

## CommonCents 3.0 Conversion Instructions

The following instructions are designed to help licensed and trial users smoothly convert from CommonCents 2.0 to CommonCents 3.0. We estimate that the following steps can be completed in about 15-20 minutes.

1. Make backup copies of all CommonCents 2.0 vault folders BEFORE downloading and installing CommonCents 3.0.
  - a. Use the Backup Manager to back up your vaults.
  - b. Note: CommonCents 2.0 will be uninstalled when you install CommonCents 3.0. Vault databases will be converted into the new format once opened in the new version. Once this conversion has occurred, the original vaults cannot be converted back. So should you decide to go back to CommonCents 2.0, you'll need these backup files.
2. Record your CommonCents 2.0 License Key (only applicable for those who purchased CommonCents 2.0 – see #3 below)
  - a. If you have your original receipt, the license key is included there so you can skip to Step 3. If you don't have it, follow the steps below.
  - b. In CommonCents 2.0, Select Help=>About from the Menu bar.
  - c. Write down the "Serial Number" (capture the numbers, letters, and dashes). You can also copy and paste the number into the email in the step below.
3. Request a license key for CommonCents 3.0
  - a. All licensed users of CommonCents 2.0 who purchased a license to that version are eligible to receive a complimentary (free) license for CommonCents 3.0.
  - b. Send an email to [support@commoncentssoftware.com](mailto:support@commoncentssoftware.com) with the name used to register CommonCents 2.0 and your serial number / license key. Once we have verified your original purchase, we will email you the next steps.
4. (Optional) Document Selected Balances for use in Validating the Conversion
  - a. Record selected account, envelope, or Financial Summary balances. An easy way to do this is to run the appropriate reports. You could also use the Ctrl-Prt Scrn keys to capture a "screen shot" of the main CommonCents screen for selected Vaults. Paste the screen shot into Word (or a similar program) and save it for later reference.
  - b. Close CommonCents 2.0.

We're here to help make this process as smooth as possible. If you have any questions or concerns during the conversion and setup process (or just want to let us know how it went), don't hesitate to contact us via email at [support@commoncentssoftware.com](mailto:support@commoncentssoftware.com).

We look forward to your feedback as you put CommonCents 3.0 to work for you!

Best regards,

The enDevelopment Team  
The makers of CommonCents software.