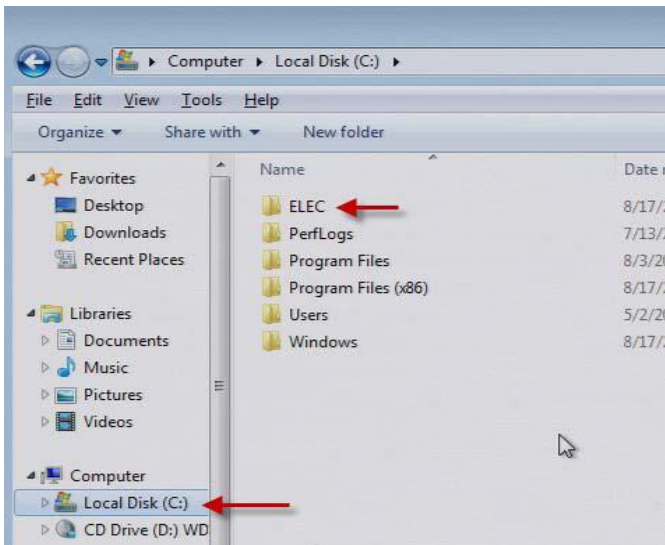


## Guidelines for Installing REFS Version 4.0

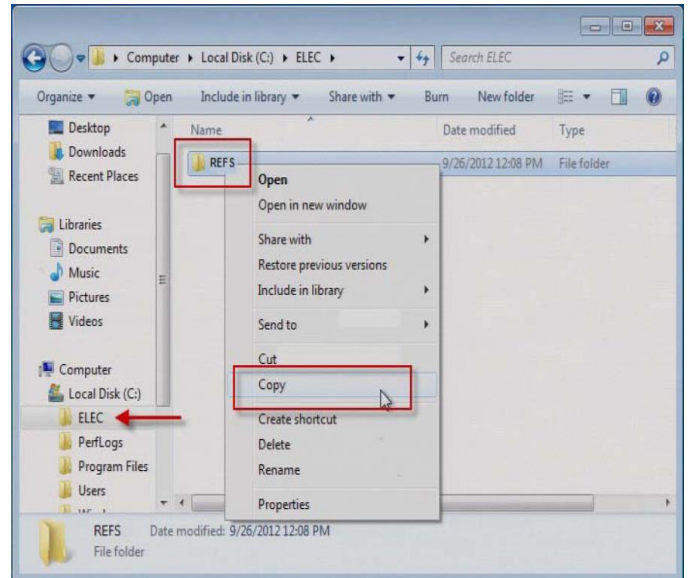
### Step #1: Back-Up Current REFS Database (before installation of the new software)

An external backup storage solution, a Flash Drive, USB Storage device, CD or DVD writer, can be used, or a folder on your desktop (or anywhere easily accessible on your computer system) can be created to back-up your existing database.

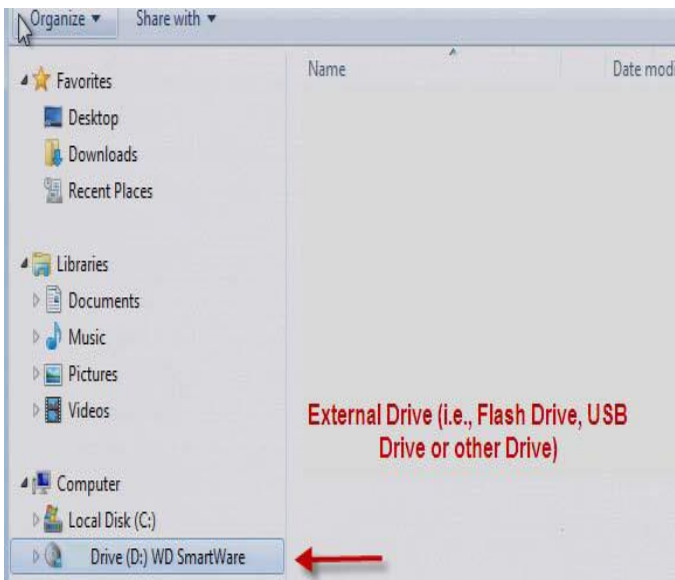
1. Open Windows Explorer, or double click on “My Computer”, and expand the “C” drive to locate the “ELEC” folder.



