

QuickBooks Backup

To Send

- Step 1** Determine where the file is on your workstation and/or network. Please note that if you have multiple files, you will need to send each one separately or use a program like [WinZIP](#) to combine a group of files into one.
- Step 2** Open your email account and send to quickbooks@ffcinc.net. Click the *Attach* button and select the file you'd like to send to FFC.
- Step 3** The file and its location on your system will now be displayed in the *Attach* box; please verify that it's correct. Click the *Attach* button and wait for the upload to complete. Please note that for large files and/or slow connections, this can take awhile.
- Step 5** Click the *Send* button. FFC will send you a confirmation email once we have successfully received your quickbooks file. If the upload was not successful, we will contact you directly.

Please contact our office to inquire about our QuickBooks upload portal completed through our Proactive Plus program. With this program, FFC will automatically upload your QuickBooks file and provide you with the following:

- Spyware Protection & Removal
- Virus Protection
- Disk Drive Analysis
- Security Patch Management
- Application Usage
- Backup & Disaster Recovery
- Remote Support

For more information – Contact us at (641) 423-9352!

TAX SERVICES • ACCOUNTING • BUSINESS SOLUTIONS • FINANCIAL SERVICES

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