

Updating your version of Span

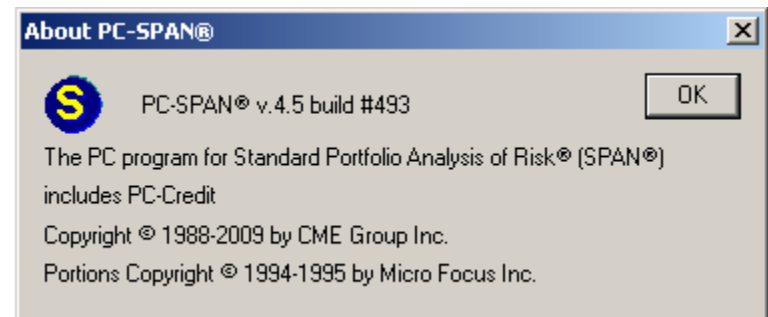
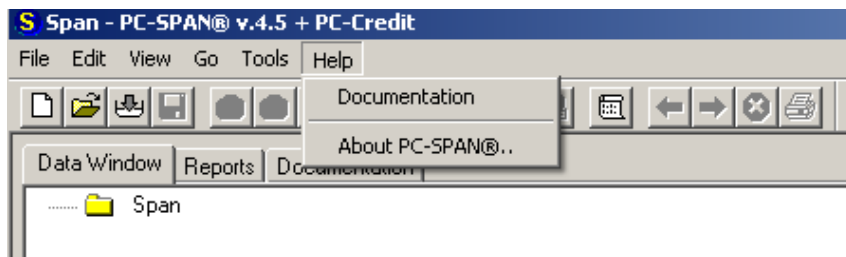
7-8-2009

Introduction

- This is a simple guide to updating your version of PC Span to make sure you have all of the latest upgrades
- Before you start make sure that you have a version of PC Span open on your desktop

Check your current version

- First go to your span window and click on the Help tab.
- Then Click on the About PC-Span
- Once you click on the about it will give you a pop-up with your build and version
- Write this down as you will need to compare it to what is posted on the website.

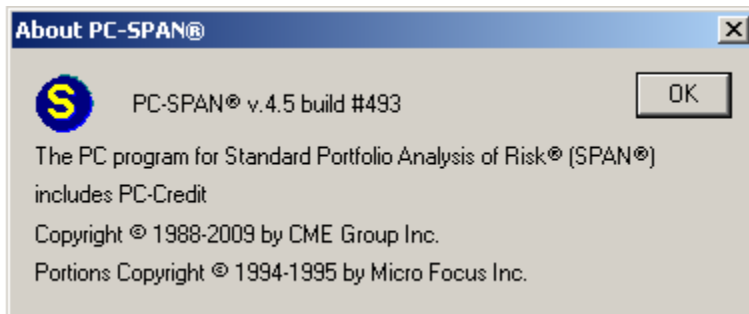


Go to the Website

- Next go to the website:
- <http://www.cme-ch.com/pcspan/>
- Click on Please Log In for downloads...
- Put in your user name and password
- *If you do not remember your user name and password please call 312-648-3888 or send an e-mail to ClearingHouseAdmin@cmegroup.com*
- *If you do not have a user name and password and would like to purchase Span go to :*
- <http://www.cme-ch.com/span/span-pcspan-orderform.htm>

Compare your version of Span

- Compare the version of span that you wrote down to the newest version that is listed on the web.
- If the version on the web is newer then click on the like to start the install.

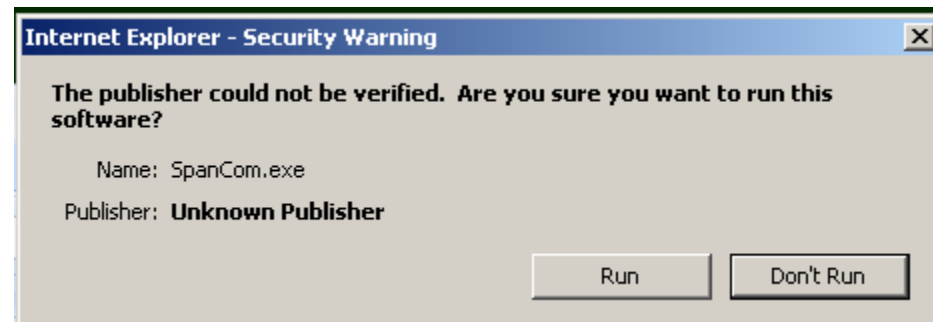
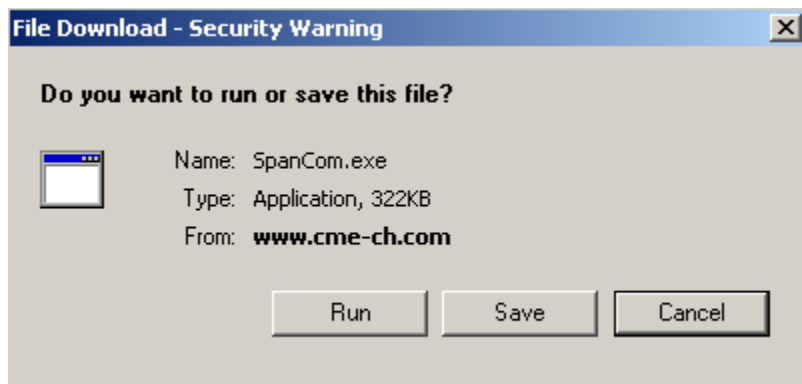


[PCSPAN](#)

- [PC-SPAN software Version 4.5 Build 494](#) The latest version of PC-SPAN. For more information call the SPAN Hotline at 312-648-3888. (Updated Wednesday, July 01, 2009)

Installing Span

- Click on the link for the newest version of Span
- It will ask you to run or save – choose run
- Windows may ask you if this is ok – choose run
- This will then walk you through a series of steps to install the newest version of span.



Last updates

- The last things you will have to do to make sure you have everything up to date is to update your OrgMaster and load in a fresh risk array
- To update your OrgMaster follow the web video or PowerPoint that describes that process
- To load a Risk Array follow the web video or PowerPoint that describes that process

Questions?

- Hopefully this has been helpful to you.
- If you have any questions on this process or other things concerning Span feel free to contact us at 312-648-3888