



# FOR NEW USERS

upgrade directions on reverse →

To use your CheckWriter Cloud™ for the first time, you will need the password. This has already been sent to you email address listed on your original invoice.

Use your web browser to go to:

<http://cloud.checkwriter.net>

Enter in your account number (same as your order number)

Enter your username: "admin"

Enter your password: Check your email for subject: "CheckWriter Cloud Successful Setup"

Then click "I Agree" if you agree to the terms of service and log in.

## BEFORE YOU USE CLOUD THE FOR THE FIRST TIME READ THE MANUAL!



Your manual is located by clicking the yellow question mark on your toolbar

Read the First Time Setup and Orientation, About CheckWriter Cloud™ and Features and Functions if you have never used the software before. Also, these topics are very helpful:

<ul style="list-style-type: none"> <li>- <a href="#">First Time Setup - Orientation</a></li> <li>- <a href="#">About CheckWriter Cloud™</a> and Check Drafting</li> <li>- <a href="#">How to Backup Your Data</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Features and Functions Guide</a></li> <li>- <a href="#">Monthly Billing or Batch Printing</a></li> <li>- <a href="#">Check / Draft Symbology</a> 🗄️ 🗑️ 🗂️ 🗃️</li> </ul>
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Blank CheckWriter Cloud™ Check Stock was already shipped to your address specified on you order. Federal Reserve Regulation 'CC' blank check stock is required to comply with bank regulations. You can reorder online, in your CheckWriter Cloud™ manual, or call us.

If you have any questions about CheckWriter Cloud™ just call customer service at:

**(617) 782-8998**

...and have your Account Number Available.



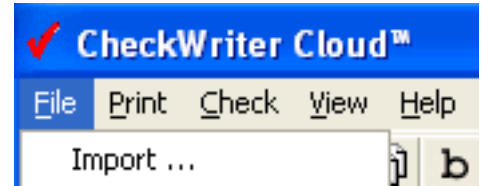
# Version 8.0+ Upgrade Guide

New users can ignore the page and see the other side →

Bring all of your data into your CheckWriter Cloud™:  
Version 4.1, 5.1, 5.2, 5.3, 6.0, 6.1, 6.3, 6.9 & 7.1

## To Get Started Log Into Your CheckWriter Cloud™ account

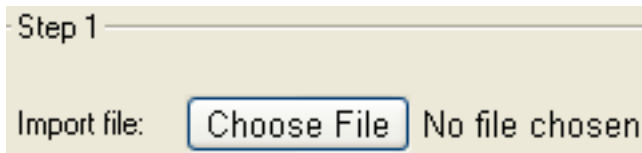
THEN click FILE then click IMPORT: →



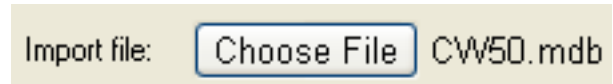
NOTE: If you are **not** upgrading, you can ignore these directions...

To import all of your data from a prior version or to merge multiple databases follow these steps:

### First:

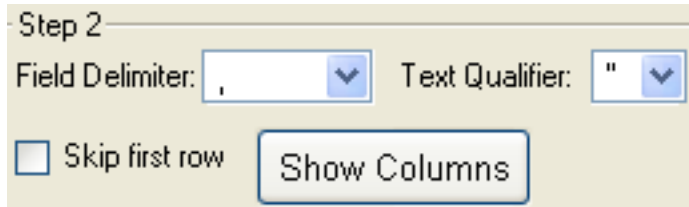


Click the "Choose File" button and Select  
C:\Program Files\CheckWriter6 → then click  
CW50.mdb



It will then look like this when the file is selected

### Second:

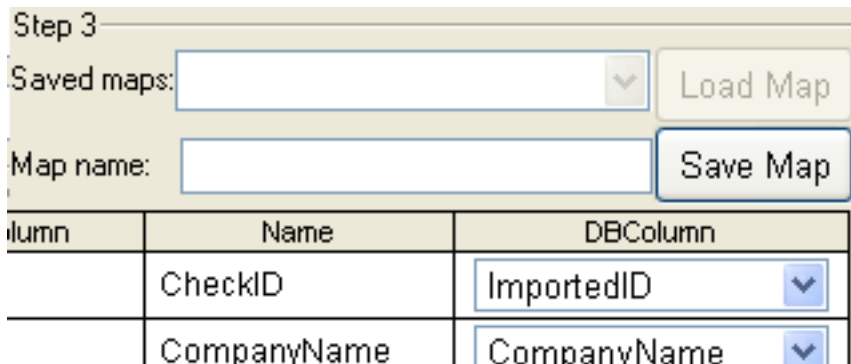


← Don't change anything here ...

← JUST CLICK SHOW COLUMNS

Your file upload will take a few moments depending on file size – a message will display.

### Third:

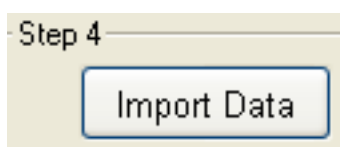


Once uploaded ...

Step 3 will automatically map all the fields

← as shown to the left.

### LAST:



←Click Import Data and when done you will get the message:

**Import Successful**