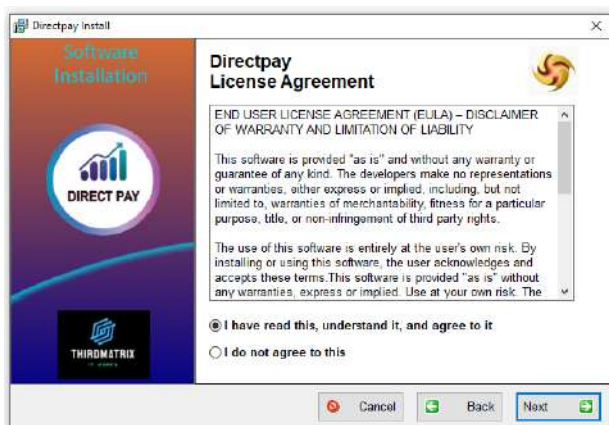


Figure 11

Standard software License agreement

Select "I have read this , understand it , and agree to it" and click on "next" to proceed further



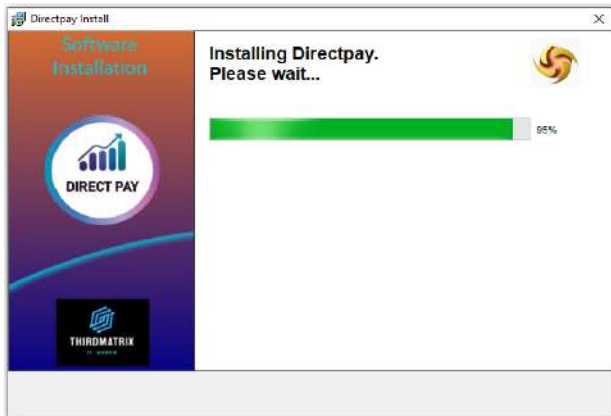


Figure 12

Wait for installation progress bar to reach 100%

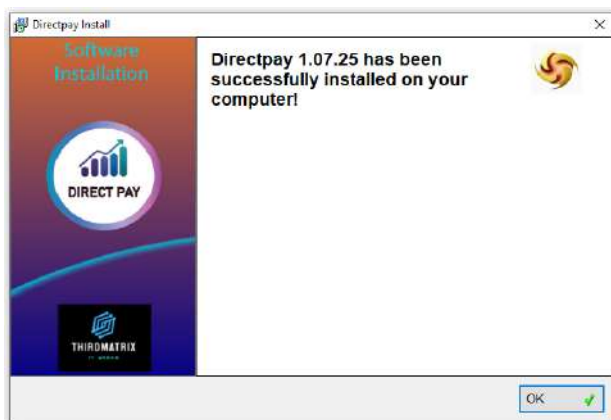


Figure 13

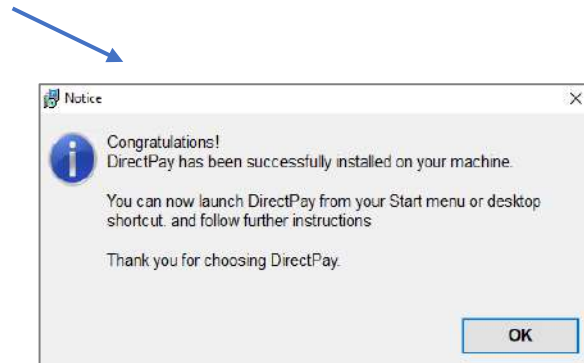


Figure 14

Once you've reached Figure 14 above, the Directpay software has been successfully installed.

A DirectPay icon like the one shown in figure 15 will now appear on the desktop and in the Start menu, confirming that the installation was completed successfully.



Figure 15

## 04. First start of Directpay software

On first launch, the DirectPay software will generate a LicenseRequest.txt file. This file must be uploaded to the ThirdMatrix website to initiate the license activation process.

Once your payment is verified, your license file (DirectPayLicense.txt) will be sent to your email address., ThirdMatrix will prepare a unique DirectPayLicense.txt file, linked specifically to your machine, This ensures the software is properly licensed and owned exclusively by you.

**⚠ Important: The DirectPayLicense.txt file is machine-specific.**

If it was generated from LicenseRequest.txt on **Machine A**, it will **only work on Machine A**.

Every machine generates a **unique** LicenseRequest.txt, so license files are **not interchangeable**.

