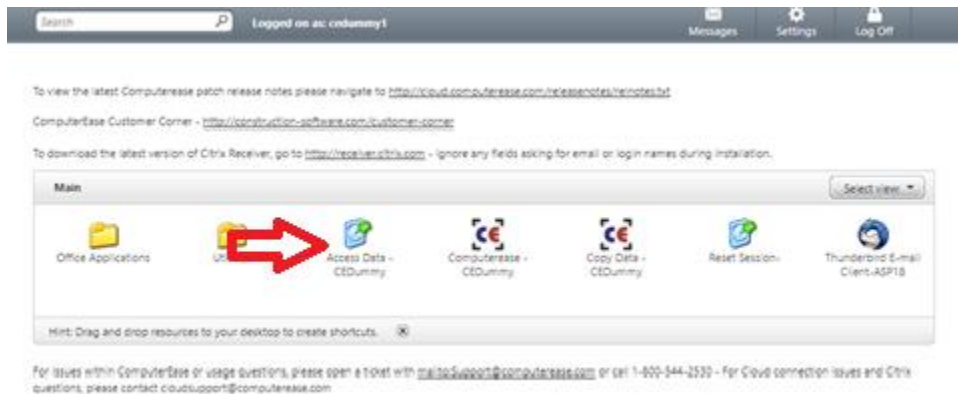


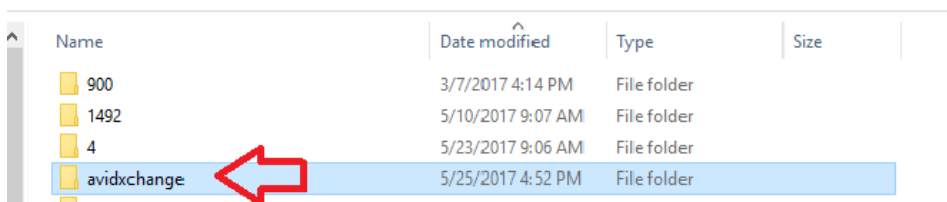
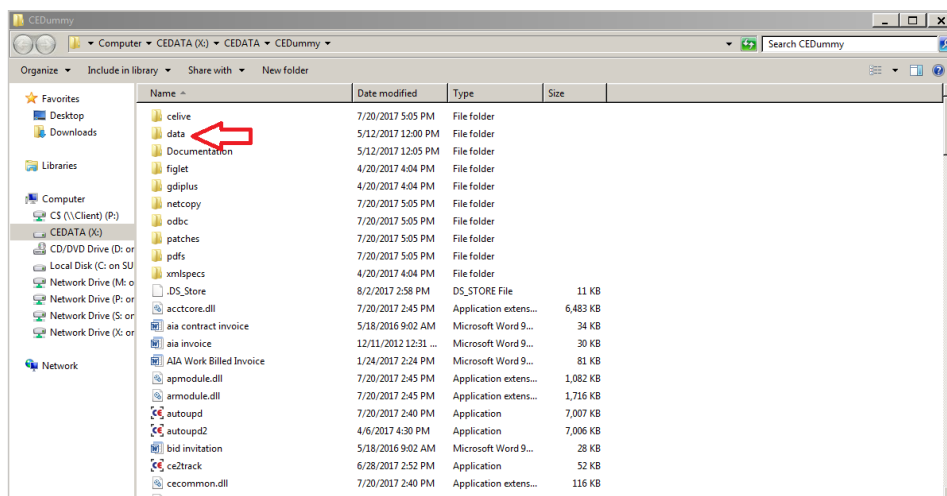
## How to Move an AvidXchange file from ComputerEase Cloud to a Local Drive

Note – The user will need to have permission to “Access Data” in order to perform this task

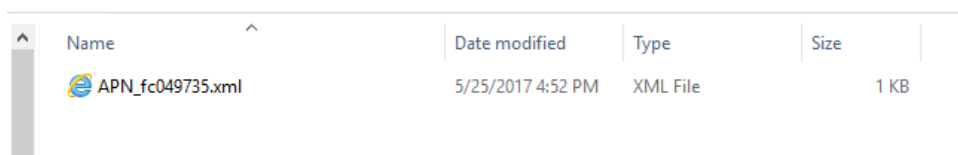
1. From the main ComputerEase Cloud page, open Access Data.



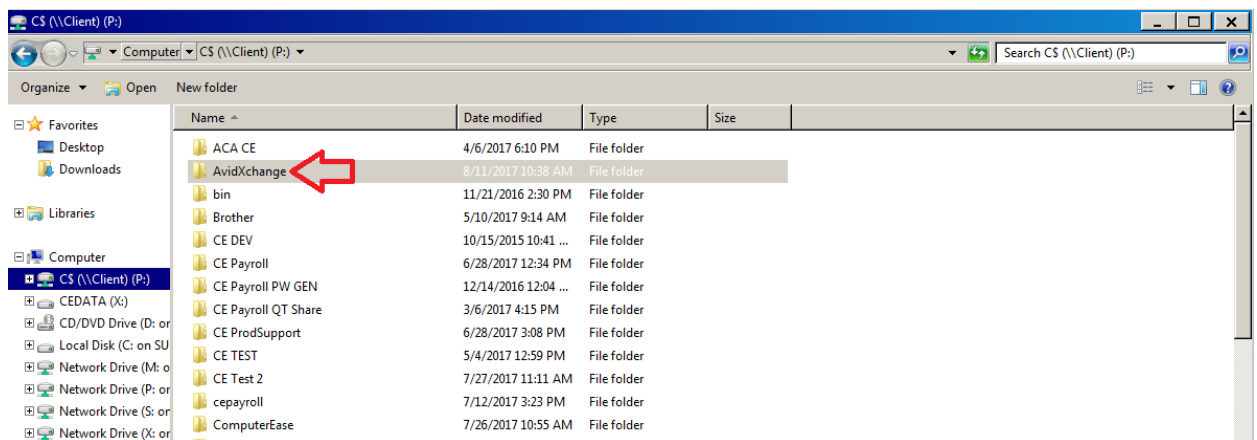
2. Two File Explorer windows will appear. From within one of the File Explorer windows, browse to CEDATA (X:)\Data\avidxchange



3. In the avidxchange folder, copy the APN file(s) you need to process.



- From the File Explorer window, browse to C\$ (\\Client) to access your local drive or browse to a network location that AvidXchange has access to. Create a folder (we suggest calling it AvidXchange) and paste the copied file(s) from step 3.



- Have the customer contact AvidXchange and ask them to point AvidXchange at the folder you have created on the local or network drive.