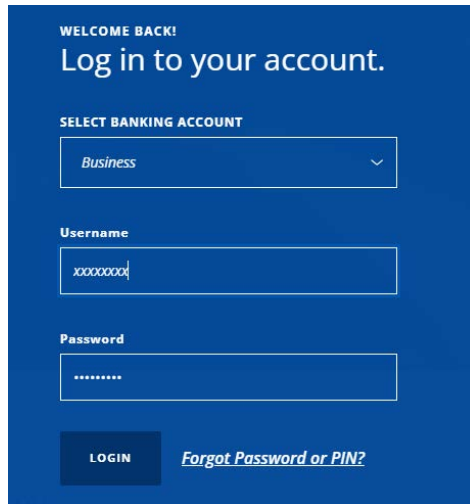
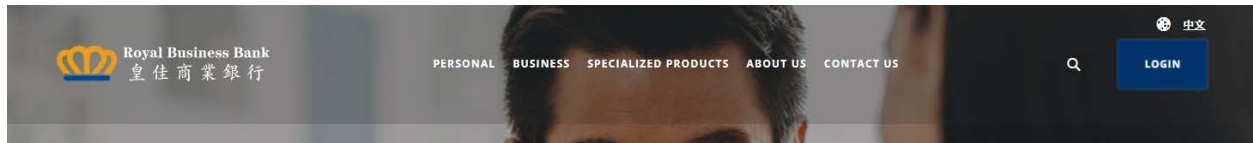
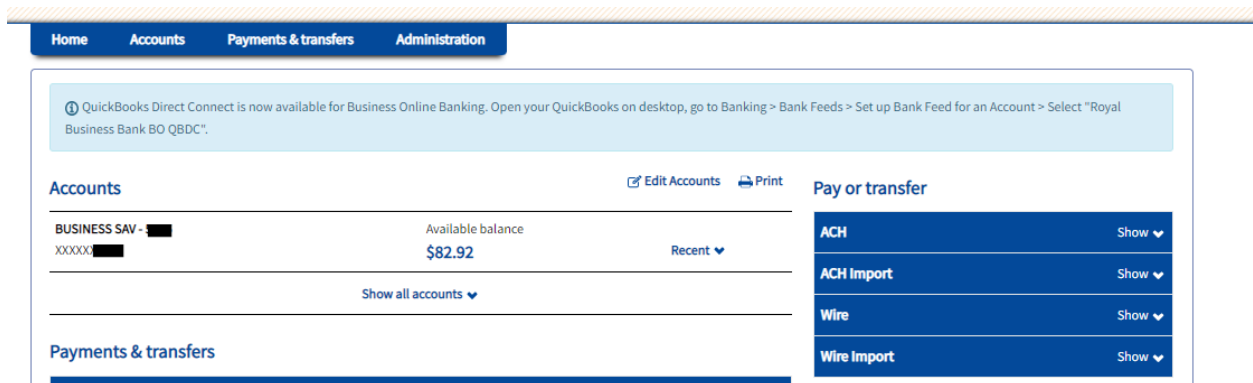


Steps to Export file to QuickBooks:

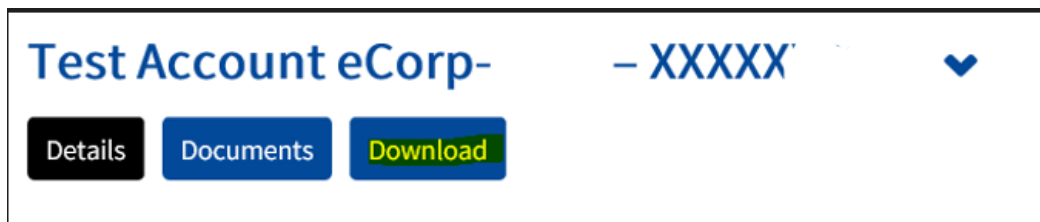
1. Login to your Business online banking.