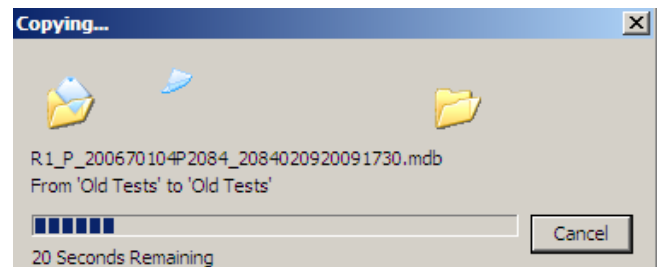
2. Expand the ELEC folder to display the “REFS folder. Right-click on the REFS folder. In the display Menu that appears, click “Copy”.



3. Locate and select your external storage drive or the folder created for your back-up, right-click and “Paste”, to copy the REFS folder to this location.



4. The REFS folder will be copied to your back-up location.



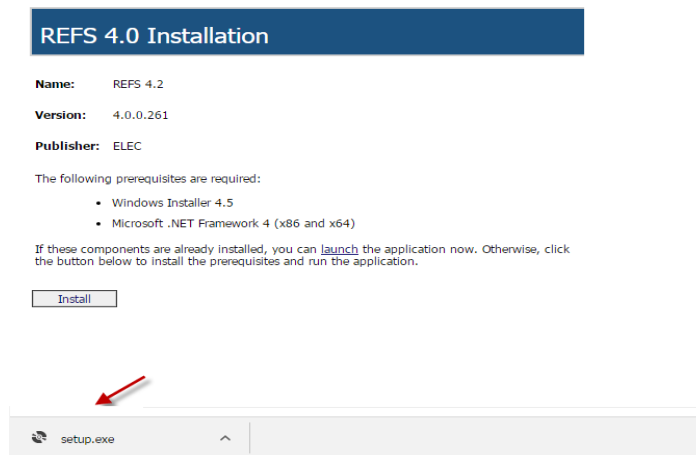
When the REFS folder is copied to your backup location, you have successfully backed up your REFS database.

## Step #2: Install REFS Version 4.0

1. Navigate to: [http://www.elec.nj.gov/refs\\_setup/publish.htm](http://www.elec.nj.gov/refs_setup/publish.htm) (Screen Shots for Google Chrome)

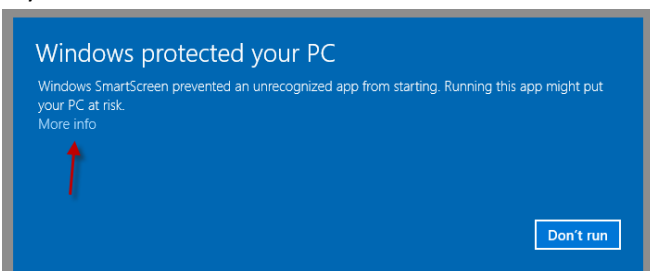


2. Click the Install button. This will download a Setup File. Click on the Setup File once download is complete.

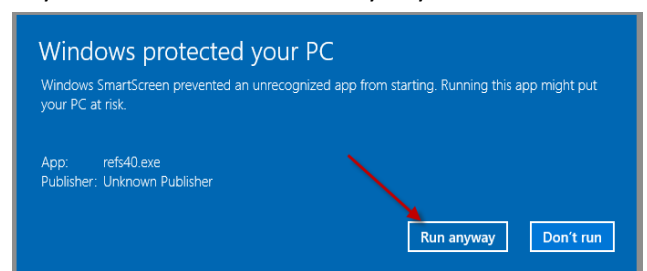


You may get several caution messages.

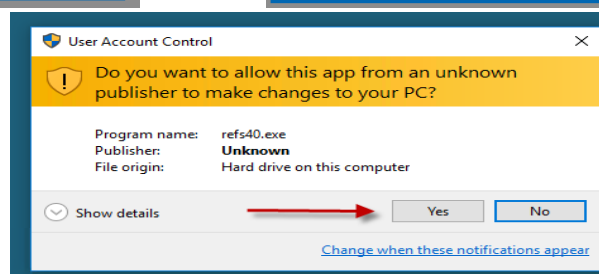
If you see this – click “More Info”



