# Where do I save files that I exported from NSS Billing?

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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 **Network** drive in the Save As window.
4. Double-click **tsclient**.
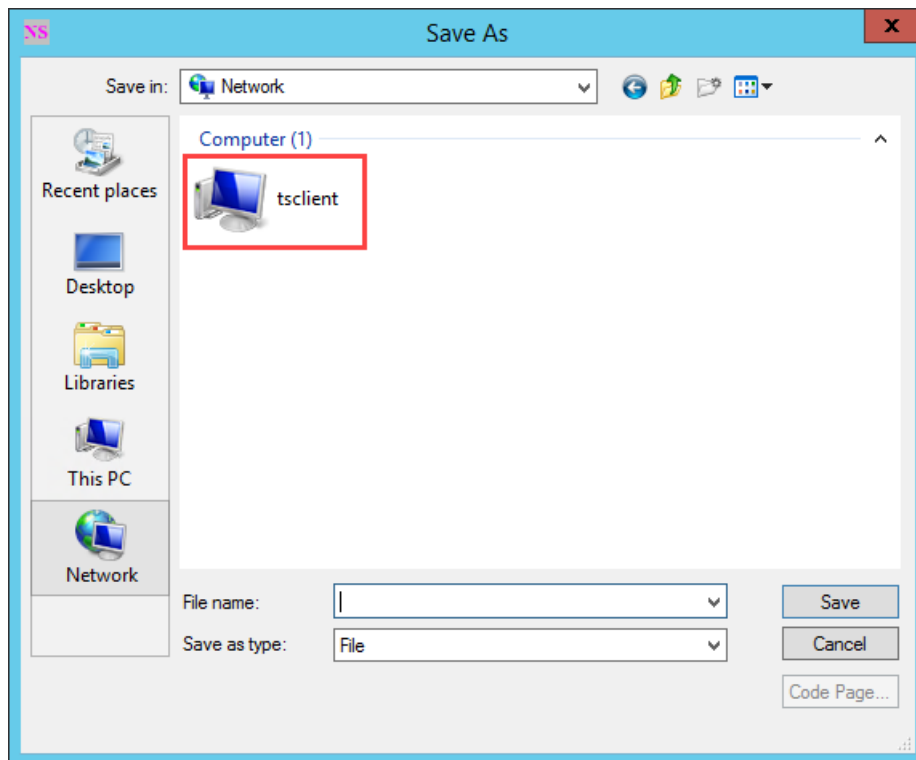
5. Double-click the **\\tsclient\C Share** folder. If you created the folder for Step 1 in the C: drive it would be displayed here. If you need to drill down further to your local workstation folder follow this path: **Users folder > Select your user folder > Select where you saved your file.**
6. Select the desired file extension in the **Save as type** drop-down and enter a **File name**.
7. Click **Save**.