Procedure in downloading the Financial Statements Template
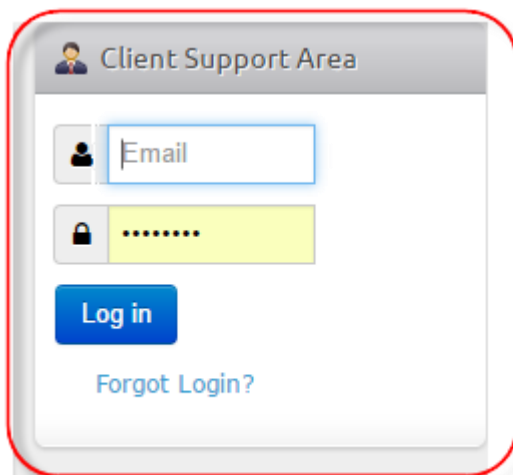
VERSION 1.00

PROCEDURE SUMMARY

1. Download the latest Financial Statements Template file from the Client Support Area of our web site.

(Note: We recommend using Mozilla Firefox or Google Chrome for browsing our website)

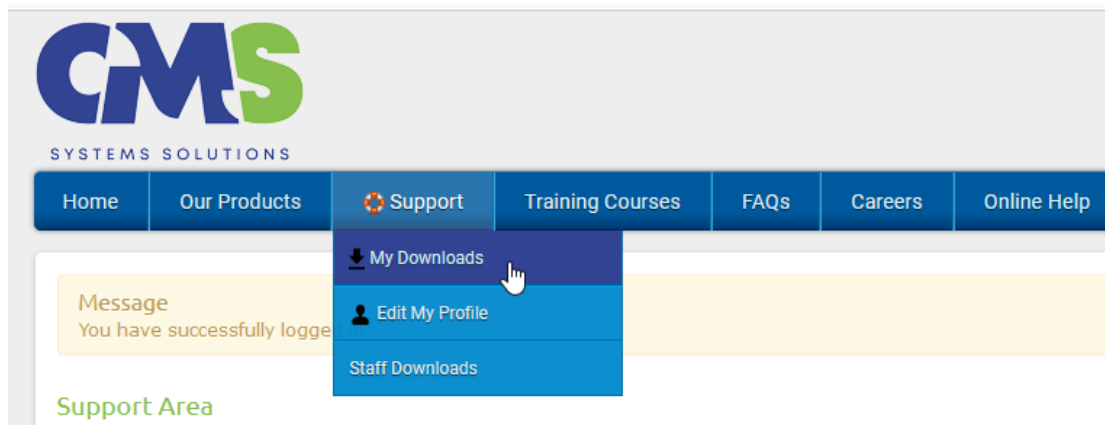   a. You can access the Client Support Area at http://cms-ss.com/

     b. Login using your Email and Password

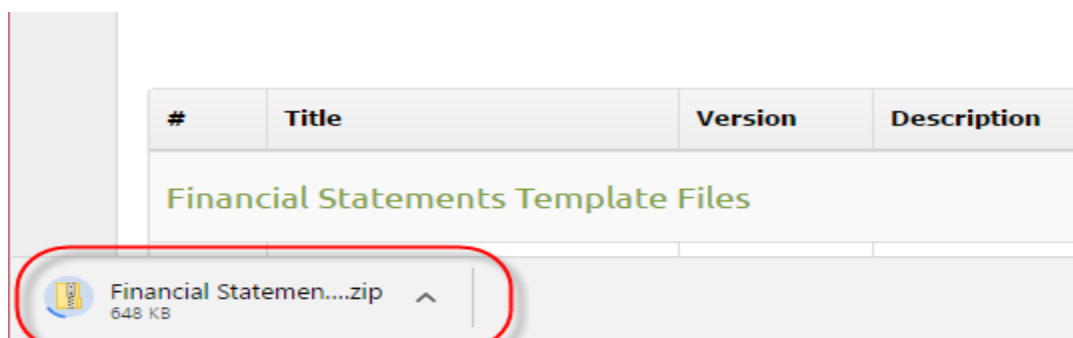c. Once logged in, click on the option "Support Area", "My Downloads"

d. From the list of Product, click on Caseware Financial Statements

e. On the Financial Statements Template files, click to download Financial Statements Template

f. At the bottom of the page you will see the template downloading. In some cases, a window will pop up and select to **Save File**.

2. **When the download process completes, find the file in Downloads and follow the Procedure in installing the Financial Statements.**