Online Banking Web Connect Conversion
QuickBooks Windows 2009-2011

PREMIER BANK
Expect the Best.

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 15-20 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.

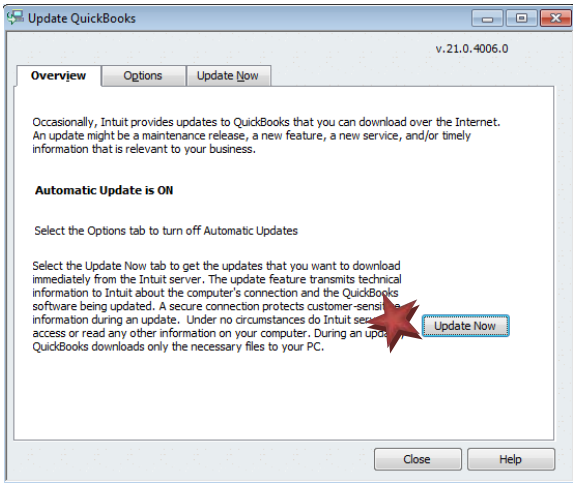
This update is time sensitive and can be completed on or after Thursday, August 25.

Back Up Your Current Data

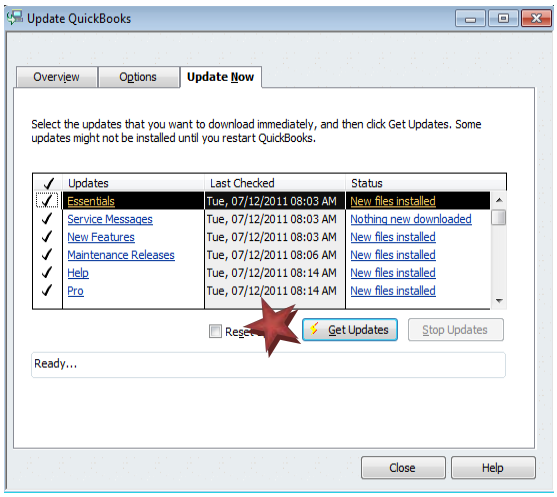
1. **(2009-2010)** Choose File menu → Save Copy or Backup
   (2011) Choose File Menu → Backup
2. Follow the backup steps as prompted.

Download the Latest QuickBooks Update

1. Help Menu → Update QuickBooks
2. Click Update Now



3. Click Get Updates



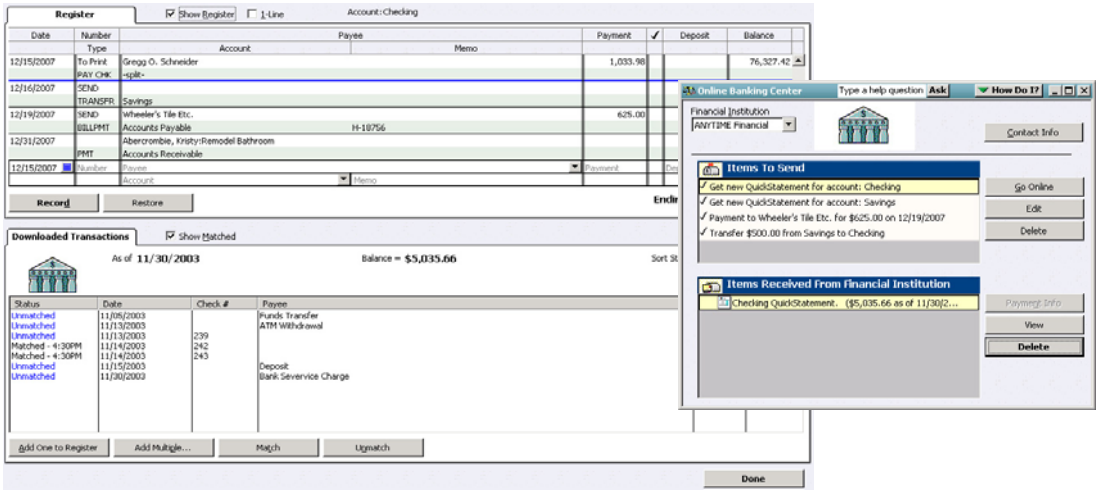
Get Your Latest Transactions

1. Log into your financial institution's 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 that you plan to use for online banking.