The image shows a login form on a blue background. At the top, it says "WELCOME BACK! Log in to your account." Below this is a "SELECT BANKING ACCOUNT" section with a dropdown menu currently showing "Business". Underneath are fields for "Username" (containing "xxxxxxxx") and "Password" (containing "xxxxxxx"). At the bottom, there is a "LOGIN" button and a link that says "Forgot Password or PIN?".

2. Click on the Account that will be used to Export the transaction.

The image shows a screenshot of the QuickBooks interface. At the top is a navigation bar with "Home", "Accounts", "Payments & transfers", and "Administration". Below this is a light blue banner with a message about QuickBooks Direct Connect. The main content area is divided into two columns. The left column is titled "Accounts" and shows a table with one account: "BUSINESS SAV - XXXXX" with an available balance of "\$82.92". There are links for "Edit Accounts", "Print", and "Show all accounts". The right column is titled "Pay or transfer" and lists options: "ACH", "ACH Import", "Wire", and "Wire Import", each with a "Show" link and a dropdown arrow. Below the "Accounts" section is a "Payments & transfers" section.

3. Click on download.

The image shows a section of the QuickBooks interface. It features the text "Test Account eCorp-" followed by a dropdown menu showing "XXXXX" and a downward arrow. Below this are three buttons: "Details" (black), "Documents" (blue), and "Download" (blue with a green highlight).

4. A new screen will appear, you will need to fill all the required fields, choose the format “QuickBooks 2005 & newer” and click “Download transactions”.

Download transactions [Switch to multi account download](#)

Specify the transactions you'd like to download and select the format in which you want them downloaded.

Account Test Account eCorp-XXXXXX

Activity * Date range

Start date * SELECT

End date * SELECT

Type * All

Format * QuickBooks 2005 & newer (.qbo)

* Indicates required field

[Download transactions](#) [Cancel](#)

5. A file will be created and you need to save it so you can upload to the QuickBooks.

Do you want to open or save Transactions-2021-07-30.qbo (4.36 KB) from web17.secureinternetbank.com?

[Open](#) [Save](#) [Cancel](#) [X](#)

6. Login to your QuickBooks and upload the file.

Multiple Account download:

- You will follow steps from 1, 2 & 3 then on step 4 you will click on “Switch to multi account download”.

Download transactions [Switch to multi account download](#)

Specify the transactions you'd like to download and select the format in which you want them downloaded.

Account Test Account eCorp-XXXXXX

- A new screen will appear, you will need to fill all the required fields, choose the format “QuickBooks 2005 & newer” and click “Download transactions”.

Accounts

Summary Download Transactions

Download Transactions

Activity* All transactions

Type* All

Format* QuickBooks 2005 & newer (.qbo)

Select Accounts

	Nickname	Type	Number
☐	BUSINESS SAVING	Savings	XXXXXX
☐	COMMERCIAL LINE -	Loan	XXXX00
☐	MASTER LOAN -	Loan	XXXX01
☐	NOTE -	Loan	XXXX00
☐	SUB NOTE -	Loan	XXXX
☐	SUB NOTE -	Loan	XXXX
☐	SUB NOTE -	Loan	XXXX
☐	Test Account eCorp-	Checking	XXXXXX3

* indicates required field

Download transactions Cancel

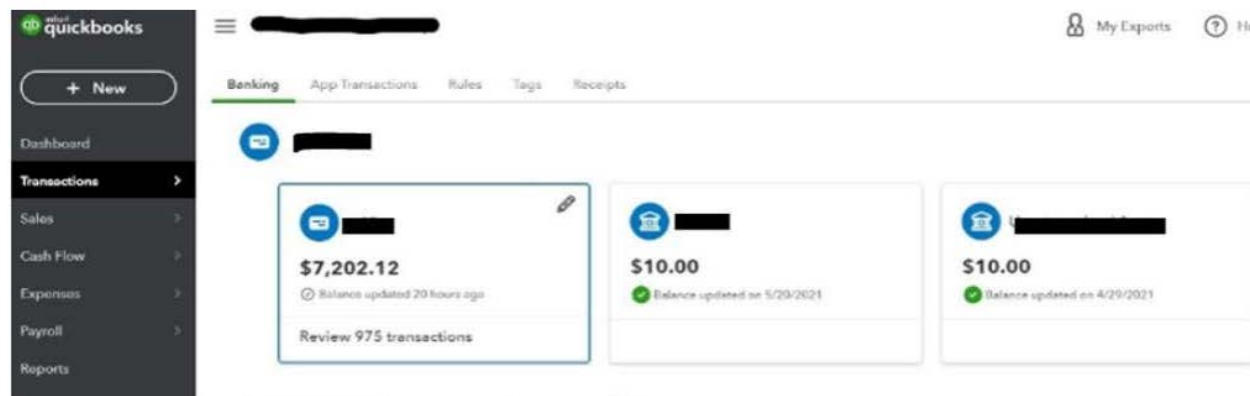
- A file will be created and you need to save it so you can upload to the QuickBooks.

