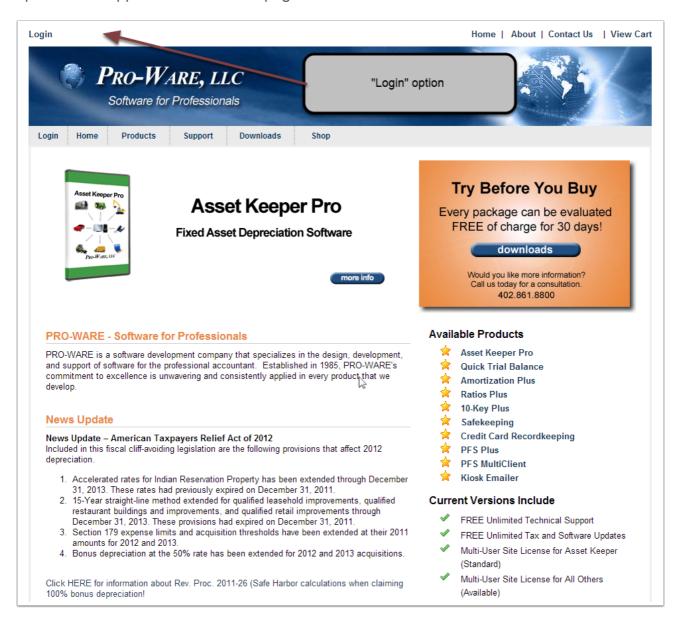
# **Quick Trial Balance Pro - Managing Your Online Account**

#### **Online Account**

By logging onto your Pro-Ware account, you can download the most recent version of the software, print order forms, update contact information such as name, email address, and physical address.

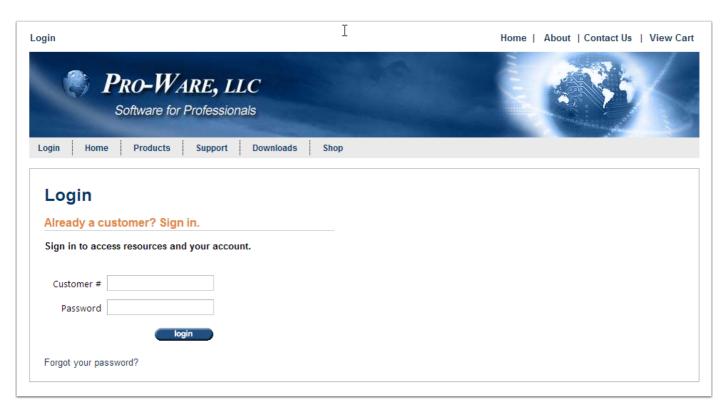
To log into your account please go to our website (www.proware-cpa.com). You will find the login option in the upper left of our homepage.



## **Online Account**

After clicking the "Login" option, you will receive the following screen. Enter your customer number and password and then click the "Login" button.

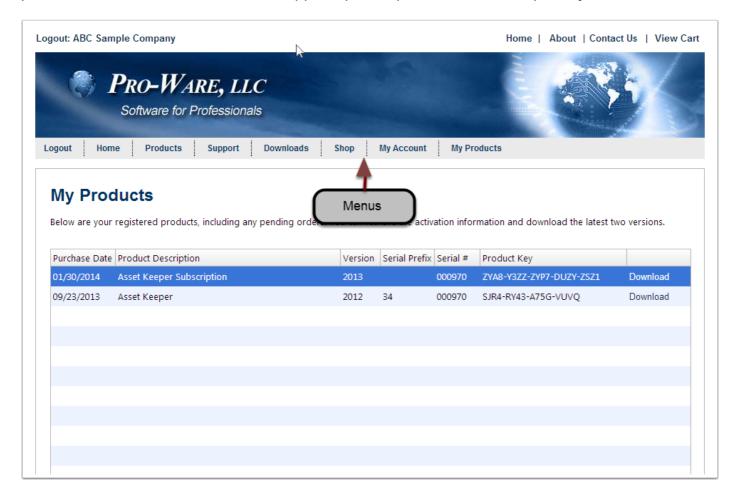
If you cannot remember your password, click the link "Forgot your password". Your password will be emailed to the main email address we have on file.



#### **Online Account**

Once logged in you will find a list of your registered products. The current version of each product will be available for download from this screen, should you need to re-install or install to a new PC.

From the various menus on the "My Products" screen you can access information about our other products, access tutorials and other support options, place orders, and update your account info.



## **Online Account**

After clicking "My Account" you will access the following screen. This screen displays the contact name and email address we have on file, physical address, phone, fax, etc.

Your password can also be changed on this screen.

We encourage you to periodically check your account information so that our records remain accurate and up to date.

