9. Approve and finalize.

10. Pay employees through your normal process and retain proof.

11. Review monthly contributions and tax, and record the actual remittance details.

12. Back up again.

Separate preparation and approval between two people where practical.

Keep a payroll folder for each year, with subfolders for attendance originals, approvals, payroll PDFs, CSV exports, government receipts, signed reviewer confirmations and full backups. Keep original biometric files unchanged. Give copies useful names, such as 2026-10-first-cutoff-attendance.csv. Restrict access, because payroll contains personal and financial information.

2. Install on an Apple Silicon Mac

1. Check that the Mac uses an Apple Silicon processor (M1 or later) and macOS 12 or later. The arm64 DMG is not an Intel Mac build.

2. Get the installer (the DMG file) only from LokalPay. Do not use a copy from anyone else.

3. If you are upgrading an existing installation, open the old application first and export a Full Backup. Keep the old installer and the backup separately.

4. Quit LokalPay. Open LokalPay_3.9.112_aarch64.dmg in Finder, drag LokalPay into Applications, then eject the mounted installer.

5. Open LokalPay from Applications. The first time, macOS shows a warning (see the next step). After that, confirm that the About box shows Desktop App v3.9.112 and the expected company. First-time users should choose Start Fresh. Existing users must not reset their company merely to upgrade.

6. IMPORTANT: this version of LokalPay is not yet notarized by Apple, so macOS blocks it the first time you open it, with a message that Apple could not verify LokalPay. Click Done (or Cancel), not Move to Trash. Then open System Settings → Privacy & Security and scroll down to the Security section. Next to the message about LokalPay, click Open Anyway, confirm Open Anyway, and enter your Mac password if asked. On macOS 14 (Sonoma) and earlier you can instead right-click (or Control-click) LokalPay in Applications, choose Open, then confirm Open. You only need to do this once. Do not turn off Gatekeeper or other Mac security settings. If macOS still refuses to open LokalPay, stop and contact LokalPay.

7. Make a test backup and check that you can find it before entering live employee information.

3. Install on Windows

1. Export a Full Backup from your current LokalPay, if you are upgrading. Keep it in a safe place.