Online Banking Web Connect to Direct Connect Conversion
QuickBooks Windows 2009-2011

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 to be able to log in to the Web site.

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 15 minutes.

Note: The QuickBooks Windows Online Banking module has not changed. The product interface may look different; however the steps that follow will work for all versions of QuickBooks 2009-2011.

This update is time sensitive and must be completed between [Beginning Date] and [End Date].

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

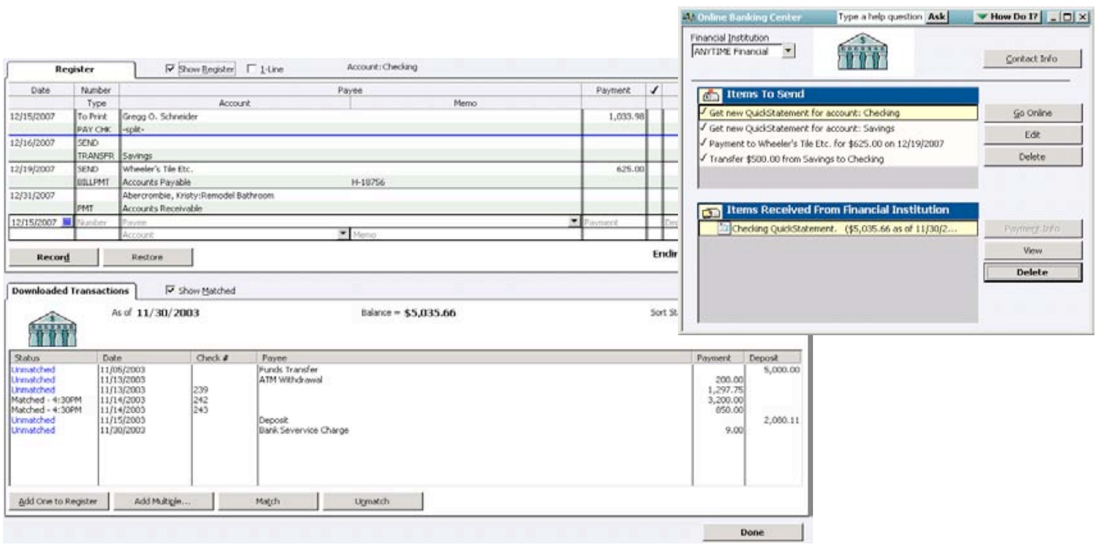
GET YOUR LATEST TRANSACTIONS

Download to QuickBooks

1. Log in to your financial institution's "old" Web site. Download your transactions into QuickBooks.

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

2. Once in QuickBooks, view your downloaded transactions 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.

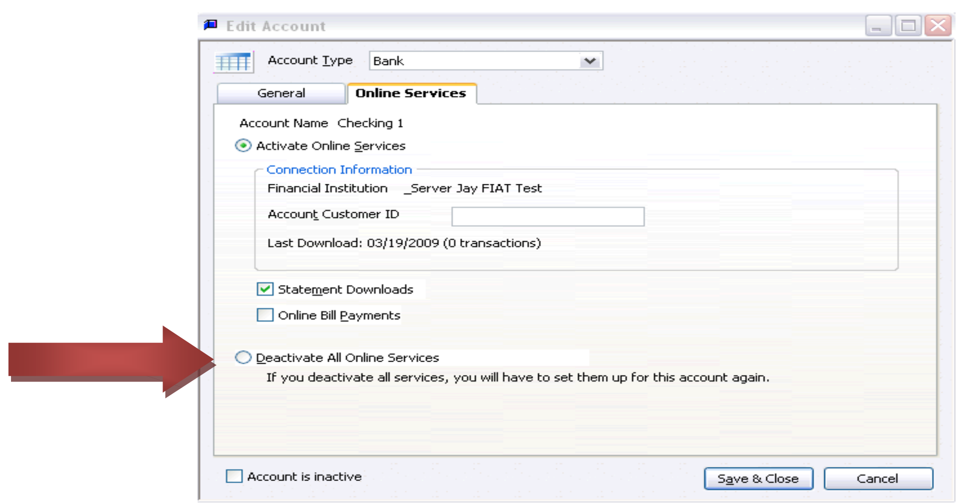
4. The Online Banking Center dialog displays. Click Delete to remove each item from the Items Received from Financial Institution section.

