

Thank you for choosing DataHEALTH as your HIPAA accredited online data storage provider. We strive to provide excellent customer service and technical support. To ensure the most successful backup processes, please review the following Customer Responsibilities and keep them for reference. You may reach us at Support@DataHEALTH.com or 888.656.3282, option 2.

1. **Review your backup logs, at least twice a week.** Review them even if you've selected email alert options. Make sure backups are processing routinely, without error and the selected files and folders are backing up. A successful connection can occur and backup 0 files if your file path changes or someone deselects the files. When looking at the logs, pay attention to the number of files that have backed up. Also, emails get redirected by email routers all the time to the trash or junk bin. Don't solely rely on email alerts. Your backups are crucial in the event of a server crash, make it a habit to review the logs on a regular basis. If you need instruction, please contact DataHEALTH.
2. **Watch for an unusual or unexpected increase in the amount of files being backed up.** This could be an indication of a virus or malware infection in your files. Immediately contact DataHEALTH in this instance.
3. **Promptly respond to all forms of communication from DataHEALTH.** Inform office staff to promptly pass along messages from DataHEALTH.
4. If you acquire a new server, have the server rebuilt or perform hardware maintenance on the server, the **DataHEALTH backup software MUST be re-installed.** Call DataHEALTH ASAP.
5. **Changes to your network configuration or backup file path** could mean your backup selection needs changed. Call DataHEALTH for assistance.
6. If you upgrade your database from Access to SQL, contact DataHEALTH for assistance in selecting SQL database for backup. **If it is not selected, it will not backup.**
7. **New or changed software and files will NOT be added to the backup automatically.** If you want them backed up, call DataHEALTH to have them added.
8. **Keep adequate, active and updated virus protection and malware protection software.** This is the first line of defense for your network. The moment you think you may have a virus, call DataHEALTH immediately to secure the most recent backup.
9. **Billing questions must be reported within 45 days** of receiving your DataHEALTH invoice. No refunds or credits will be issued for invoices older than 45 days.
10. Changing your administrator password will stop your account from backing up. **When you change your password, call DataHEALTH.**
11. **Report any contact information change, ASAP.** (I.e. phone number, address, email address, authorized users, IT consultant, change in ownership or business structure) Call or email DataHEALTH to update your account.
12. For a **data restore**, we prefer you **call DataHEALTH for assistance.** An authorized account user needs to call for the restore. Data should always be restored to a temporary folder on a different drive from your production data. Always verify the accuracy of restored data before overwriting your production data.