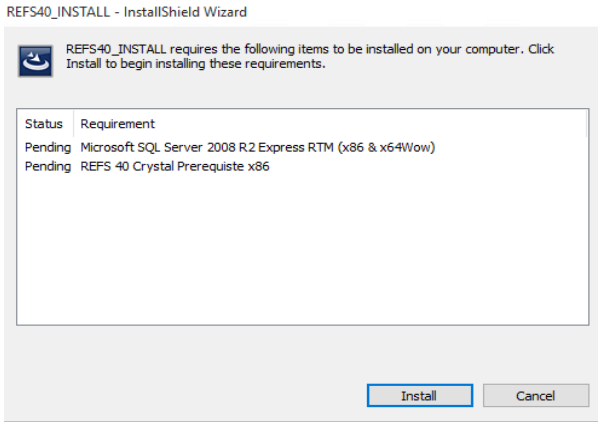
If you see this – click “Run Anyway”



If you see this – click “Yes”



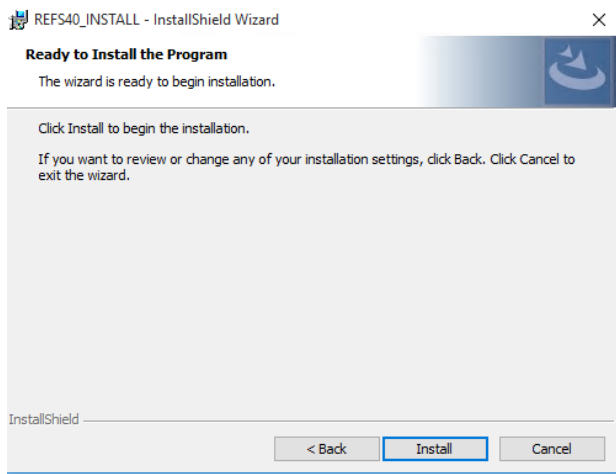
### 3. Click "Install"



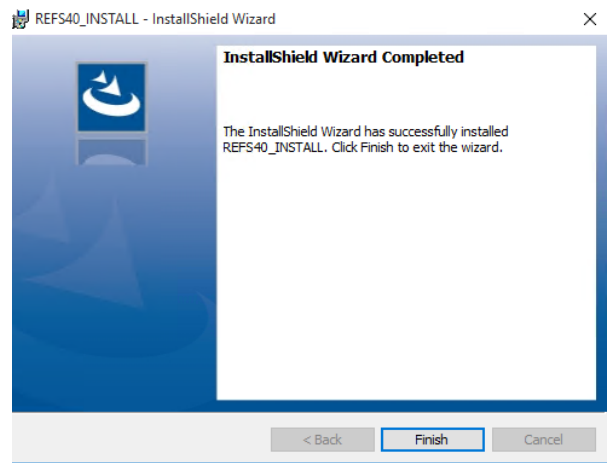
### 4. Click "Next"



### 5. Click "Install"

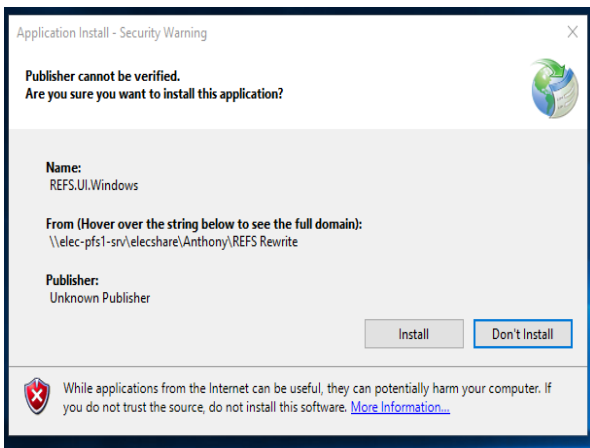


### 6. Click "Finish"

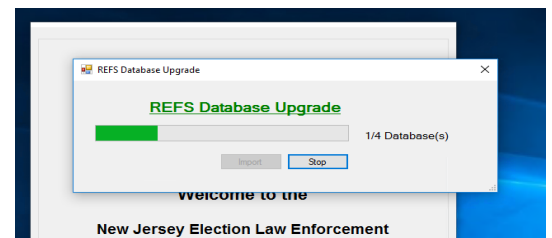


The initial install of REFS is now complete.  
REFS Version 4.0 program will install and open. →

Click "Next" (Conversion of .MDB databases will begin)

