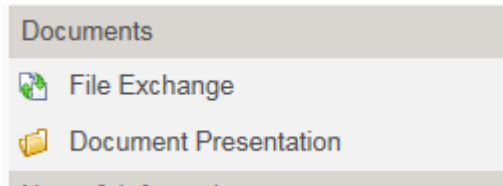


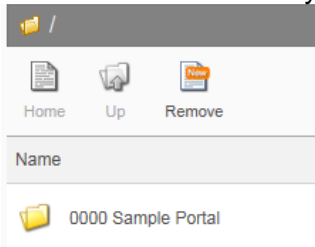
## To UPLOAD a file for SBG using FILE EXCHANGE:

**NOTE:** If you are sending a QB file, make a backup copy or a **portable company file copy** of your QB file and save it on your desktop or memory stick. *(Please do not send an Accountants Transfer Copy.)*

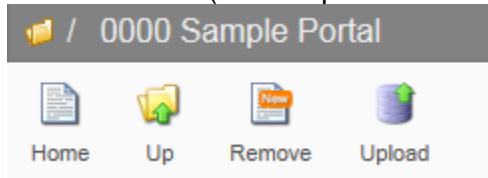
- Enter your Login and Password and click LOGIN.
- Click on **FILE EXCHANGE**.



- Click on the folder with your name.



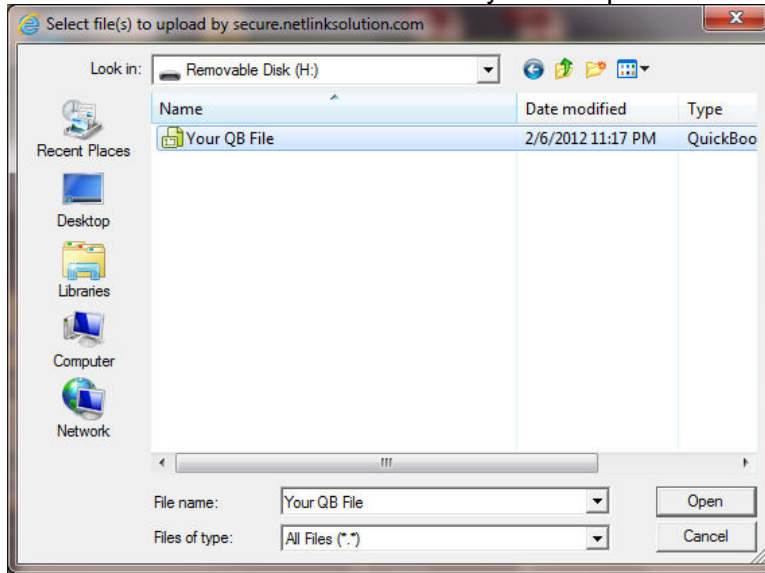
- Click UPLOAD (in the top row of icons/buttons).



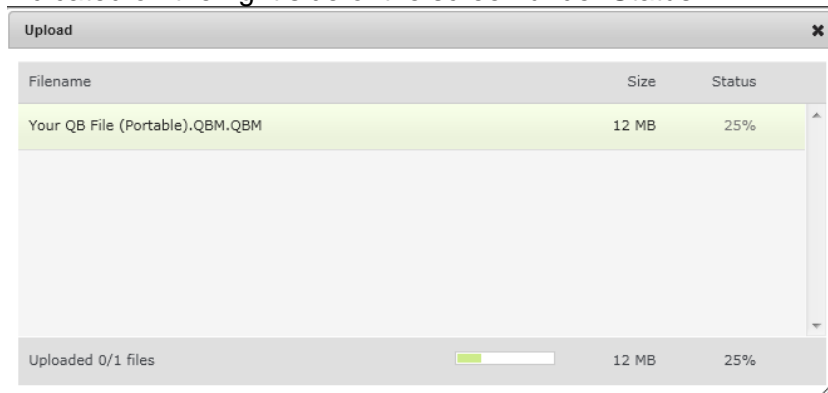
- A small white box will appear with 2 buttons below it: Add Files and Start Upload



- Click ADD FILES and find the file on your computer or stick.

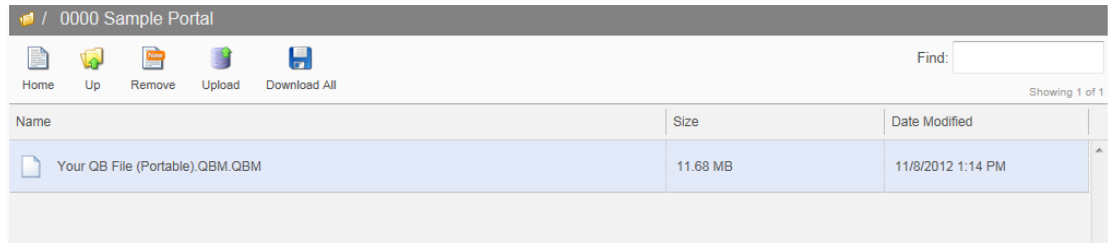


- Click the START UPLOAD button (under the small white box). The progress of the upload is indicated on the right side of the screen under Status.

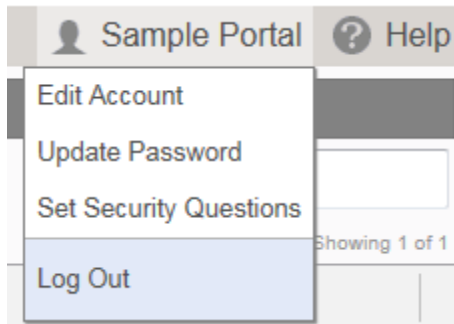


**YOU MUST LEAVE THIS SCREEN UP UNTIL THE UPLOAD IS COMPLETE.**

- Once the upload is finished, the smaller box will close and the file will show up in the bottom box.



- SIGN OUT of the SBG Portal.



- An email is automatically sent to SBG letting us know you have uploaded a file for us to retrieve.
- We will retrieve the file and then remove the file from the SBG Portal.

*If you have any trouble with the SBG Portal, contact Carla at 904-731-2221, ext. 11.*