QuickBooks® Business Accounting Software 2007–2009 for Windows®
Account Conversion Instructions for Web Connect to Direct Connect

As your financial institution completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need your customer ID and PIN and to be able to log in to the Web site. **This update may be time sensitive.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 20 minutes.

To see how your downloading experience will change after your account conversion, click here.

Note: In the following screen shots, red icon numbers match step number instructions. All bank and register information is fictitious and for illustration only.

In this document, QuickBooks 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

Within this guide, this symbol displays to indicate any optional instructions.

A. BACK UP YOUR CURRENT DATA

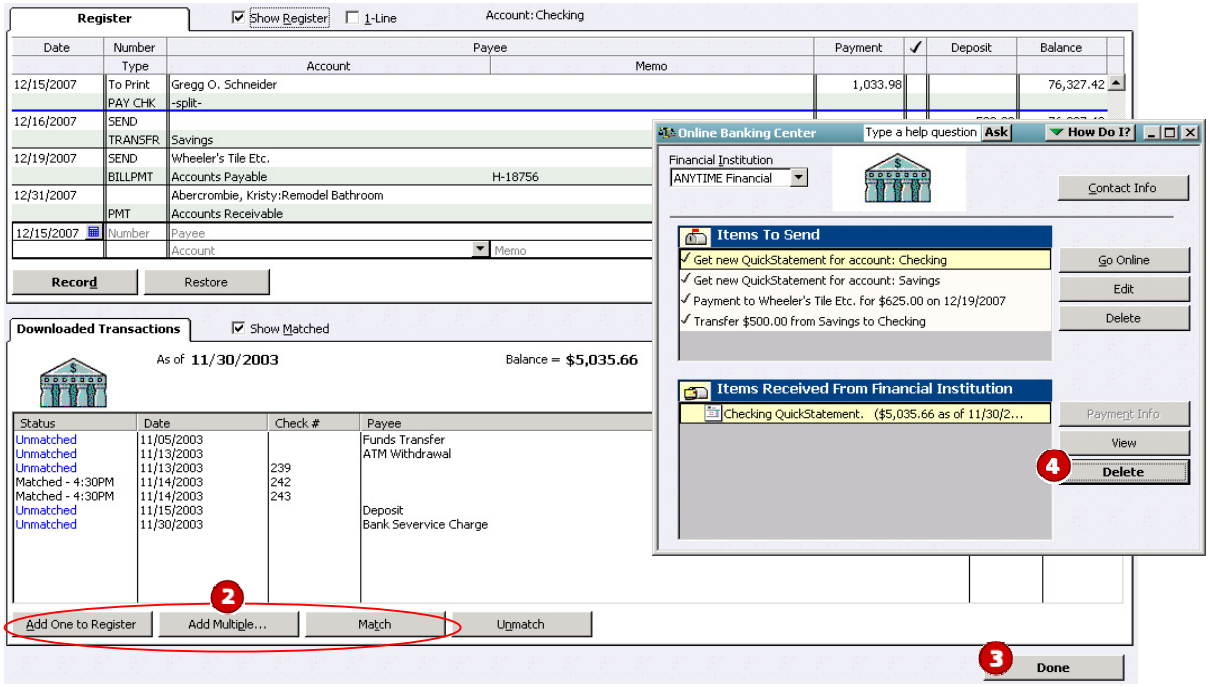
1. Choose **File** menu → **Back Up**.
2. Specify which file to back up and where you want the backup saved in the **QuickBooks Backup** dialog, and then click **OK**.

B. GET YOUR LATEST TRANSACTIONS

1. Log in to the Web site and download your available transactions into QuickBooks.

Important: You may not be able to download these transactions after the conversion.

2. Once in QuickBooks, view your QuickStatement as usual. In the QuickBooks account register, add or match all transactions listed in the **Downloaded Transactions** tab. You will not be able to proceed until all transactions are matched.



3. Once all downloaded transactions are matched, click **Done** in the lower right.

4. The **Online Banking Center** dialog displays. Click **Delete** to remove each item from the **Items Received from Financial Institution** section.

