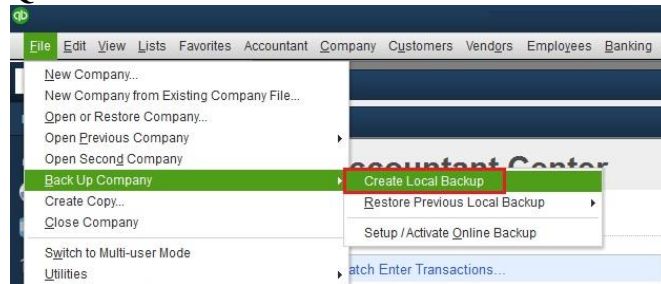# To Upload a File to the Portal

Summary
1. To upload a QuickBooks file, create a backup copy of your company.
2. Log in to your portal
3. On the portal screen, Navigate to the appropriate folder, if applicable. Click the upload button.
4. Using the popup for uploading files, click "Add Files."
5. Browse your computer for the file you wish to upload. Select it and click "open."
6. Click the start upload button
7. Make sure to leave page open until the upload is completed, it will close automatically when finished.

Detailed
1. To upload a QuickBooks file, follow the steps below first:
   a. Open your QuickBooks company.
   b. In the file menu, choose "Back Up Company."
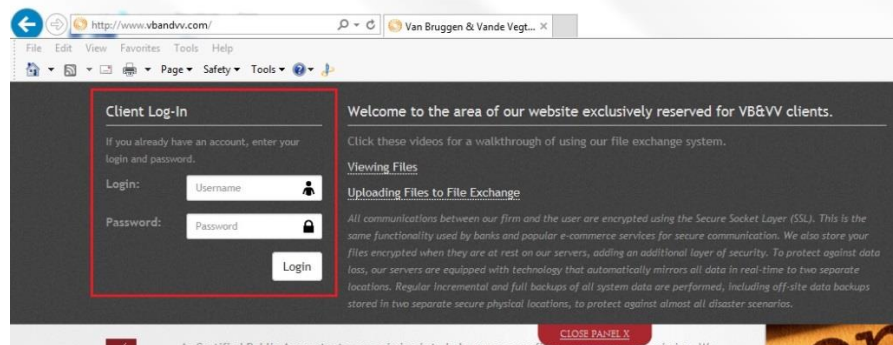   **NOTE: The exact menu options may vary on different versions of QuickBooks.**