Step 1 : Look for the Directpay icon on the desktop or the start menu and double click on it

The application will start and you should see the following intro screen followed by a message



Figure 16

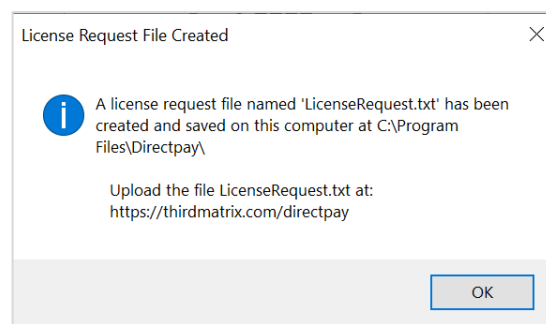


Figure 17

Step 2 : Open windows file explorer and navigate to the path C:\Program Files\Directpay\  
There should be a file named : LicenseRequest.txt in this directory

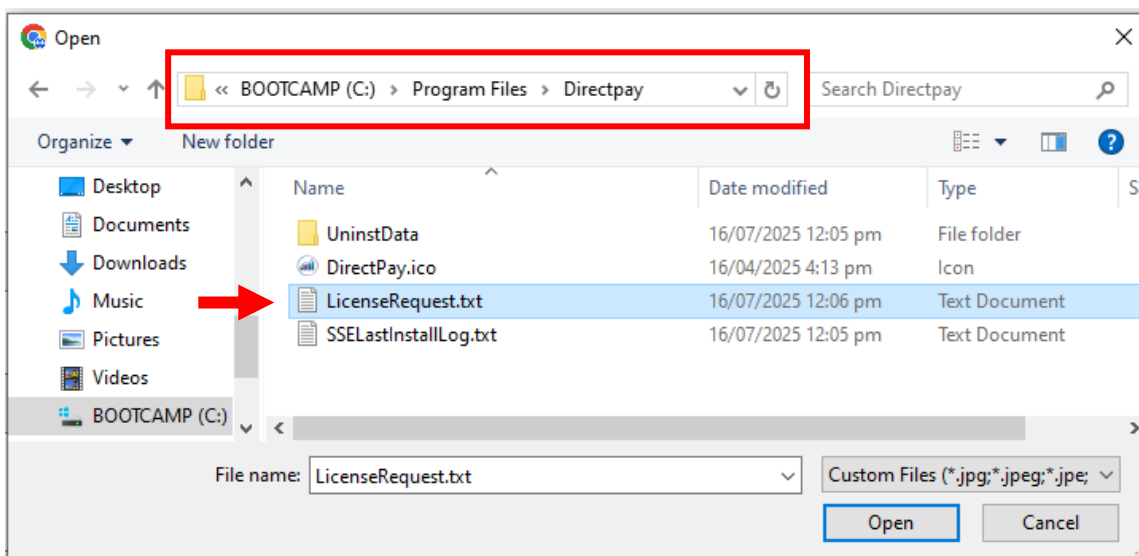
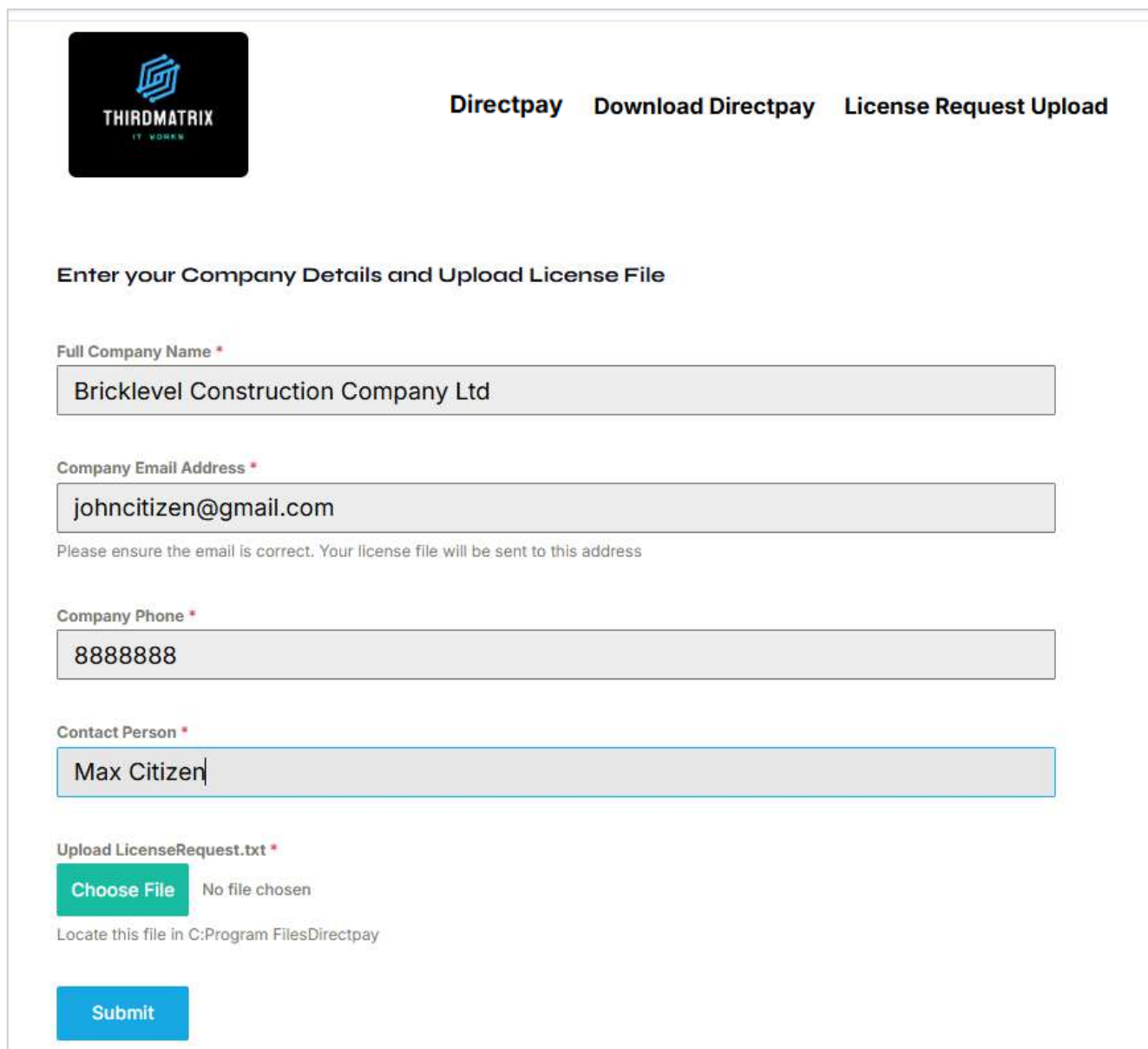


