



## HOW TO LOCATE YOUR RCA QBE DATA FILE

### Data files moving from the C:drive to the I:drive On Wednesday April 15, 2020

The following link will take you to an instructional video to help you navigate the new login process. Please review this prior to logging in for the first time on the I:drive on the server.

[3 MINUTE VIDEO INSTRUCTIONS](#)

Here is a quick step by step taken from the above referenced video

- Click on the **QBE** Icon on your desktop
- Click **Connect**
- Enter your server user name and password
- Click **Yes**
- Open or **Restore an existing company**
- Open a company file, click **Next**
- Click on **Look in** Directory dropdown menu at top of folder
- Click **Computer**
- Click on **Data 2 (I)**
- Click on the RC Activities Folder
- You will see a list of localities - Click on **your locality's folder**
- Find the QBE company file (look for name **QuickBooks Company File** in the **Type** column of this folder)  
Double click to open
- Then enter your login and password, then click **OK**
- You should now be able to come directly to your company file each time you log in
- NOTE: DO NOT BACKUP YOUR FILE – Click **“NO”** when prompted by the system

## NEED HELP OR SUPPORT?

- For assistance in locating your file, please contact [customerservice@rcactivities.com](mailto:customerservice@rcactivities.com) or call (855) 556-6872.
- If you receive a message that says “ADMINISTRATOR PERMISSION REQUIRED”, please contact Adrian Sotomayor at [Asotomayor@arcol.org](mailto:Asotomayor@arcol.org)