

## How to Upload My QuickBooks Backup

Often times, you may be asked to upload a backup of your QuickBooks file for Bianchi to use during a conversion, testing, or troubleshooting. If you are asked to upload a backup file, follow the instructions below.

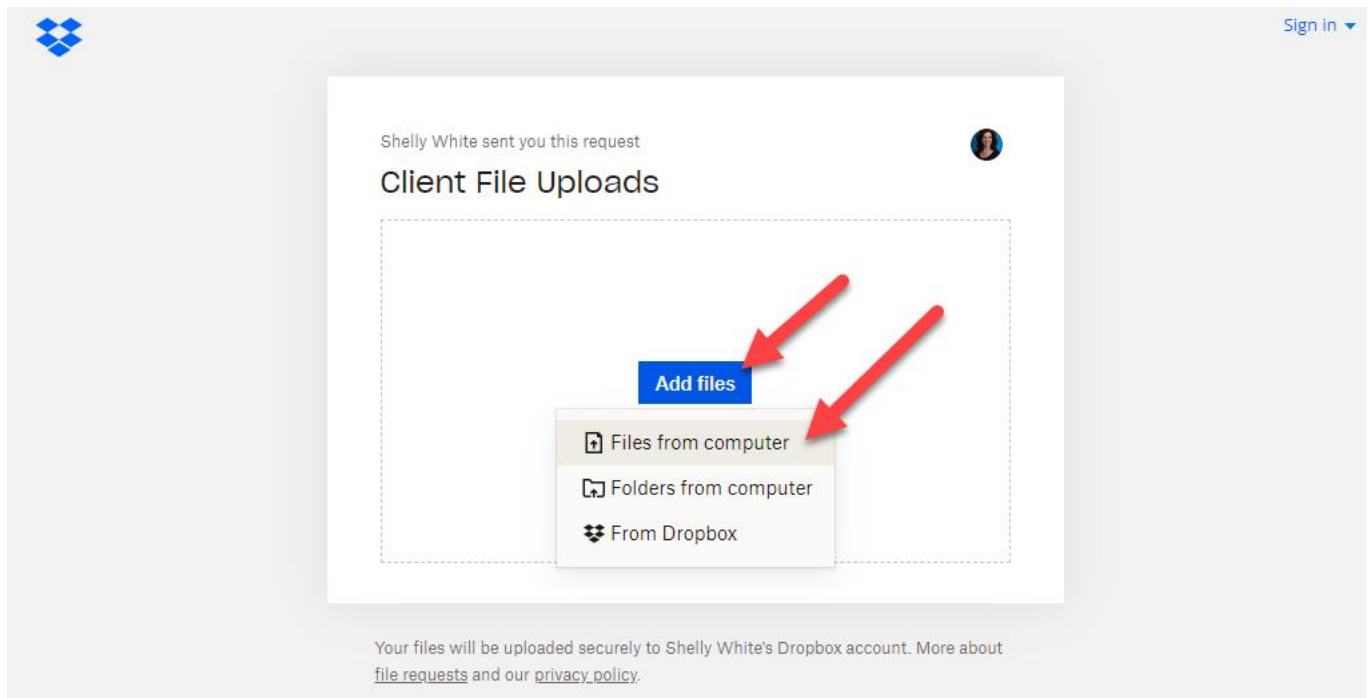
1. Visit [www.BianchiConsultants.com](http://www.BianchiConsultants.com) and click the “Help” icon in the upper right or lower left corner on any page.



2. You will automatically be taken to our Helpful Links and Documents Page.
3. Scroll down below the Support Options Section and click the button that reads “**Click Here to Upload**” under the Client File Uploads Section.

*Note: Directions on how to properly backup your company file are posted to the website for your reference.*

4. A new window will open taking you directly to the file upload screen via Dropbox. Click “**Add files**” and then “**Files from Computer**” to select the backup that you previously saved from your computer and click “**Upload**”.



5. Please make sure the file is named in a way that clearly states your **company name and date of the backup** (the backup should automatically be named appropriately, but please double check!).

You will see that your file has successfully uploaded on the screen.

If you are not logged in/don't use Dropbox, please provide your first name, last name, and email in the appropriate fields and click "**Upload**".