Figure 18

Once you have located the LicenseRequest.txt file on your computer, visit <https://thirdmatrix.com> and click on the **"License Request Upload"** option. Upload the LicenseRequest.txt file using the form as shown below , figure 19



The screenshot shows the ThirdMatrix website interface. At the top left is the ThirdMatrix logo with the tagline 'IT WORKS'. To the right are three navigation links: 'Directpay', 'Download Directpay', and 'License Request Upload'. Below these is a heading 'Enter your Company Details and Upload License File'. The form contains several input fields: 'Full Company Name' with the value 'Bricklevel Construction Company Ltd', 'Company Email Address' with 'johncitizen@gmail.com', 'Company Phone' with '88888888', and 'Contact Person' with 'Max Citizen'. Below these is a file upload section for 'LicenseRequest.txt' with a 'Choose File' button and the text 'No file chosen'. A note below the file upload says 'Locate this file in C:\Program Files\Directpay'. At the bottom is a blue 'Submit' button.

Figure 19

**IMPORTANT :** Please ensure that all information submitted in figure 19 is ACCURATE , the final license file will be sent to the email address given here and the application will be hard coded with the company name given here

Click on "Choose File"

Choose File

Then navigate to C:\Program Files\DirectPay\.. and select the file "LicenseRequest.txt" and click on the "open" button as shown in figure 18

