

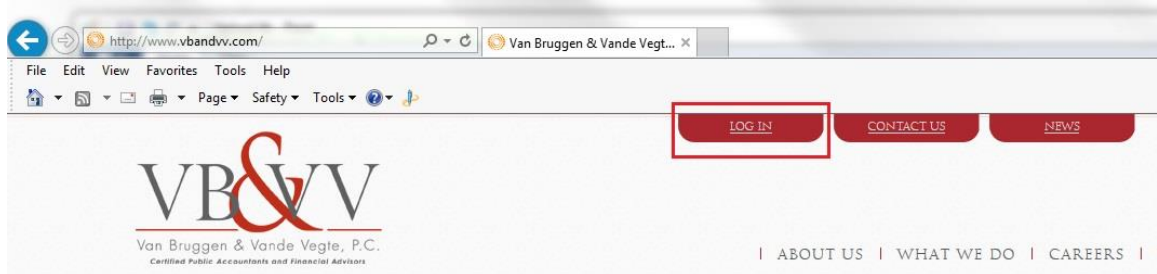
## To Retrieve a File from the Portal

### Summary

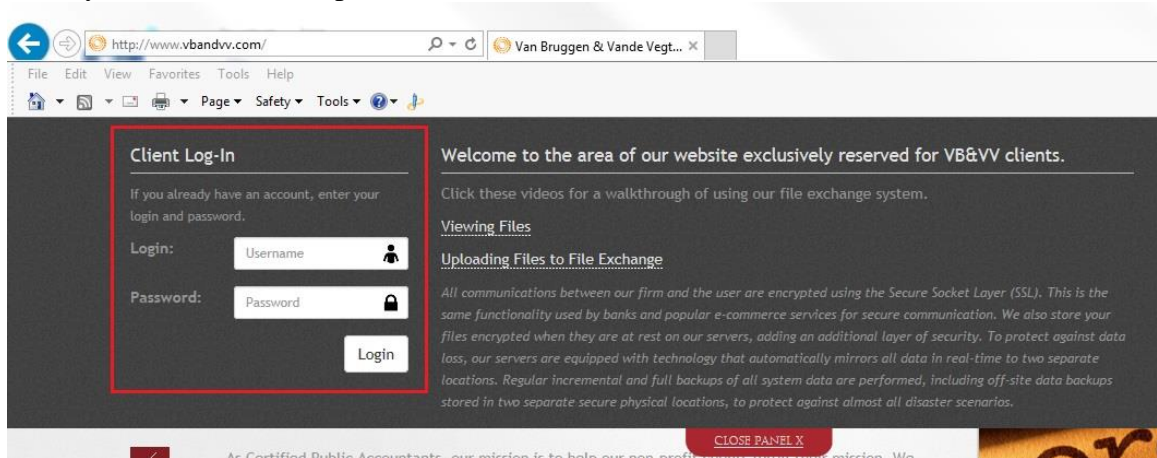
1. Go to <http://www.vbandvv.com/>
2. At the top of the page click Log In
3. Enter your username and password
4. In the file exchange box, click on the link of the file you'd like to download
5. Save the file somewhere that you'll be able to find it later (Desktop, etc)
6. To restore a QuickBooks file:
  - a. In the QuickBooks program, click the button to open or restore existing company
  - b. Choose restore a backup copy
  - c. Click local backup
  - d. Find where you downloaded the file and click open
  - e. Click next
  - f. Save the file

### Detailed

1. Go to <http://www.vbandvv.com/>
2. At the top of the page click Log In.



3. Enter your username and password



4. If not already selected, click "File Exchange" on the left navigation pane. Navigate to the file you'd like to download.

**NOTE: There may be more or less folders showing on your portal. The example below shows only a sample portal.**

## To Retrieve a File from the Portal



5. Click on the file to view/save. For QuickBooks files, save it somewhere that you'll be able to find it later (Desktop, etc)
6. To restore the saved QuickBooks file, follow the steps below:
  - a. Open your QuickBooks program. Click the option to "Open or restore existing company."

**NOTE: The screen below may look different depending on your version of QuickBooks**

### No Company Open

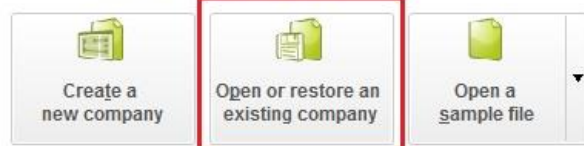
Select a company that you've previously opened and click Open

COMPANY NAME	LAST MODIFIED	FILE SIZE
	08/18/2015, 10:41 AM	12.13 MB
...	08/14/2015, 12:54 PM	35.07 MB
	08/18/2015, 12:33 PM	65.38 MB
	08/13/2015, 11:10 AM	89.29 MB

Open

Edit List

LOCATION: C:\Quickbooks Data\Qbookw15\



- b. Choose restore a backup copy
- c. Click local backup
- d. Find where you downloaded the file and click open
- e. Click next
- f. Save the file in the QuickBooks program