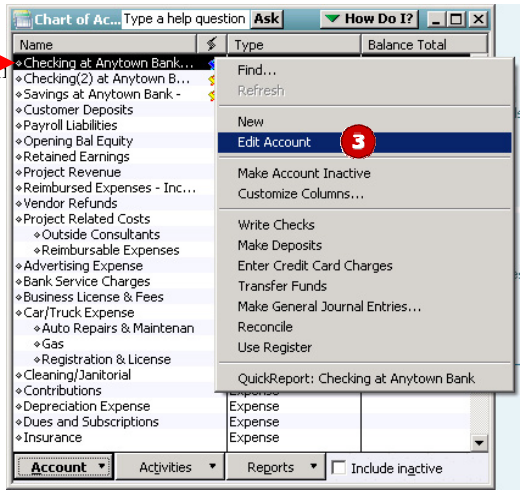
Repeat steps **1** through **4** for each account (such as checking, savings, and credit cards) that you plan to use for online banking.

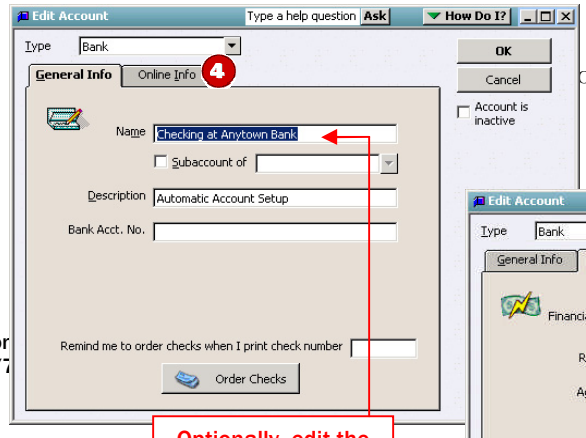
For assistance reconciling your account register, choose **Help** menu → **QuickBooks Help**. In the **Ask** prompt, enter **Reconciling your account**.

C. DISABLE YOUR ACCOUNTS

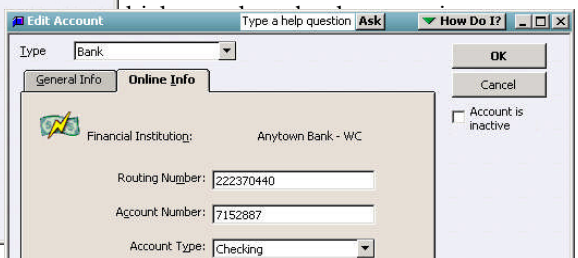
1. Choose **Lists** menu → **Chart of Accounts**.
2. Right-click your first account.
3. Select **Edit Account** from the pop-up menu.

4. First, select your account from the list and right-click.





ox. Click **OK**.



Optionally, edit the

D. ENABLE ACCOUNTS FOR DIRECT CONNECT

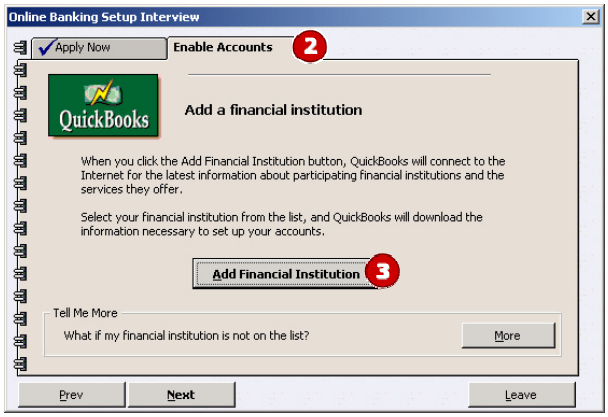
IMPORTANT: Complete sections **D** through **E** *after* the conversion.

