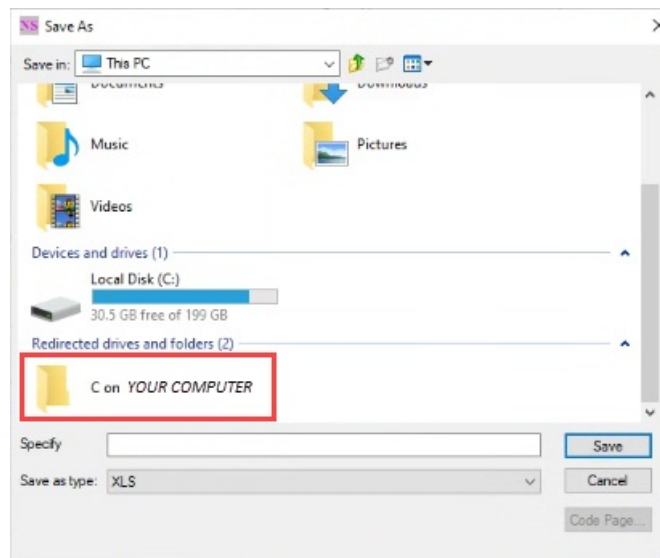


Next Step... Where do I save files that I exported from NSS Billing?

Last Modified on 03/13/2025 3:08 pm EDT

Follow these steps to save files to your local computer that you export from NSS Billing:

1. Create a folder on your local computer or C: Drive.
2. Run the report/file you want to export as you normally would.
3. Navigate to the **This PC** drive in the Save As window.
4. Double-click the folder labeled **C on [your computer]**.



5. Then navigate to the **Users** folder. Next, select your user folder. From there, you will be able to find the folder that you created in Step 1.
6. Select the desired file extension in the **Save as type** drop-down and enter a **File name**.
7. Click **Save**.

