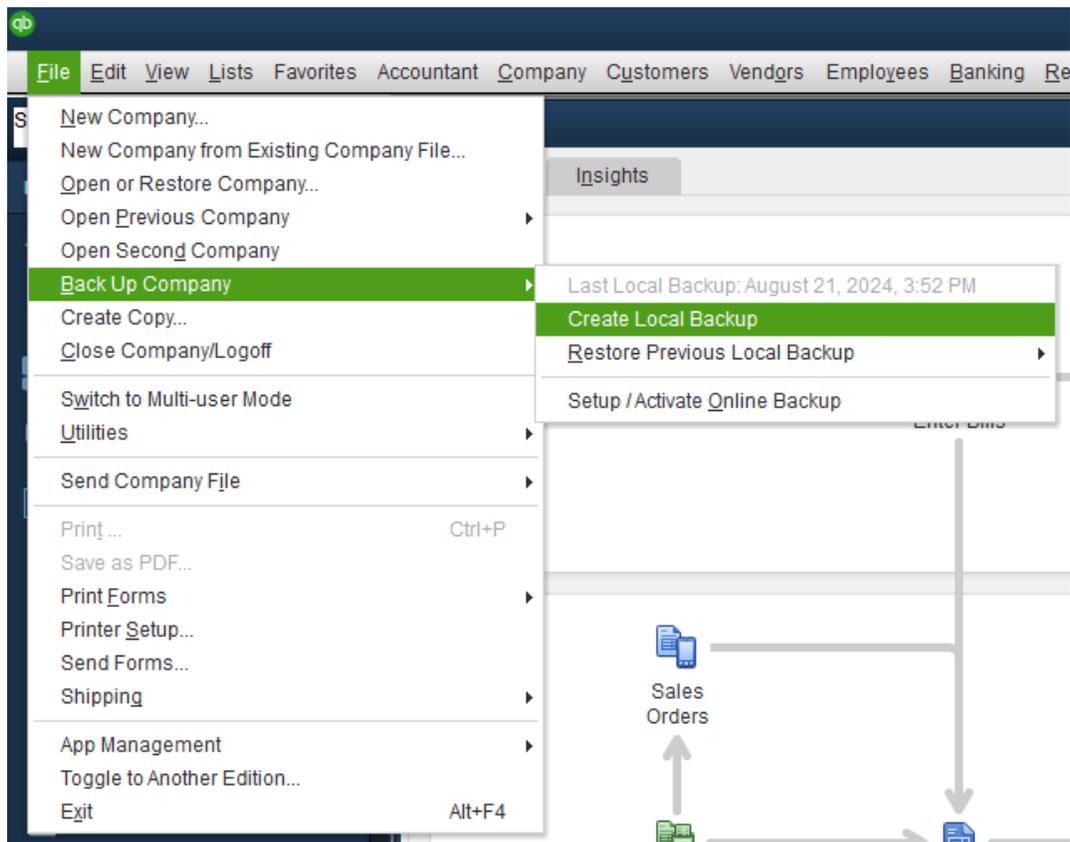
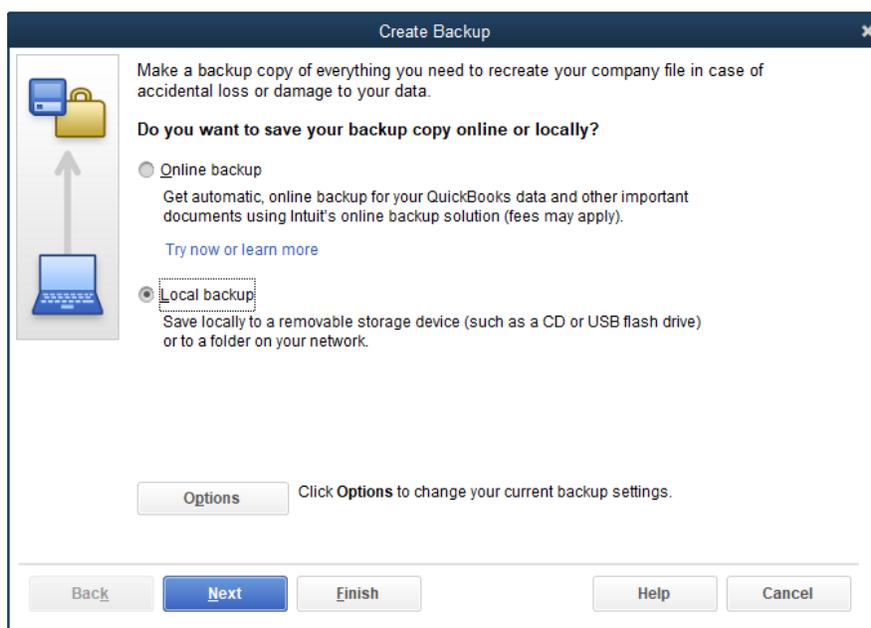


