

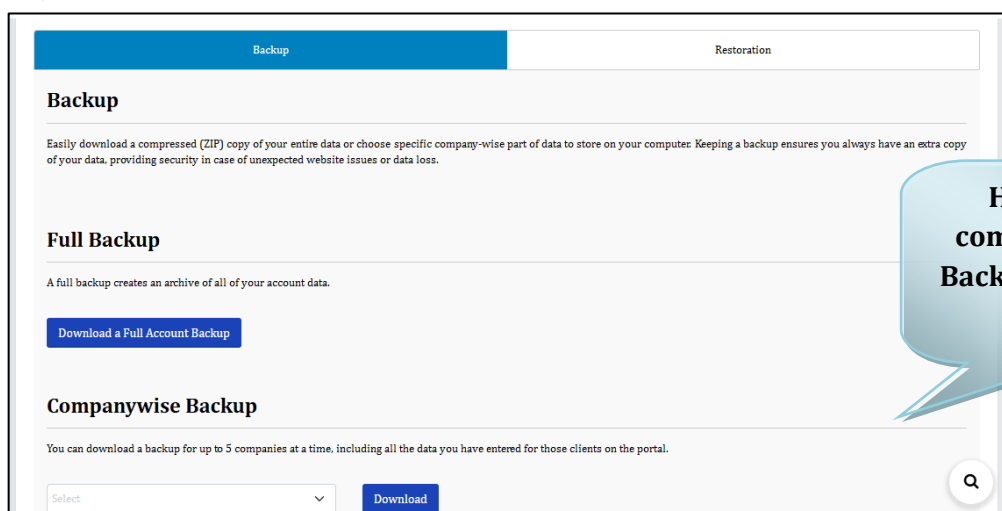
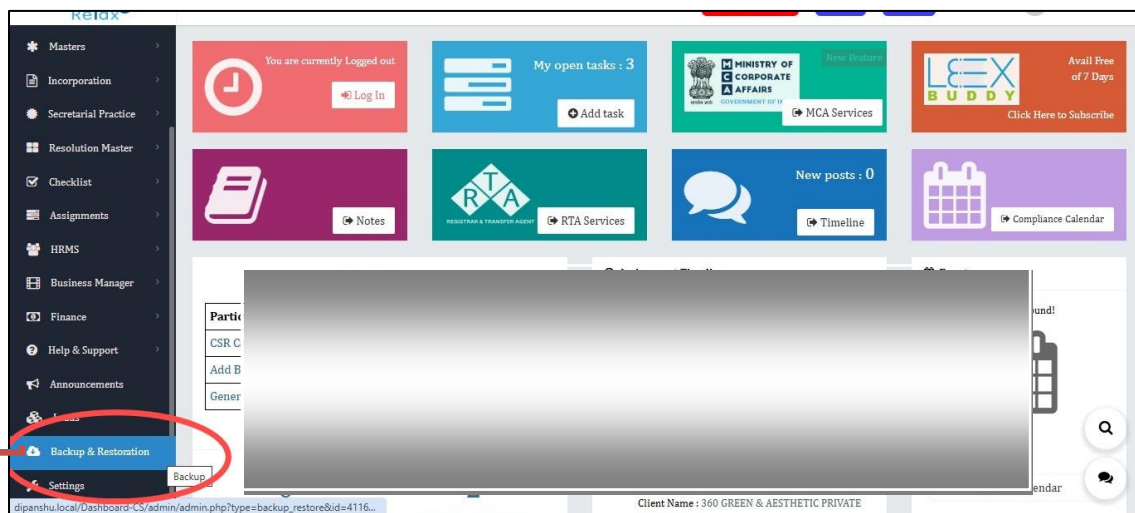
**BACKUP AND RESTORATION NOW AVAILABLE**

Dear Users,

We're excited to inform you that we have added the Backup and Restoration feature to enhance your experience and data security. You can follow the steps below to use this feature:

**STEPS TO FOLLOW FOR TAKING THE BACKUP:**

***Login using the Admin account -> Dashboard -> Scroll down to the bottom, you will see the Backup & Restoration option***



**Here, choose the company-wise or Full Backup & download the backup.**

**❗ Please note that the backup file should not be modified or tampered with, as doing so may prevent successful restoration.**

*Private Circulation only*

**STEPS TO FOLLOW FOR RESTORING THE BACKUP:**

*Click on the restoration window*

The screenshot shows the ComplyRelax web application interface. On the left is a dark sidebar with a menu containing: Dashboard, Bulk-Sender, Clients, Requested Documents, Masters, Incorporation, Secretarial Practice, Resolutions Master, Checklist, Assignments, and HRMS. The main content area has a top navigation bar with a 'Dashboard' button and a breadcrumb 'Home / Backup & Restoration'. Below this is a red warning note: '\*Important Note: The backup will include only the data you have entered on the portal. Any uploaded files, such as PDF, Word, Excel, or other document types, will not be included in the backup.' Below the note are two tabs: 'Backup' and 'Restoration'. The 'Restoration' tab is active and highlighted in blue. Under the 'Restoration' tab, there are two sections: 'Restore backup' and 'Restore Full User Account's Backup'. The 'Restore backup' section contains the text: 'Restore your data by uploading a backup ZIP file to recover the data. Restoring from a backup ensures quick recovery in case of data loss or website issues, keeping your information safe and accessible.' The 'Restore Full User Account's Backup' section contains the text: 'Restoring a full account backup will recover all user data as it was on the date the backup was created.' Below these sections are three input fields: 'BACKUP FILE' with a 'Choose File' button and 'No file chosen' text; 'FILE PASSWORD' with a placeholder 'Please enter 8 digit password here...'; and 'OTP' with a placeholder 'Please enter 6 digit OTP here...'. A 'Send OTP' button is located below the 'BACKUP FILE' field. A search icon is visible in the bottom right corner of the main content area.

🚩 While restoring the backup, if you encounter any validation error that you are unable to resolve, please stop the process immediately and contact our support team for assistance before proceeding further.

**Please reach out to us if you need any assistance:**

**+91 99298 22200, Call & WhatsApp both available, [complyrelax@gmail.com](mailto:complyrelax@gmail.com).**