

Send us your QuickBooks® (.QBB) File Using Sharefile

1. Create and save a backup to your desktop.
 - a. From within your QuickBooks® company file choose:
 - File
 - Backup Company
 - Create Local Backup
 - Local backup
 - Click “Options” button
 - Click “Browse” button
 - Slide the scroll bar until you see “Desktop”
 - Click on Desktop
 - Click “OK”
 - Click “OK”
 - Click “Finish”
 - b. Locate the backup file on your desktop. If you rest your mouse over the backup icon, you’ll see the file name with a .QBB extension and today’s date.
2. Go to Sharefile, either through the www.troutcpa.com website (upper right corner of the home page), or via an email with a “click here to send me files securely” link.
 - a. Enter your email address and password
 - b. Click on “Continue to Upload Page”
 - c. Click on “Choose Files”
 - d. Find your Desktop and click on it
 - e. Find the backup file on your Desktop and double click on it. It is now in the File box
 - f. Click “Upload File(s)”.