Instructions to Download the Surplus Line Quarterly Filing Program

1. Double click on the SLB Quarterly Filing Program.
2. Click on **"Run"**.
3. In the WINZIP box, click on the **"Unzip"** button to save the installation files to your local computer. You will receive a confirmation message that the **4** files were successfully unzipped to your computer.
4. Close WINZIP box and any other programs currently running on your computer.
5. Open the C:\slbtemp folder and locate the **Setup.Exe** file.
6. Double click **Setup.Exe** to begin installation.
7. Click the Computer Icon to start the download process then click "Continue" and the program will be placed in the proper directory, **C: \Program files\SLB New Quarterly filing System 2008 V2**
8. Answer "Yes" to all questions regarding newer files.
9. Go to **Start – Programs – SLB New Quarterly Filing System 2008 V2** to open the program.
10. To establish a desktop shortcut go to **Start – Programs – SLB New Quarterly Filing System 2008 V2** right click on it and send to desktop.
11. Once you see the Icon of the 'SLB New Quarterly Filling System 2008 V2', you have to delete the Icon of the old SLB Program by selecting it on the Desktop and hit delete on the keyboard. Say 'Yes' when prompted.

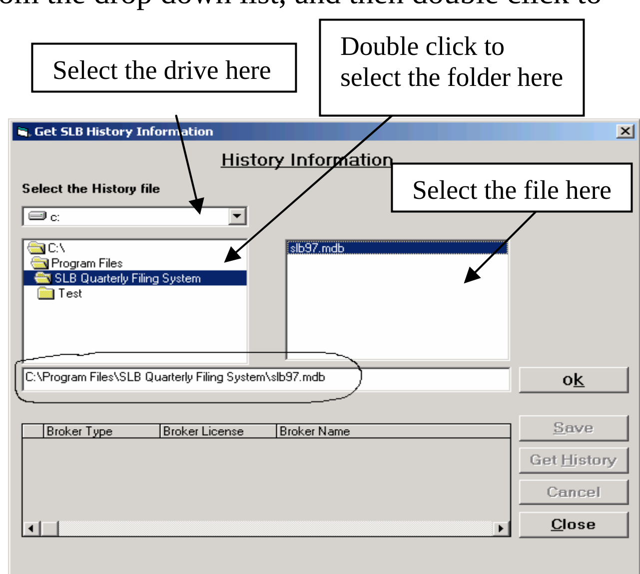
Instructions to Save Filing History to the New Program

1. To get history data. You first have to go to select **History** from the menu. This will open the History Information screen.

2. On this screen you will first have to select the correct path where the History file is residing. **Please note that the path (unless you have moved it) should be as follows:**

   C:\Program Files\SLB Quarterly Filing System\slb97.mdb or **C:\slb32\slb97.mdb** or **C:\Program Files\SLB Quarterly Filing System 2008**

   To locate the path, first select the drive from the drop down list, and then double click to select the folder path and then select the file.

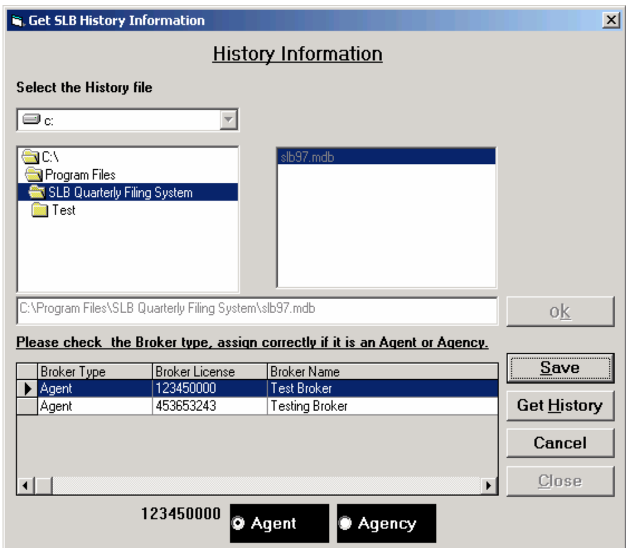


3. Once the path is located, click the **Ok** button. Upon clicking this you will see the list of all the brokers from the History file.

4. Each broker has to be assigned a Broker type. Either **'Agent'** or **'Agency'** This list will show all the brokers as 'Agent'.

5. You can edit the Broker type by selecting the Broker from the list and using the select buttons at the bottom of the screen, and then you click **Save** to save the changes. If you want to cancel all the changes you have made to the Broker types click **Cancel**

6. Check to make sure that the broker type is correct before proceeding to Step #7.



7. Now you are ready to get the History Information.

8. Click the **Get History** button. This will prompt you that this process cannot be undone. By saying yes you are getting all the History data from your old SLB Application to the New Application.

9. After the data transfer is completed you will see the message "Data transfer was Successful". Now click **Close** to get back to the Main screen. **[Note : If there was any error during this Process please call the SLB Examiner Keith Kelley at (804)371-9333]**