Instructions for uploading files to cmccpas.com

1. Open your QB file or file you want to upload and skip to #5 if it's not a QB file
2. Go to *File* tab (for Qb file)
3. To create backup, click *create backup* and save to desktop (you can save to your preference after) (for QB file)
4. To do an accountant's copy, click *accountant's copy* and then click *client activities* and then save to desktop to find it easier (you can save to your preference after) (for QB file)
5. go to cmccpas.com
6. Click *download a file*
7. Then click *select files*
8. Under *look in*, choose desktop from the drop down menu
9. Click *find file*
10. Click *open*

11.   Click *start up file* and wait for upload to complete