

Sage Drive - Upload your data

With Sage Drive you can upload a copy of your accounts data to a secure location in the cloud. You and your colleagues can then easily access the cloud data from any location. Your computer, and any other devices that access your data, synchronise with the cloud copy, so everyone sees the live data.

To use Sage Drive you must have a broadband Internet connection with a download speed of at least 4Mbps, and an upload speed of at least 2Mbps.

If Sage Accounts is installed on more than one computer on your local network, you only need to upload your data once.

1. Install the latest version 26.2 on all relevant PC's
2. Open Sage Accounts and on the menu bar click **File**, click **Sage Drive setup**, click **Let's get started** then follow the relevant section below.

If you already have a Sage ID login

1. Enter your Sage ID email address and password then click **Sign In**.

If a message appears to say you're not yet registered for Sage Drive, click **OK** then proceed to step 2. If no message appears, proceed to step 5.
2. When you receive an activation email, click the Sage ID Activation link, then click **Register for Sage Drive with your Sage ID**.
3. Enter your Sage ID email address and password, then click **Sign In**.
4. Enter your account number and serial number, click **Register**, then when the Successful Registration message appears, close your Internet browser.
5. Enter an encryption password, then confirm your encryption password.


Please remember this password, as you can't reset it. If forgotten, you have to remove and re-upload your data to Sage Drive. Also, if you invite others to access your shared data, you must tell them the encryption password so they can connect.

6. To agree to the terms and conditions, select the check box then click **Upload data**.
7. Download Sage 50 Version 26.2 onto designated laptop and follow on screen instructions.
8. Select "connect to data from Sage Drive" and continue inputting your login credentials as requested.

Sage Accounts - Company Set-up

1 Welcome

Welcome to Sage 50 Accounts



Please select one of the following:

- ☐ **Set-up a new company**
To begin using Sage 50 Accounts, enter your business details.
- ☐ **Use an existing company stored on your network**
If you want to use a company on your computer or network, use this option to connect the
- ☐ **Restore data from a backup file**
If you have a backup that you would like to restore, select this option.
- ☒ **Connect to data from Sage Drive**
We recommend using this option if you would like to connect to your data from a remote

Your company will be created in the following location. To choose a different location, click Change.

Change

Cancel

Back

Next

Sage Drive is not a backup facility so please continue to back up Sage 50 as normal.