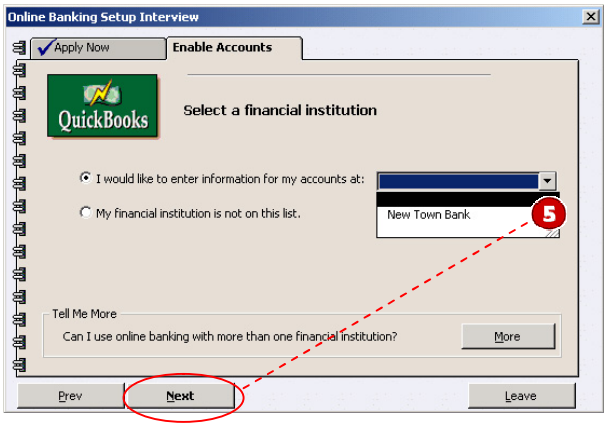
1. *QuickBooks 2006 customers:* choose **Banking** menu → **Online Banking** → **Setup Account for Online Access**.

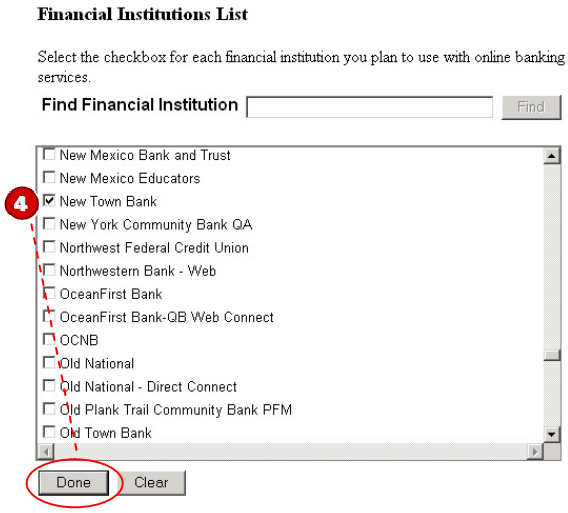
   QuickBooks 2005 customers: choose **Banking** menu → **Setup Online Financial Services** → **Setup Account for Online Access**.

2. When the **Online Banking Setup Interview** appears, click the **Enable Accounts** tab and then **Next**.

3. Click **Add Financial Institution**. Click **OK** to confirm the prompt.







4. Click the checkbox, and click **Done**. Click **OK** to confirm the prompt

5. In the **Select a financial institution** dialog, select **I would like to enter information for my accounts at:** and choose the financial institution from the drop-down list to the right. Click **Next**.

6. Complete the remaining prompts, entering the account information. Click **Next** between each screen. All customers need to select **online account access**. *Only bill pay customers* should select **online payment**.

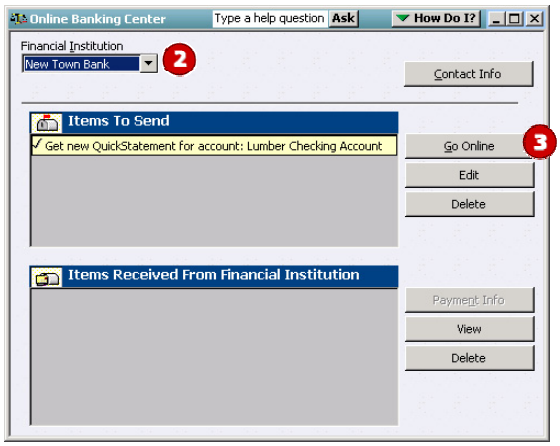
7. Upon reaching the final congratulations screen, click **Leave**.

E. CONNECT & DOWNLOAD USING DIRECT CONNECT

1. To download your new QuickStatement:

   QuickBooks 2006-2007 customers: choose **Banking** menu → **Online Banking** → **Online Banking Center**.

   QuickBooks 2005 customers: choose **Banking** menu → **Online Banking Center**.



2. In the **Online Banking Center**, select the **Financial Institution.**

3. Click **Go Online**.

4. Make sure to enter your password, and click **OK**.

5. Review any transactions listed in the transaction summary as you would normally.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!