BANK

QuickBooks Windows Web Connect

On the 1st Action Date:

1. Backup QuickBooks Windows Data File & Update.
   a. Choose **File > Back Up Company > Create Local Backup**.
   b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
   a. Complete one last transaction update before the change to get all of your transaction history up to date.
   b. Accept all new transactions into the appropriate registers. (required)

On the 2nd Action Date:

1. Deactivate online banking connection for accounts connected to Bank3.
   a. Choose **Lists** menu > **Chart of Accounts**.
   b. Right-click the first account you want to deactivate and choose **Edit Account**.
   c. Click the **Bank Feeds Settings** tab in the Edit Account window.
   d. Select **Deactivate All Online Services** and click **Save & Close**.
   e. Click **OK** for any alerts or messages that may appear with the deactivation.
   f. Repeat steps for any additional accounts that you need to deactivate.

On the 3rd Action Date:

1. Reconnect online banking connection for accounts that you deactivated.
   a. Log in to Bank3's online banking site and download your transactions to a QuickBooks (.qbo) file.
   Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
   b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
   c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.

Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.

d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.