

Getting Started in BA5 – PPS Administrators

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Steps to Get Started

This guide outlines the necessary information you need to get Best Authority 5 running. Please consult the Best Authority [Administrator's Guide](#) for all details on properly deploying and configuring Best Authority for your organization.

This guide is intended for administrators of organizations using Pay-Per-Service (PPS) licenses. If you are using a site license, consult [Getting Started in BA5 – Site-License Administrators](#).

Other useful information is available from the [BA5 Information page](#) on the Levit & James website.

Step 1: Download and Install

Click [here](#) to download the Best Authority 5 setup application. This setup application:

- Supports 64-bit Windows platforms
- Supports both 32- and 64-bit versions of Microsoft Office
- Is an EXE setup application (MSIs are also available)

If you require a setup application for 32-bit Windows platforms, contact Levit & James technical support at 571.570.1120 or support@levitjames.com.

To install Best Authority, run the downloaded setup application. It is recommended that you first install on a single workstation for testing and configuration.

If you wish to administratively install Best Authority for users in your organization, consult the “Installing Best Authority” section of the Best Authority [Administrator's Guide](#).

Step 2: Activate and Test

Once Best Authority is installed, when you launch Word and click on the BA tab, you will be prompted to enter an Activation Code to activate your PPS license. The Activation Code is furnished in an email supplied by Levit & James when you either request an evaluation or purchase Best Authority.

NOTE: If you have been evaluating BA4 and have installed BA5 as an upgrade install, you need to activate your new PPS license using your Activation Code. To do this, run BA5 in MS Word and click on the License dropdown menu in the ribbon and select New Activation Code. At the prompt, enter the Activation Code.

In lieu of activating your PPS license on every workstation, you may use the network synchronization feature to distribute licenses. See “License Updates” in the Best Authority [Administrator’s Guide](#).

You are now ready to test Best Authority.

Step 3: Review Your PPS Account Configuration (Optional)

If you are a PPS Account administrator for your organization, you can log into the [PPS portal](#) to review your account. Initially, the person receiving the Administrator Access email containing the link to the PPS portal login is an Account administrator.

From the PPS portal, you can:

- Add/Remove Account administrators
- Pre-Purchase credits
- Configure tracking information
- View document activity

For full details, consult the “Pay-Per-Service” section of the Best Authority [Administrator’s Guide](#).

Step 4: Introduce Your Users to the PPS Process

There are two useful documents to help your users understand the PPS process:

- [Getting Started in BA5 – PPS Users](#)
- The Best Authority [User’s Guide](#). For information specific to running with a PPS license, consult the section “Using Best Authority with a PPS License”.