



Accounting Core: Customer PC Setup and Login Instructions

Introduction

In order to access and launch Accounting Core, Citrix must be downloaded to the PC. Follow the steps below to download Citrix.

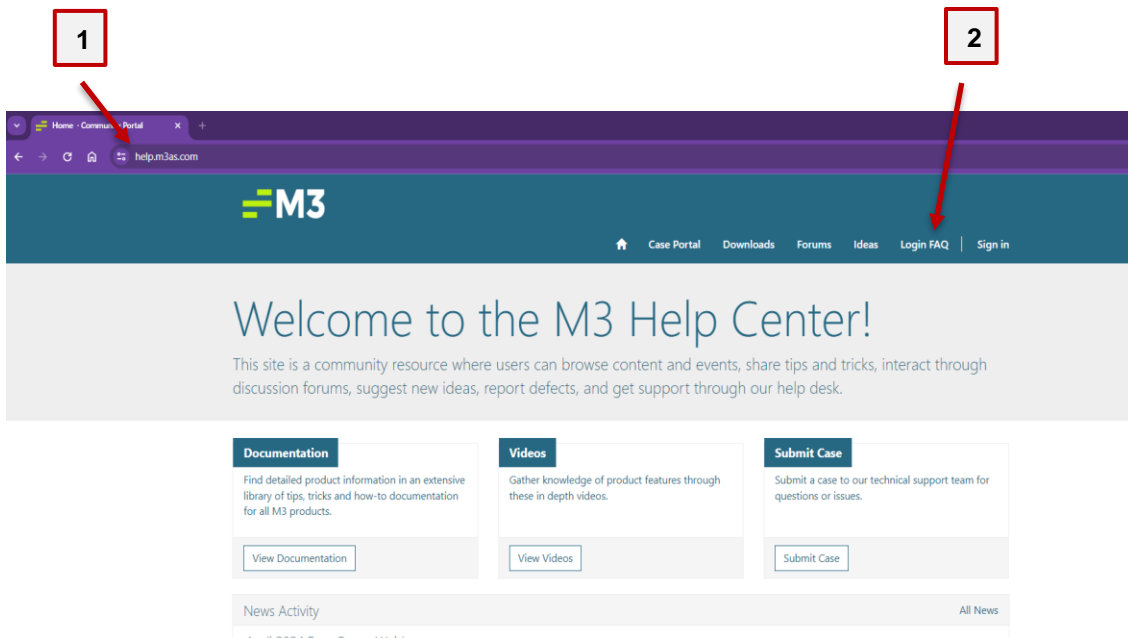
Objective

Outline the steps to download Citrix to customer's PC.

Steps

Follow the steps below to download Citrix.

1. Open **Google Chrome, Mozilla Firefox, or Microsoft Edge** and go to <https://help.m3as.com> (no login is required).
2. Click on **Login FAQ** at the top.



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- Click the link to **download and install Citrix** for the version of Windows (or Mac) used on the computer.

Home > Login Frequently Asked Questions

Login Frequently Asked Questions

Every 90 days the system requires that you reset your password. When it requests that you do so or a technician sends you a reset password, please follow the below criteria:

M3 Password Requirements:

- Passwords **must** be at least 8 Characters in length
- Passwords **cannot** be any part of your M3 All changes have been saved element company name or your name
- Passwords **must** contain all 3 of the following elements:
 - At least 1 Capital Letter
 - At least 1 Lowercase Letter
 - At least 1 Number
- Special Characters are **not** recommended
- A new password **must** be unique and cannot be the same as the previous password (or any of the prior 5 passwords).

A video to walk you through the password reset process can be found [HERE](#)

Question: What Version of Citrix is Best?

Solution :

Windows 10, and 11: Click [HERE](#) for to download the correct version of Citrix .

Mac OS 11 Big Sur, 12 Monterey, 13 Ventura, and 14 Sonoma (up to 14.2.1) Click [HERE](#) for the latest version of Citrix for Mac

Chromebooks: You will need to download the Citrix Workspace app from the Play Store.

