

CathoNet™

Username: «User»

License: «License_Number»

Product: «Product_Number»

Validation: «Validation_Number»

This document walks you through registering your QuickBooks 2016 software and upgrading your QuickBooks company file.

QuickBooks 2016 License Registration

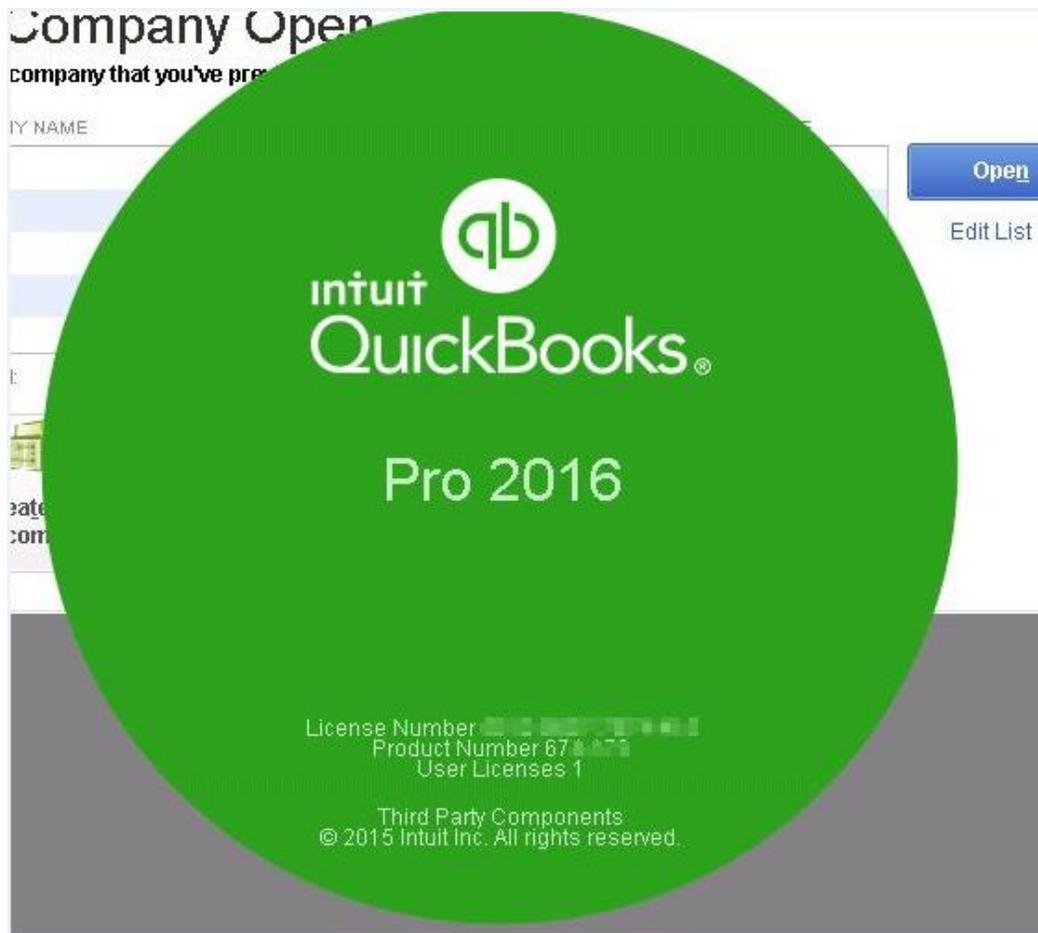
Step 1. To start the procedure please follow these instructions:

1. Double-click on the icon labeled QuickBooks 2016 on the desktop. (You will be prompted with a small window labeled, "**QuickBooks 2016 License Agreement.**")
2. Click on **View License Agreement.** (When the webpage opens you can simply close the window which will bring you back to the small window labeled "**QuickBooks 2016 License Agreement.**")
3. Click "**Yes**" to accept the terms of the Intuit End User License Agreement.

Step 2. QuickBooks will now need to be registered. If QuickBooks is already registered (press F2 to confirm) you may skip to **Step 3.**

1. Close the registration window by clicking on the "**X**" in the upper right-hand corner of the registration window.
2. Click **Help** in the top right corner. (*SEE BELOW*)
3. Select **About QuickBooks 2016** at the bottom of the list.

- QuickBooks Help F1
- What's New
- Support
 - Find A Local QuickBooks Expert
- Send Feedback Online ▶
- Internet Connection Setup
- New Business Checklist
- Year-End Guide
- Add QuickBooks Services
- App Center: Find More Business Solutions
- Activate QuickBooks...
- Update QuickBooks...
- Manage My License ▶
- QuickBooks Privacy Statement
- About Automatic Update
- About QuickBooks Pro 2016...



4. Next you will see a green QuickBooks 2016 splash screen appear listing your license information. On this screen you will need to press and hold the following sequence on the keyboard: **CTRL** (control) key, "**R**", and then "**P**."