   c. Save the file to your computer in a place that you'll be able to find later
2. Log in to your portal
   a. Go to http://www.vbandvv.com/
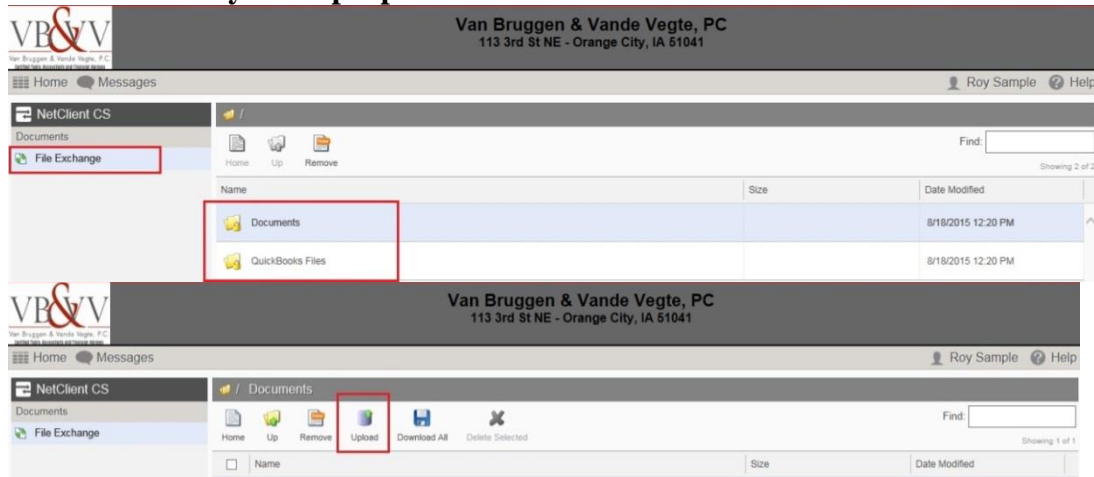   b. At the top of the page click Log In.
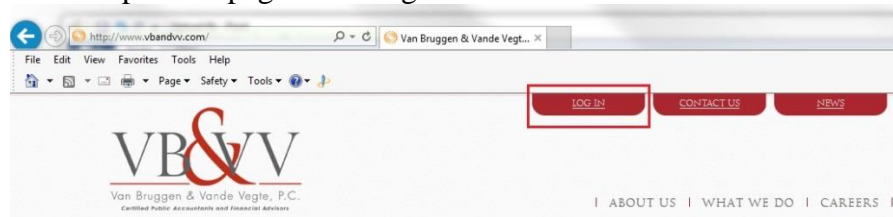
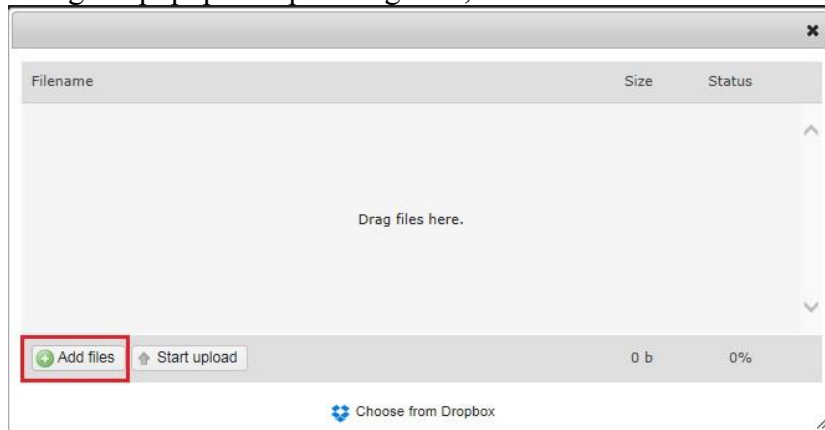   c. Enter your username and password

To Upload a File to the Portal

3. On the portal screen, Navigate to the appropriate folder, if applicable. Click the upload button.
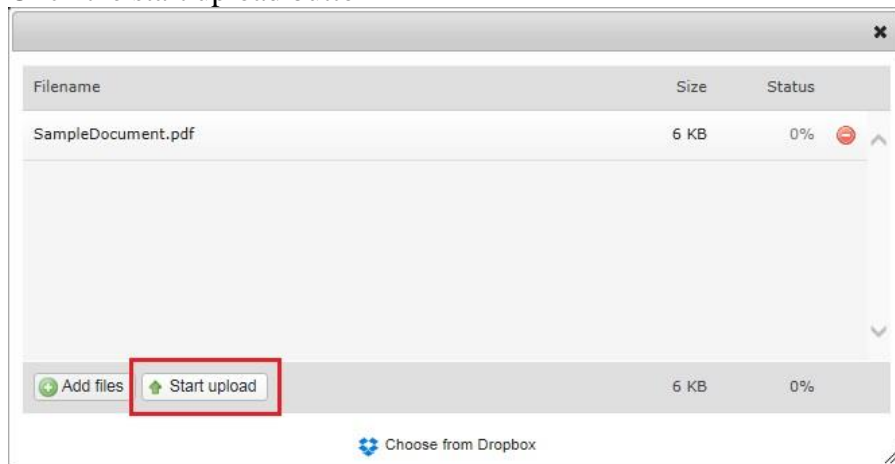   **NOTE: There may be more or less folders showing on your portal. The example below shows only a sample portal.**

4. Using the popup for uploading files, click "Add Files."

5. Browse your computer for the file you wish to upload. Select it and click "open."
6. Click the start upload button

7. Make sure to leave page open until the upload is completed, it will close automatically when finished.