Chromebooks are not fully compatible. If you are able to launch Accounting Core on one, it will be read only. You will not be able to import, export, upload images, or scan into Accounting Core.

Printing is not guaranteed to work as well.

- When clicking on the link, the browser will go to the official Citrix website. Click on the **download button** to start the installation process.

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Downloads / Citrix Workspace App / Workspace app for Windows Current Release / Citrix Workspace app 2202 for Windows

Citrix Workspace app 2202 for Windows

Release Date: Feb 7, 2022

Compatible with Windows 11, 10, 8.1, Thin PC as well as Windows Server 2019, 2016, 2012, and 2012R2.

[Download Citrix Workspace app for Windows](#) (222 MB - exe)

Version: 22.2.0.4525 (2202)

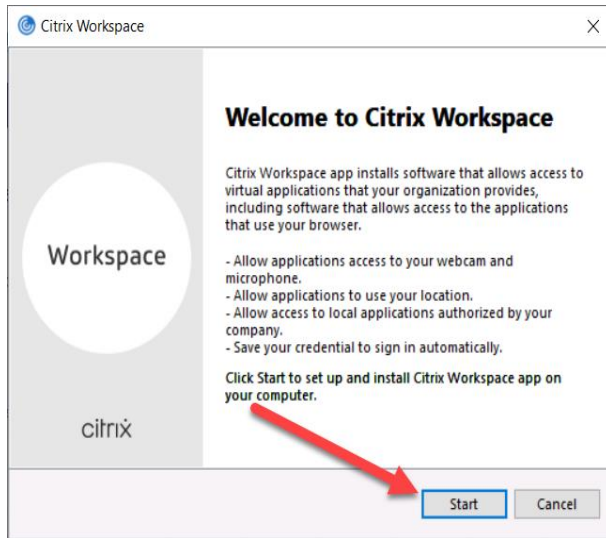
Checksum
SHA-256-9840D4E9A8ABB10625148954E77ADD8DA079326E7065F8BF9588E1E05DA48B66

What's new, fixed or updated (Release notes)

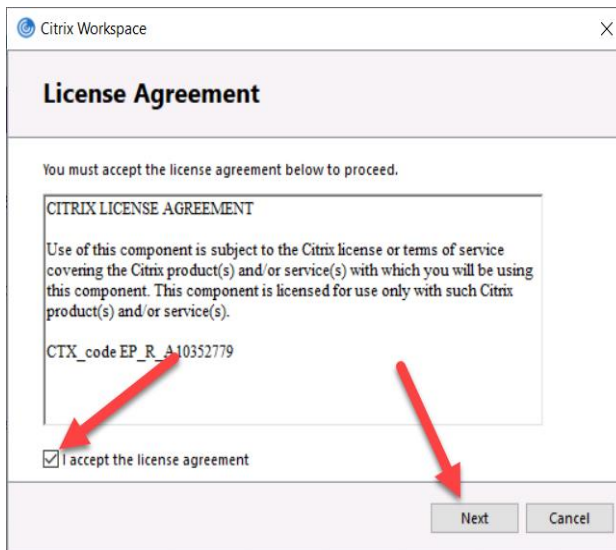
See the [product documentation](#) for the complete list of features.

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5. Open the 'CitrixWorkspaceApp.exe' file from the **Downloads** folder.
6. The PC may provide a prompt asking, "Do you want this to make changes to your computer?" Click **Yes**. Then click **Start**.

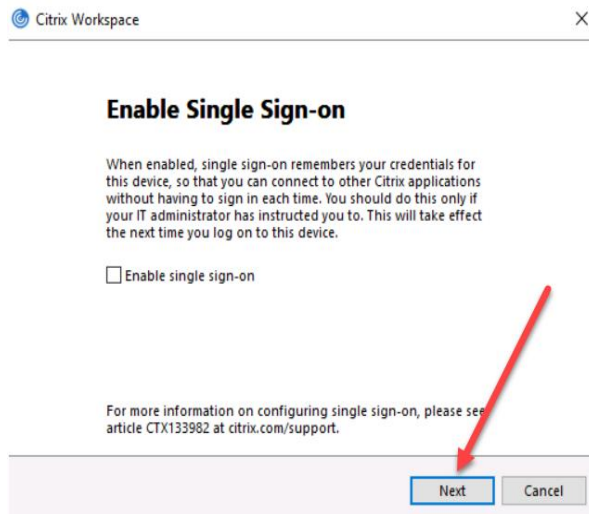


7. **Agree** to the License Agreement and click **Next**.