5. On this screen enter the validation code: «Validation_Number» and click **Next**.

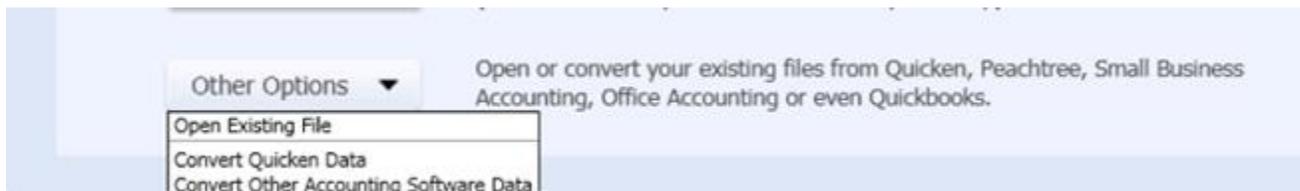
Note: Your QuickBooks should now be registered and you can move on to **Step 3**.

Upgrading your QuickBooks Company File – Once per file only

Note: To upgrade your file you must login using the Admin username and password.

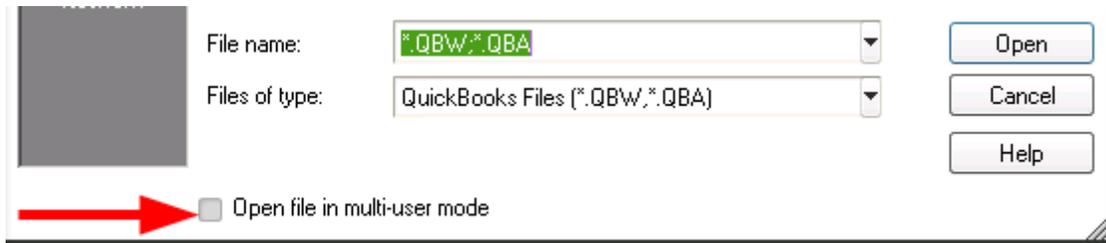
Step 3. You will see the QuickBooks 2016 welcome screen and follow these steps.

1. From the welcome screen, select **"Other Options."** A drop down menu will appear and you will then need to select the **"Open Existing File"** option as shown below. (SEEN BELOW)



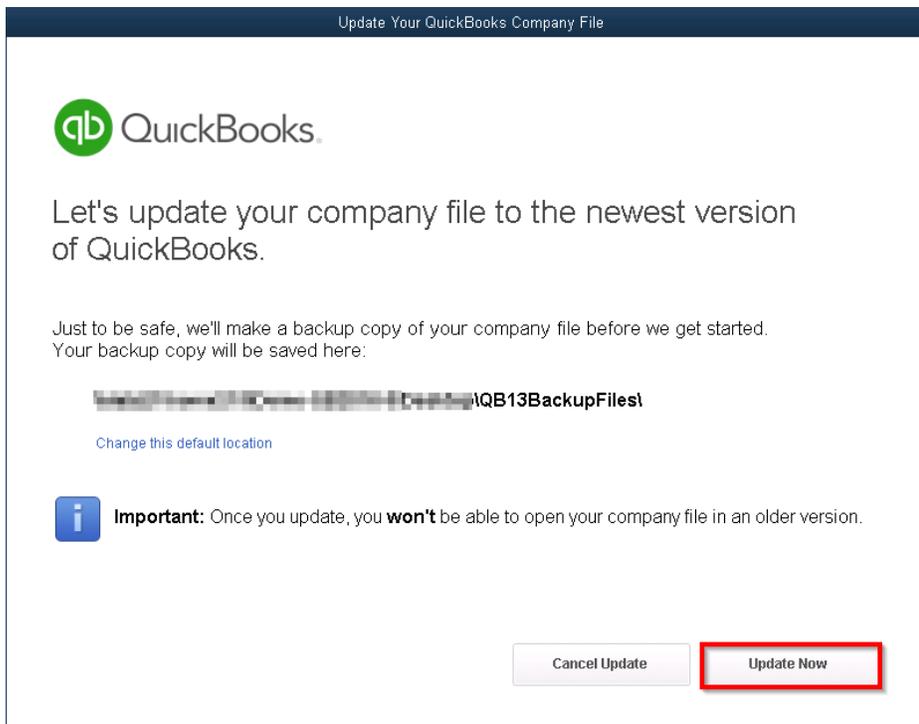
Step 4. Next you will be prompted with a screen labeled “Open or Restore Company.”

1. Make sure that the option, **Open a company file**, is selected and then click **Next**. (This will open a dialog labeled “Open a Company File.”)
2. You will see your company file listed. Select it and then click **Open**.
3. Navigate to your file and check the **Open file in Multi-User Mode** box. Click **Open**:

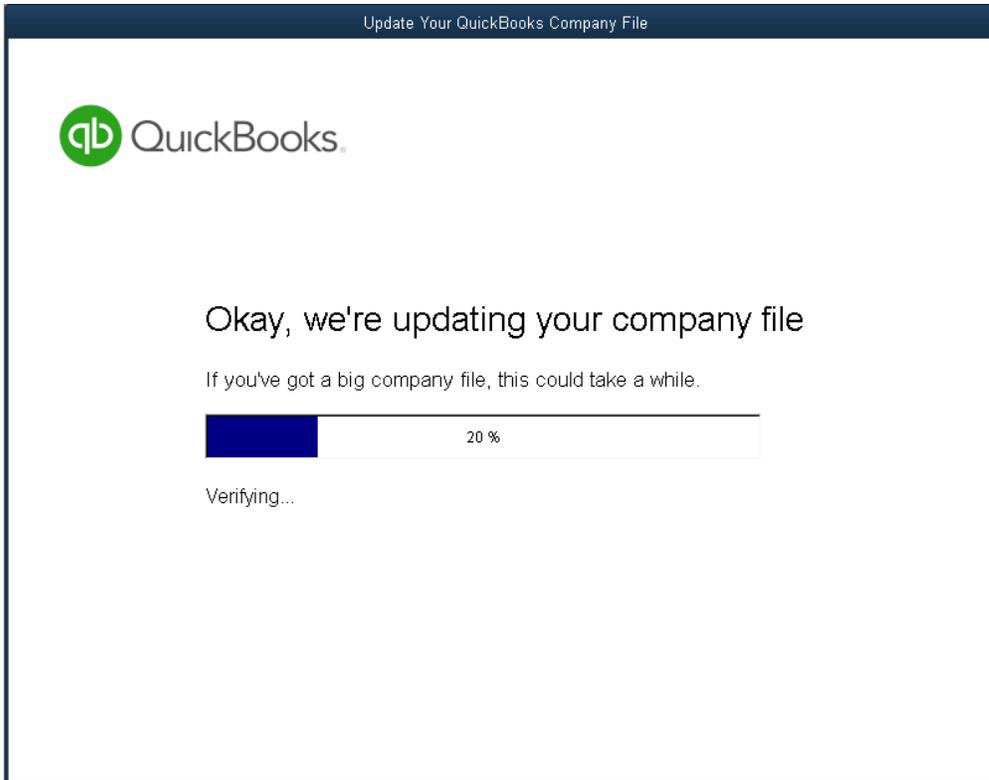


4. When prompted, please enter your QuickBooks Admin username and password.
5. Once the password is entered select the **Update Now** button.

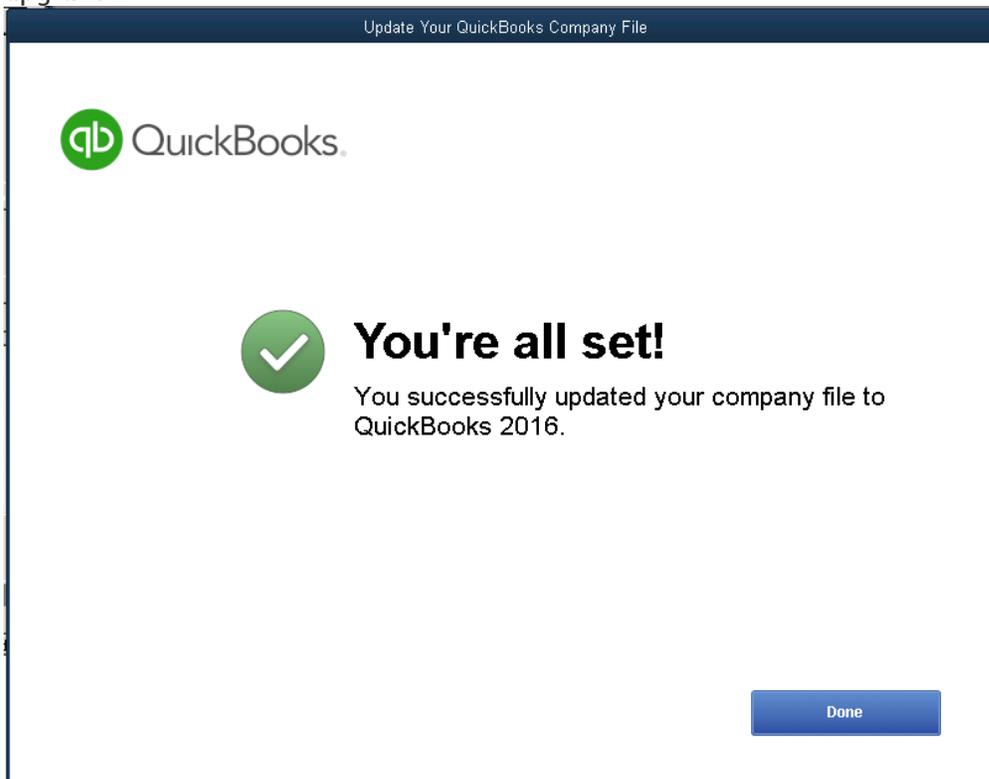
Note: A backup file will be created and placed in a folder on the desktop. The folder will be labeled named QBXXBackupFiles where the XX corresponds with the version of QuickBooks you are upgrading from.



6. The file will now go through the upgrade and backup process.



7. Once completed you will receive confirmation that the file has been upgraded.



Congratulations! When you reach this point your QuickBooks file will have successfully been updated to QuickBooks 2016 and your license for QuickBooks properly registered.