# Online Backups

There are several steps to complete when you install and configure the Online Backup program.
These include:

- Registration and Account setup
- Determining the backup schedule
- Specify files and folders for the backup
- Grant us permission to access your files (optional)

Registration and Account setup

This is mostly an automated procedure and is a part of the software installation. Please make sure that you are connected to the internet before you install the Online Backup program so the registration process can be performed. You will be prompted for registration information such as the name of your agency, contact, and phone number.

When complete, the online registration process will give you an account confirmation as shown in the following example.
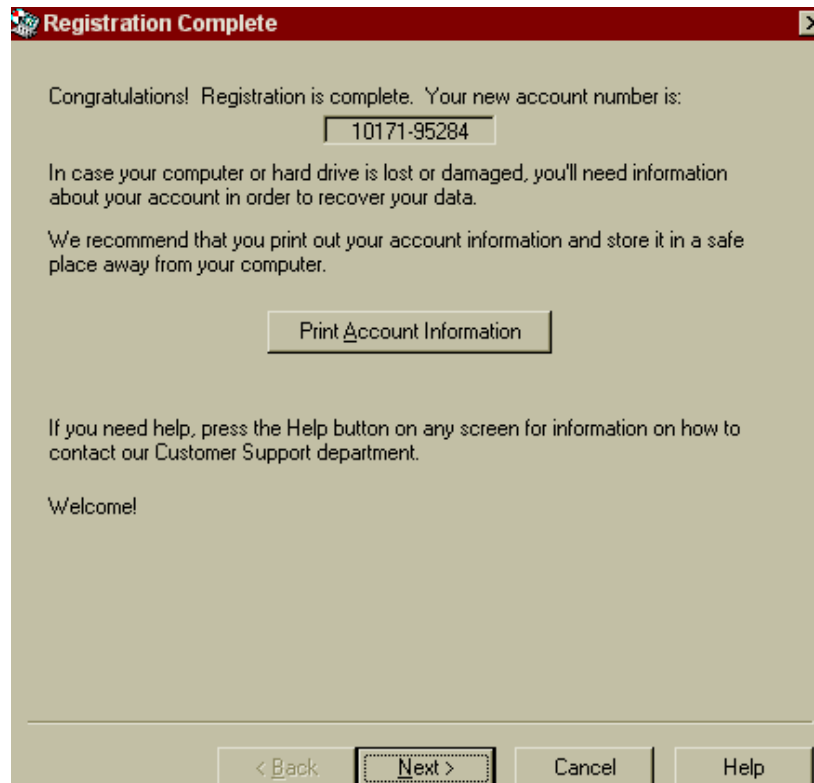

Determining the backup schedule

You choose a time frame and the days you want your backup performed. For example, between 11:00pm and 06:00am Monday through Friday as shown in the following screen.
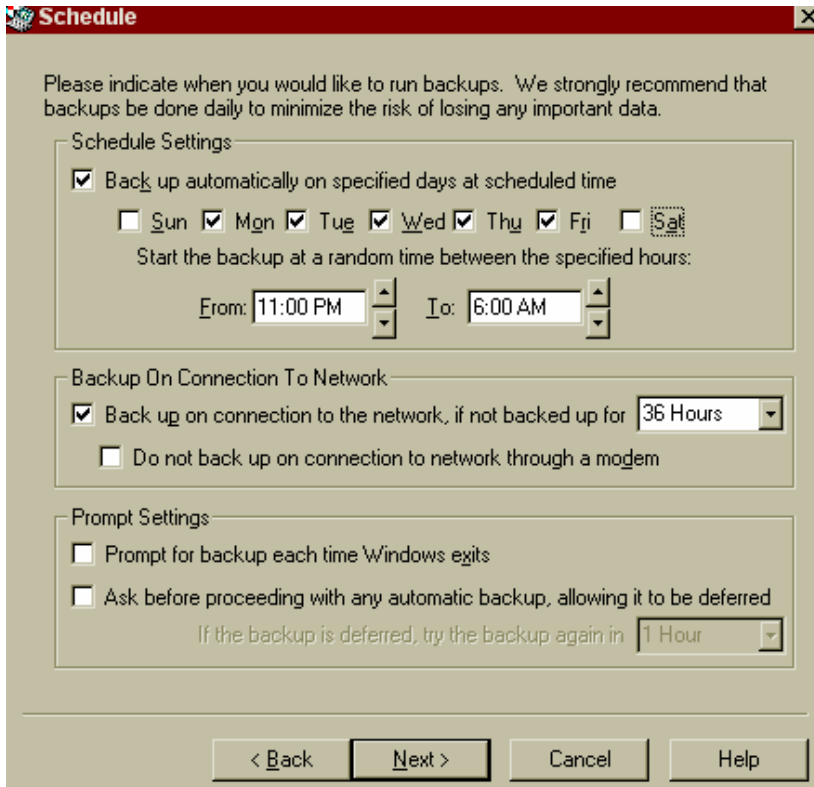
Specify files and folders for the backup