Shelly White sent you this request

## Client File Uploads

PDF Drop Box Upload File Test Example.pdf

⊕ Add more files

Your name  
Your Name Here

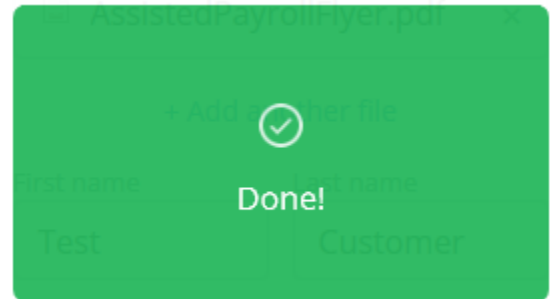
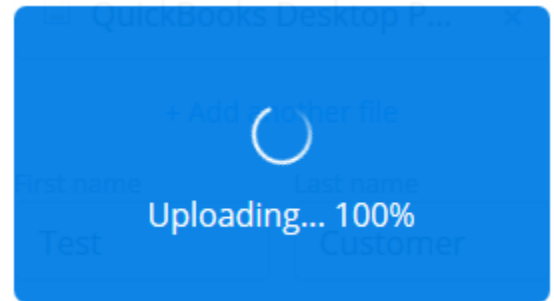
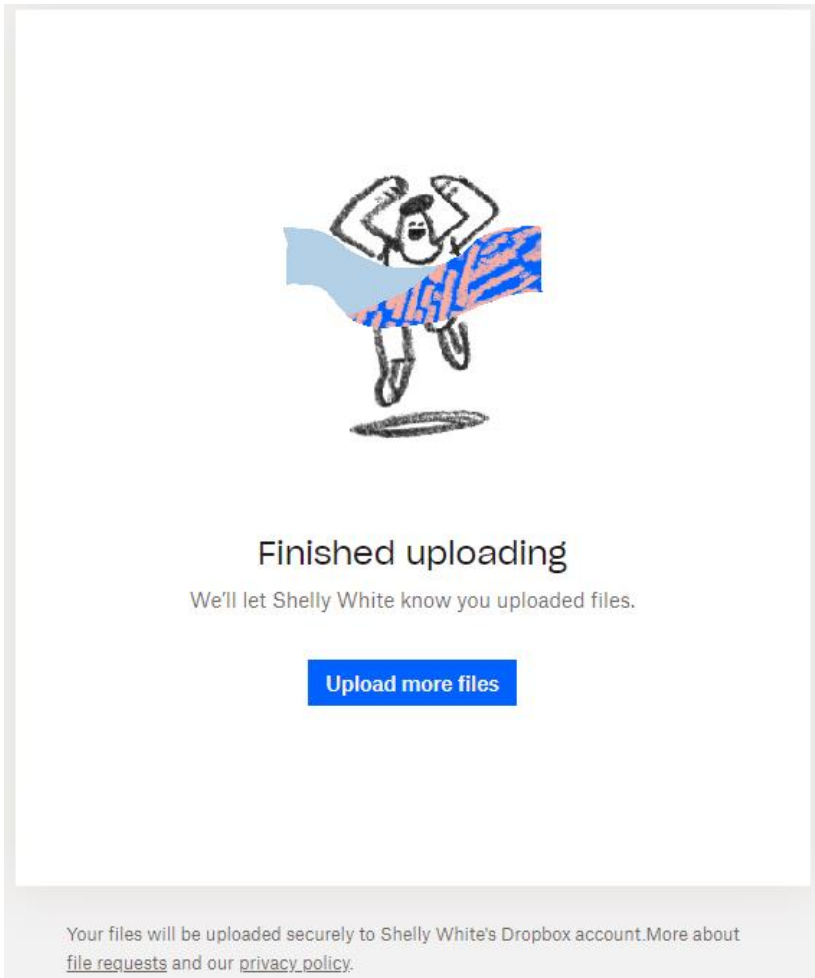
Your email address  
Your Email Here

**Upload**

Your files will be uploaded securely to Shelly White's Dropbox account. More about [file requests](#) and our [privacy policy](#).

- 6. Allow time for the file to upload** (this may take a minute or two as these files can be quite large). When finished you will see a **“finished uploading” screen with a confirmation that your file was submitted.**

It will automatically ask if you want to create a Dropbox account (if you're not logged in under a user account already), you may close the window at this time.



A confirmation email will be sent to the email address you provided:



Hi there,

Here's what you uploaded to "Client Backup Files":

Test Customer - QuickBooks Desktop POS Sunset - Bianchi.pdf

Best,

- The Dropbox Team

P.S. Need to get docs or photos from people? [Create your own request.](#)

That's it! You've successfully uploaded your company backup!

---

If you experience any issues during this process, please call the office at (607) 218-1132 and Shelly or Morgan will walk through the steps with you.

Thanks!

Shelly White & Morgan Holl