



# Upgrading to MyDPD Local

## Before you begin

Use these steps to make sure your migration goes smoothly

- Make sure you know the username and password of an administrator account on your PC or laptop. You can get these from your IT Team prior to upgrading to MyDPD Local.
- Make sure your PC or laptop can access the internet.
- Your operating system needs to be Windows 7 or above.

**You must upgrade all your PCs and laptops that print labels with MyDPD Local**

## Upgrading to MyDPD Local

1. Keep the printer connected and powered on your PC or laptop
2. You should have received an email from DPD Local with a link to download the MyDPD Local software
3. Click on Download for Windows to start the download or click [here](#)
4. Open the installer once it has finished downloading
5. If prompted with a Windows dialogue box to make changes to this computer, click Yes and if instructed restart your PC or Laptop.
6. Once installed, MyDPD Local will open automatically
7. Use your current username and password to login

That's it! **MyDPD Local** is now ready to use.

Remember to open MyDPD Local from your desktop. Our icon looks like this:

### **We're here to help!**

If you have any queries, please call us on **0121 500 2510**.

We're available 24 hours a day, 7 days a week.

### **Need a new MyDPD Local login?**

If you need a new MyDPD Local login, please call us on 0500 005 005.

We're available Monday-Friday, 8:00am - 6:00pm.