Tell the online backup program to 'let me choose which files and folders to back up' so you can make certain that all of your important data is selected for backup.
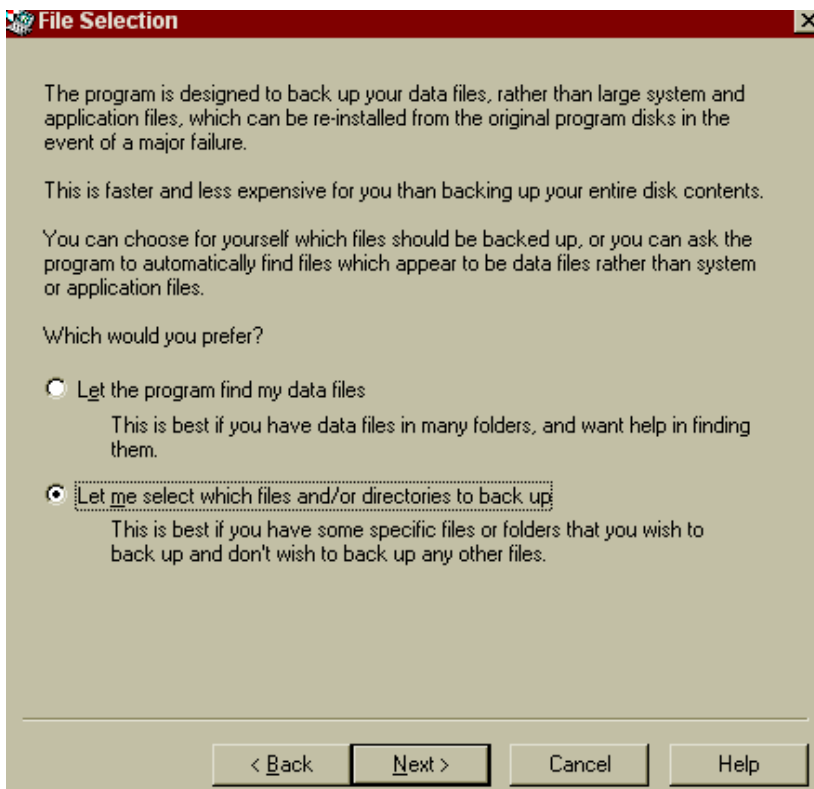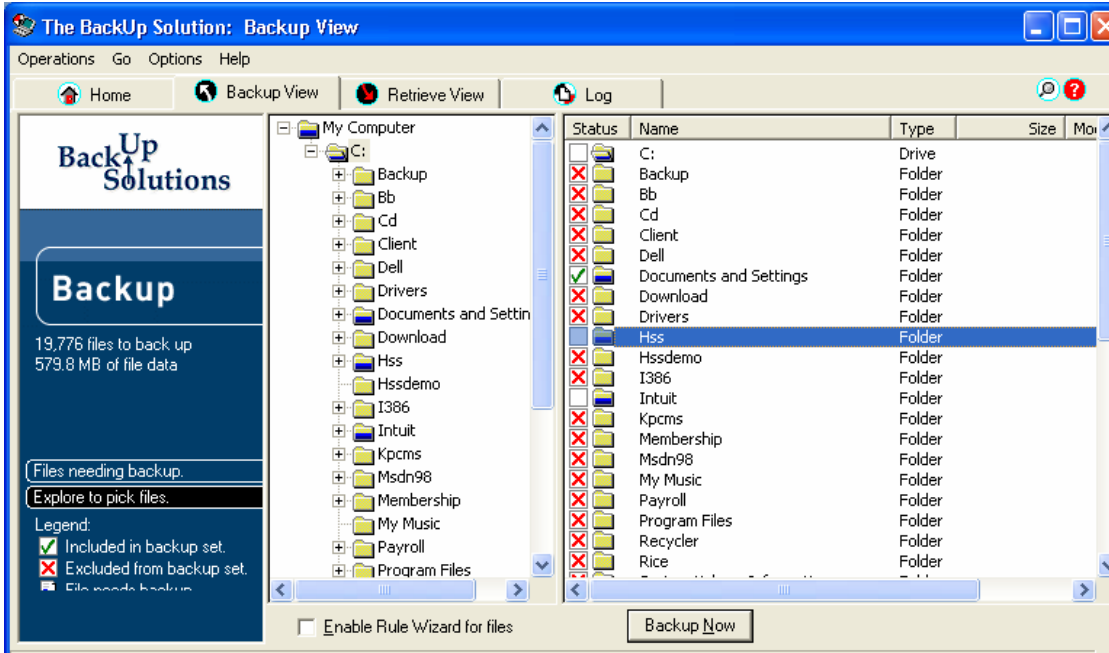
Select the files and folders you want to include in your backup. In the following example, three folders have been selected:

> The Documents and Settings folder contains word processing and spreadsheet files
> The HSS folder has all of the housing software and data
> The Intuit folder has Quickbooks programs and data

Grant us permission to access your files (optional)

If you wish, you may grant us permission to access your files by clicking on the Options menu and then File Sharing Permissions. Then fill in the form as shown in the following example. Our account number is: 10159-07771.