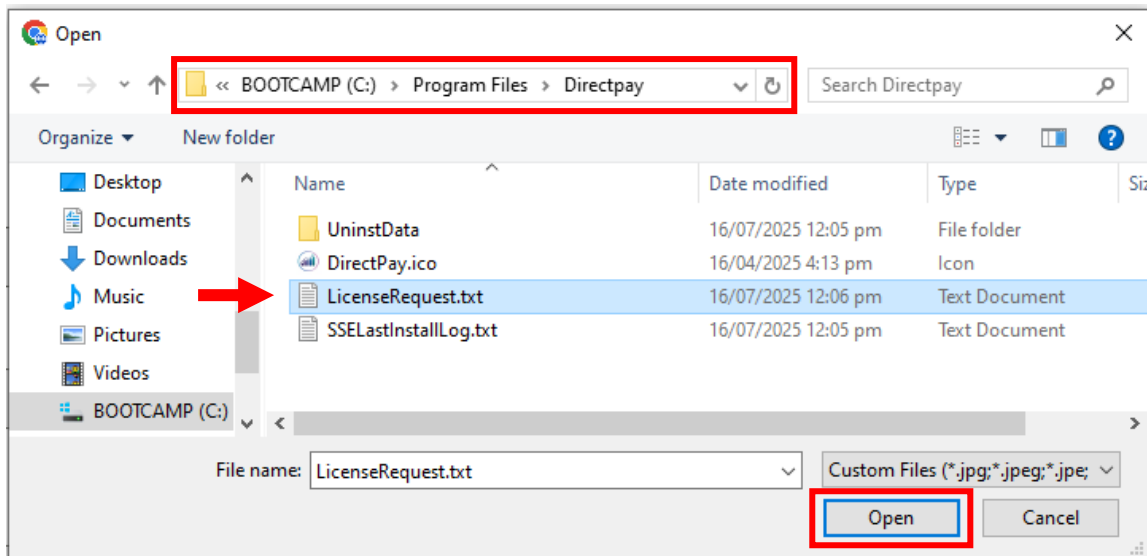


Figure 13

Once the "licenseRequest.txt" file has been uploaded you'll see the following

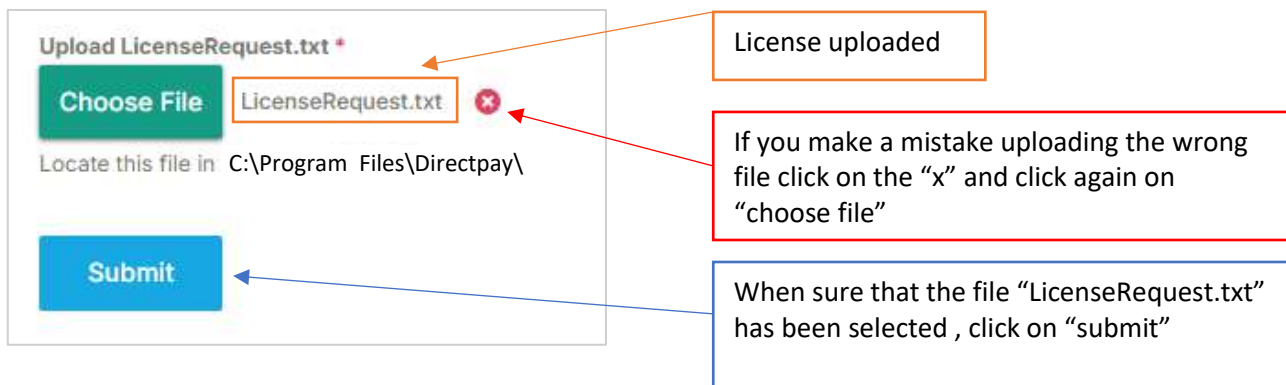


Figure 14

After the file has been submitted the below confirmation screen will appear, confirming receipt of LicenseRequest.txt and that DirectPayLicense.txt will be generated for your machine.

## Thank You for Uploading the Required Information!

Once your payment is verified, your license file (**DirectPayLicense.txt**) will be sent to your email address.

**Please download the attached file** (*DirectPayLicense.txt*) and place it in the following folder on your computer:

C:\Program Files\Directpay

If your browser saves the file to your **Downloads** folder, please manually move it to the folder above.

You should now be able to use your **Directpay** software.

If you need any further assistance, feel free to contact us at [contact@thirdmatrix.com](mailto:contact@thirdmatrix.com)

## 05. Receiving & Activating Your License

After submitting the LicenseRequest.txt file via the ThirdMatrix website, you will soon receive your official license file (DirectPayLicense.txt) by email.

Download the DirectPayLicense.txt file and save it to the following location :

C:\Program Files\Directpay\

After you have copied the DirectPayLicense.txt file to the above directory, it should look like figure 16

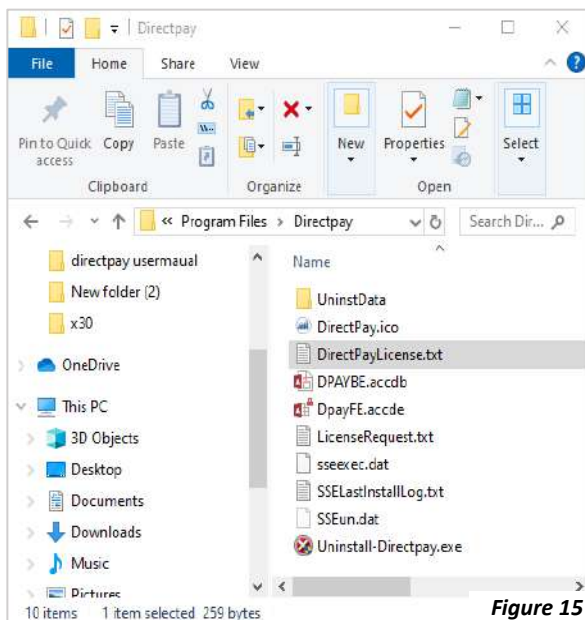


Figure 15

Once the DirectPayLicense.txt file is copied into the directory:

C:\Program Files\DirectPay

—as shown in Figure 18—your DirectPay software will be fully licensed and ready to use.

This license is uniquely generated for the same machine where the LicenseRequest.txt file was originally created. It is permanently tied to that system and will not function on any other device.

You have successfully completed the installation of the DirectPay system. The software is now ready for use — no further configuration is required.

END OF DIRECT PAY USER MANUAL