Creating a QuickBooks Backup File

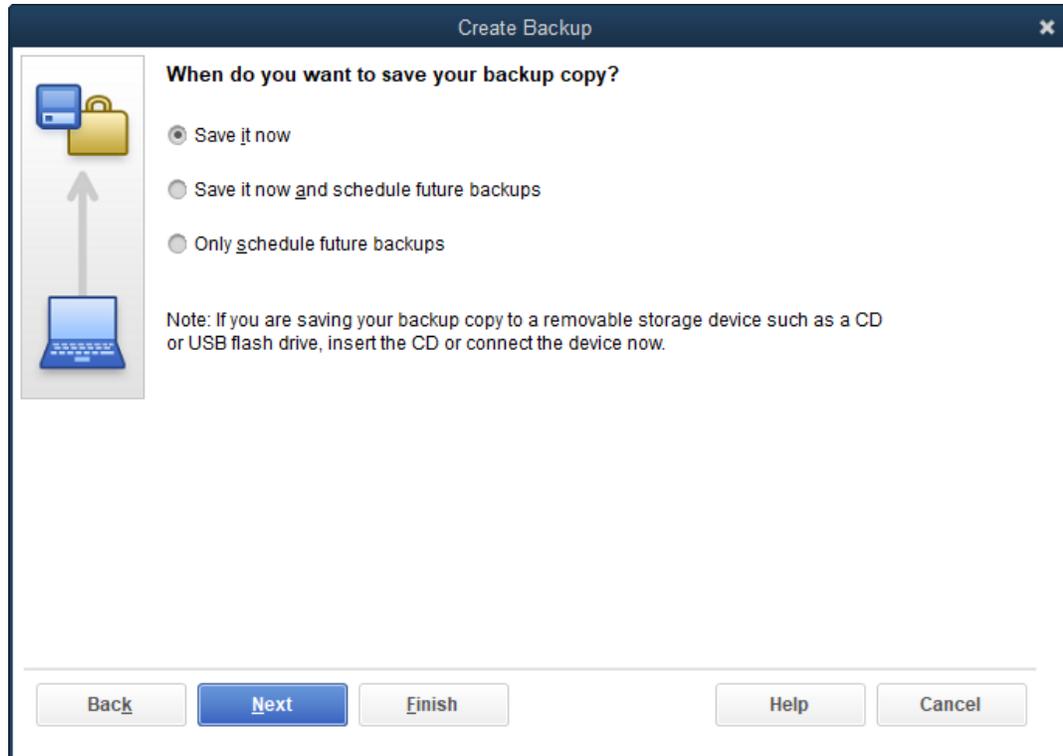
1. Open your QuickBooks company file
2. In the upper-left corner of the program window, choose File → Back Up Company → Create Local Backup.



3. In the new window, make sure the button next to Local backup is selected, then click Next. If a new window appears called Backup Options, click Browse, and choose a location to save your backup file to that you'll remember. Click OK.



4. In the next window, make sure the button next to 'Save it now' is selected, then click Next. Save the file.



5. Once the file is saved to your computer, upload that file to the Revver portal.