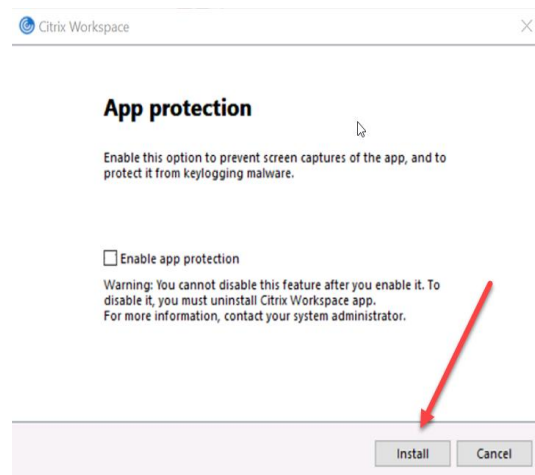


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8. Do not enable 'Single Sign-on' and click **Next**.

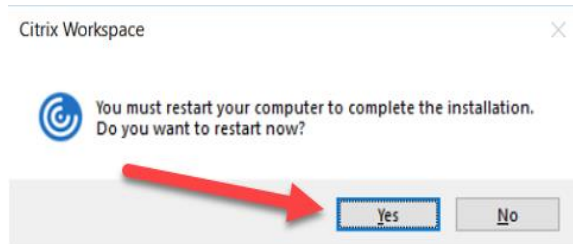


9. Do not enable 'App Protection' and click **Install**. Wait for the installation to finish and then click **Finish**.

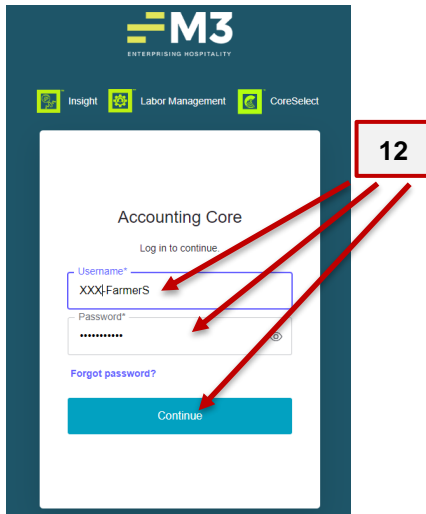


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- Citrix will then prompt to restart the computer. Make sure to **save any open files/apps** and then click **Yes**.



- Once Citrix is installed, a pop-up box may appear asking to add an account. Close out of the box.
- Go to <https://cloud.m3as.com> and enter your **username / password** and click **Continue**.



- Next, type in your **Email** and click **Continue**.

Note: This will be the email that your password resets will go to in the future so make sure it is your work email account and not your personal email.

Confirm your email

We need you to verify your email to ensure your account security.

Email *



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14. You will receive an email on which you need to click **confirm** before you click **Confirm my Email** on the website.

ENTERPRISING HOSPITALITY

Welcome to M3

Please verify your email address by clicking the following link:

[Confirm my account](#)

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!
M3 Team

15. When you click **confirm** in the email, the website will come up showing that your email has been verified. Go back to the page where it said Email Sent and click **Confirm my Email**.

Email sent

We've sent you a verification email. Please click the link and return here when you've confirmed your email.

Confirm my email

[Enter a different email](#)

16. Check off that you **agree to the M3 End User License Agreement** and click **Continue**.

New policies update

We've updated our terms and conditions. Please read and accept the new End User License Agreement before continuing.

I agree to the M3 End User License Agreement. *

Continue

17. You are now logged in.

18. Click on **Apps** and then click the **Accounting Core icon** to launch the Accounting Core Desktop.

