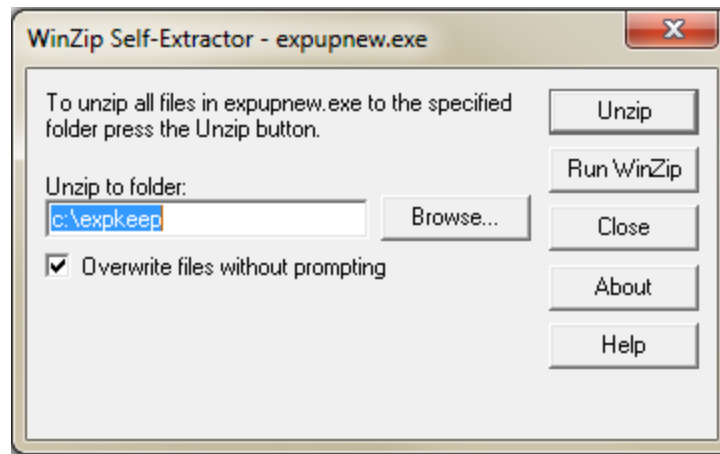


## *Update Questions*

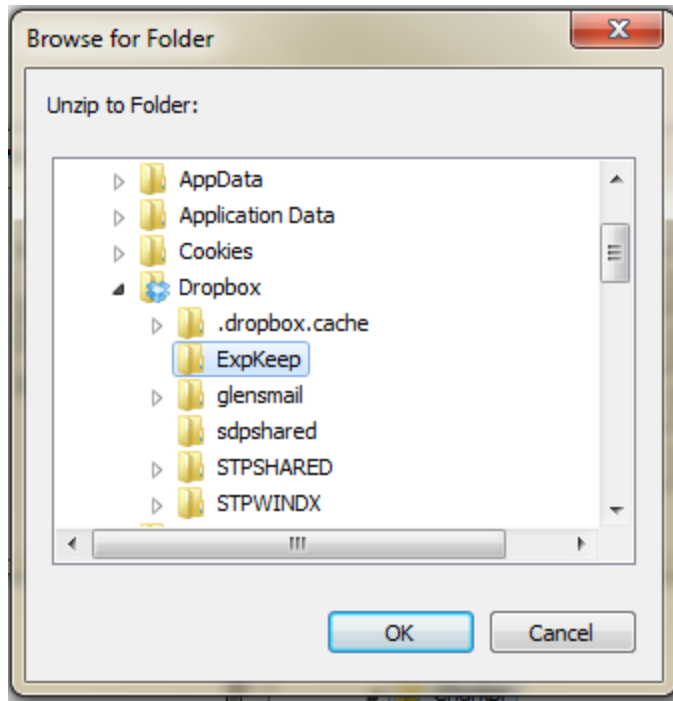
### *How do you update your existing build of ExpenseKeeper Ultimate?*

- 1) Backup your Financial Book using the Backup/Restore option from the Open Financial Book Screen of ExpenseKeeper.
- 2) Follow the directions below to install the update.
  - a) Exit all applications including ExpenseKeeper.
  - b) Download the update from the following location:  
[www.churchkeeper.com/update/ExUpdate.exe](http://www.churchkeeper.com/update/ExUpdate.exe)
  - c) You will be prompted for a username and password. The username is “**update**”, and the password is “**update**” (all lower case, no quotes).
  - d) Allow the update to run. You will be prompted with the WinZip extractor program.
    - 1) The following WinZip extractor prompt will be displayed.

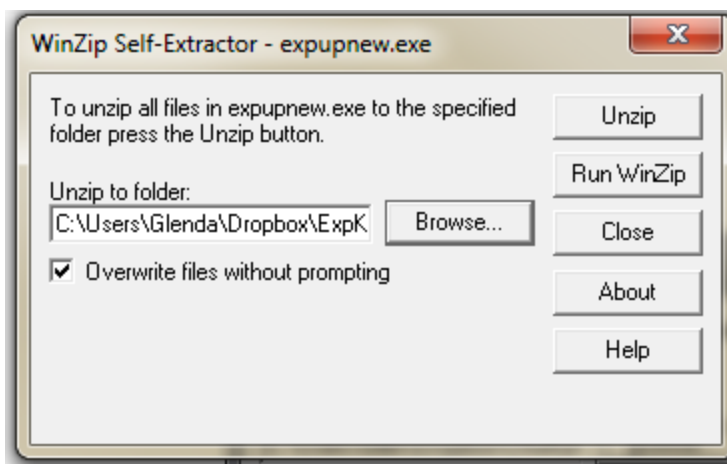


**If you are not running on cloud, Click the Unzip and go to step E**

- 2) **If you are running on the Cloud. Click on the Browse control. Browse to your DropBox Folder. (see next display).**



3) The following prompt will be displayed.



4) Click on the 'Unzip' and extract the files.

e) Close the WinZip self extractor program after it has unzipped all files.

f) Wait approximately 5 minutes for the Cloud to Sync your data.

- g) Close all programs on your desktop, and launch your expenekeeper from the shortcut on you desktop. You will be prompted to re-index and rebuild files, and answer yes to both prompts.**
- h) If on the cloud, you may receive a message “File Access Denied”. If you do, please wait a few minutes and try to launch ExpenseKeeper again. \*\* You may have to do this several times before DropBox syncs your files.**