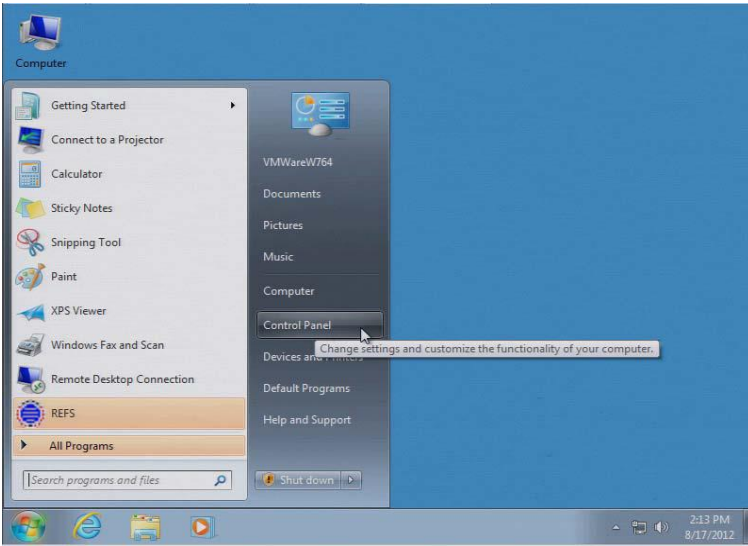


This will appear while your databases are being converted. →

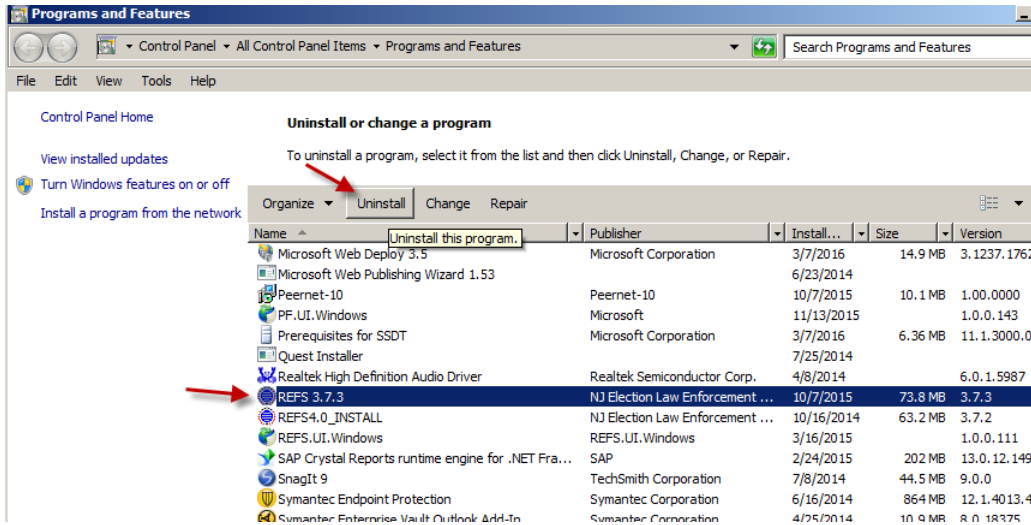


### Step #3: Uninstall REFS 3.73

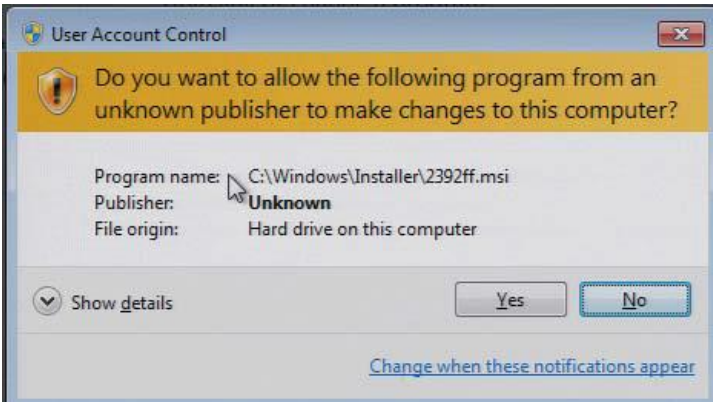
1. Find the application that will uninstall a program. (Usually located through the Control Panel, titled “Programs and Features”)



2. Highlight REFS and then click on “Uninstall”, following the program instructions.



If a “User Account Control” screen appears, click “Yes” to continue.



3. At the final screen, click “Yes” to reboot your computer.