Do you want to open or save **Transactions-2021-07-30.zip** (7.52 KB) from **web17.secureinternetbank.com**? Open Save Cancel

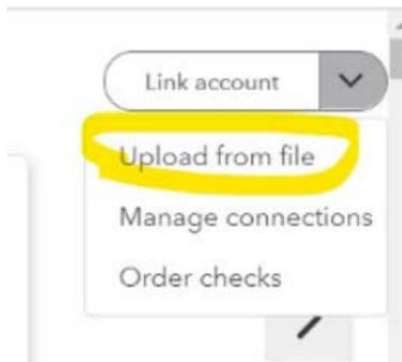
- Login to your QuickBooks and upload the file.

Steps to upload file to QuickBooks WebConnect:

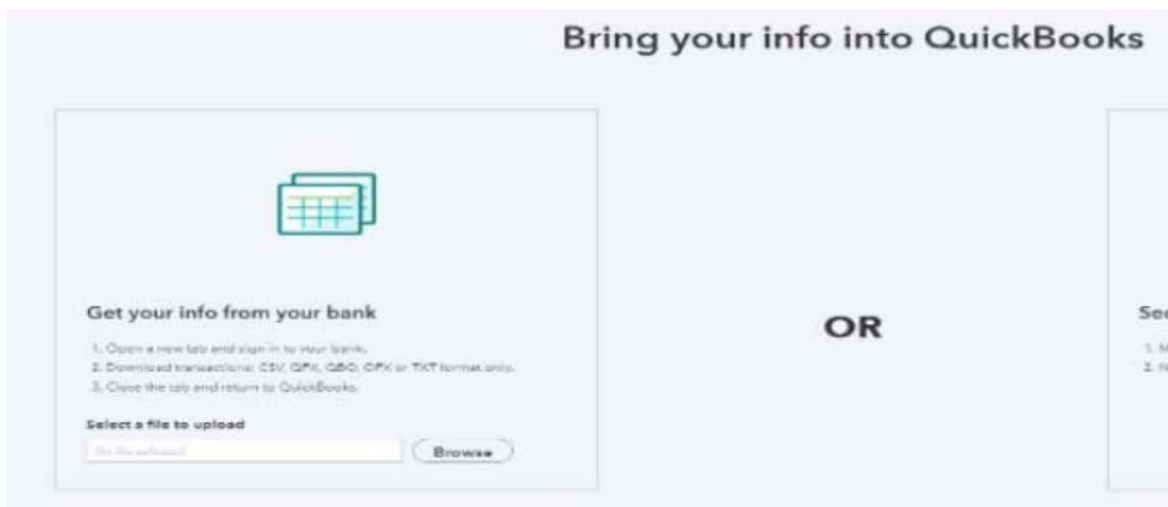
1. Login into your QuickBooks Account or open it on your PC.
2. Choose Banking or Transactions (depending on the version of QuickBooks you are using) and select Banking.



3. On the Banking page in QuickBooks, you will select Upload from File from the drop-down box in the right-hand corner.



4. Next, browse to find your file then select Next in the lower right-hand corner of the screen. Remember to choose WebConnect for your QuickBooks upload.



5. Lastly, you will import the transactions in your QuickBooks system and begin reviewing them and correctly assigning them for your records