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

DEACTIVATE YOUR ACCOUNT FROM WEB CONNECT

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

4. In the Edit Account window, click the Online Services tab and choose Deactivate All Online Services



5. Repeat steps **2** through **4** for each account from which you download transactions.

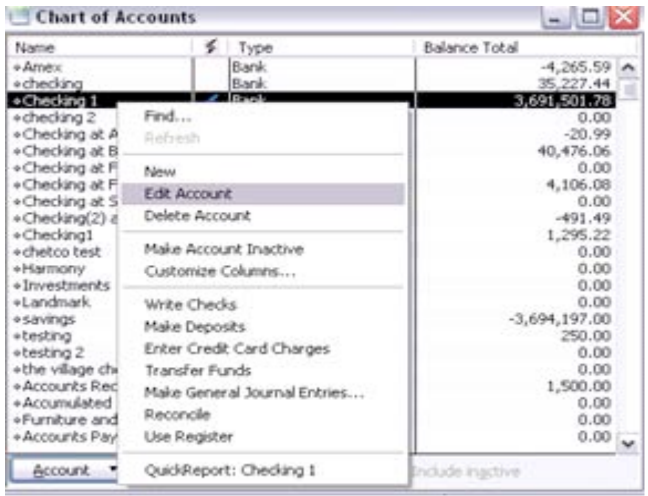
ACTIVATE YOUR ACCOUNT with DIRECT CONNECT

Download to QuickBooks

1. Choose Lists menu → Chart of Accounts

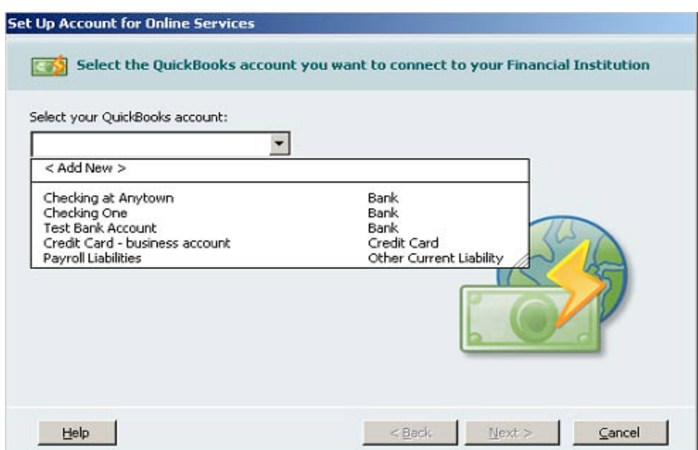
2. Right-click your account

3. Select Edit Account from the pop-up menu



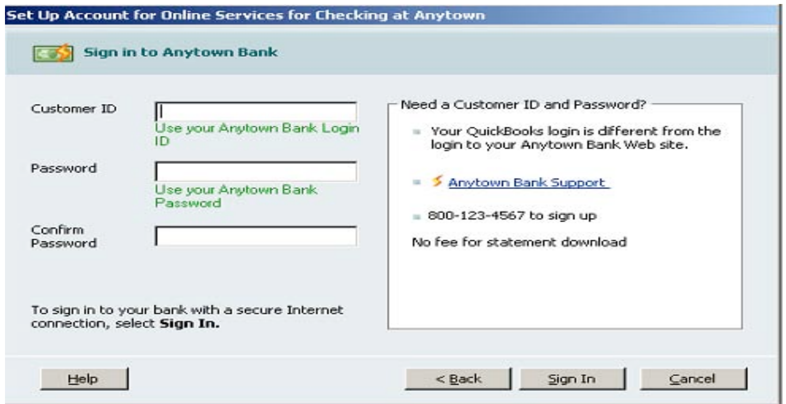
4. Select Set Up Online Services… → QuickBooks will prompt to Temporarily Close All Windows → Click Yes to proceed in setting up online banking.

5. The Set Up Account for Online Services window will appear → click the drop down arrow for options to choose from or create a new account → click next to continue.



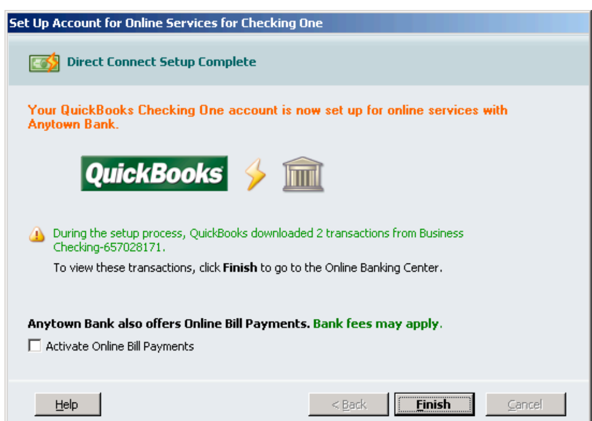
6. Select your financial institution → click next.

7. You will be prompted to enter your Customer ID and Password, if not please contact your financial institution → click Sign In to continue.



8. QuickBooks will retrieve a list of accounts available for you to download → select the account you want to download and follow the remaining on-screen instructions.
9. When the first download completes successfully your account setup is complete → click Finish → QuickBooks will now launch the Online Banking Center.

   If your financial institution is now offering Bill Pay, you can now check the box to activate Online Bill Pay.



Thank you for making these important changes!