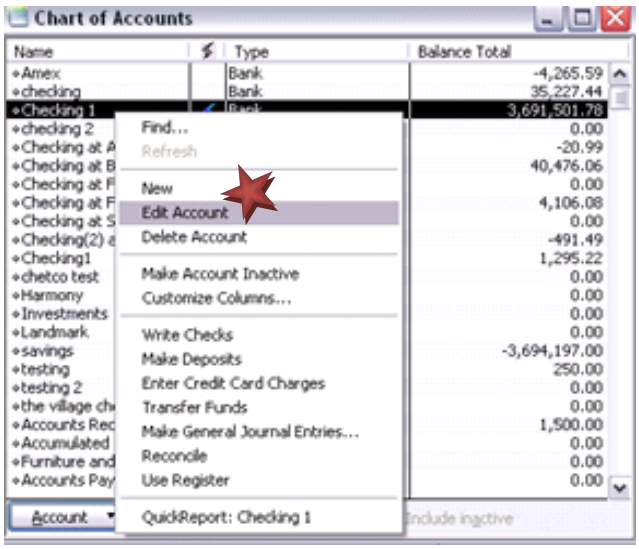
For assistance reconciling your account register, choose the Help menu → QuickBooks Help. In the Ask prompt, enter "reconcile your account".

Deactivate Your Account

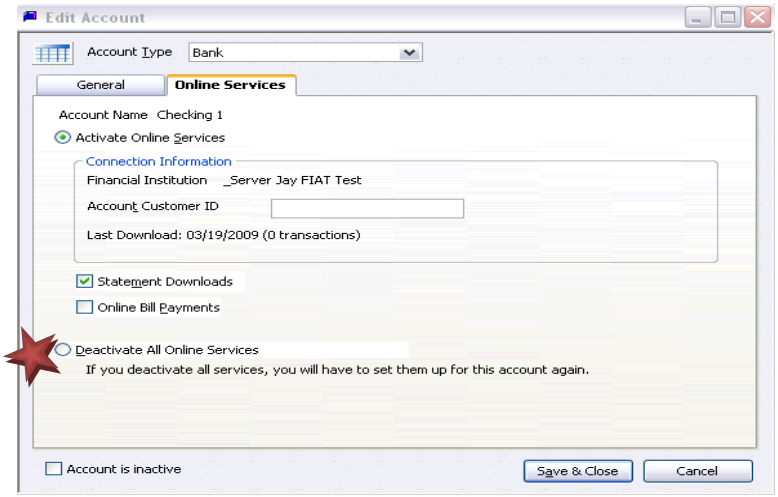
1. Choose Lists menu → Chart of Accounts

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 → click the "Deactivate All Online Services" radio button.



5. Click Save & Close→ click OK in the QuickBooks Information window, confirming the deactivation.

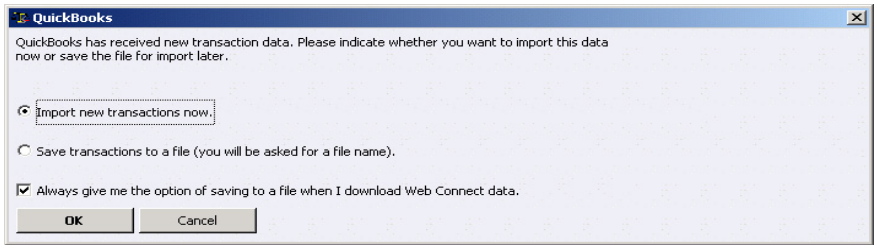
6. Repeat steps **2** through **5** for each account from which you download transactions.

Activate Your Account

1. Log into your financial institution's web site. Download your transactions into QuickBooks.

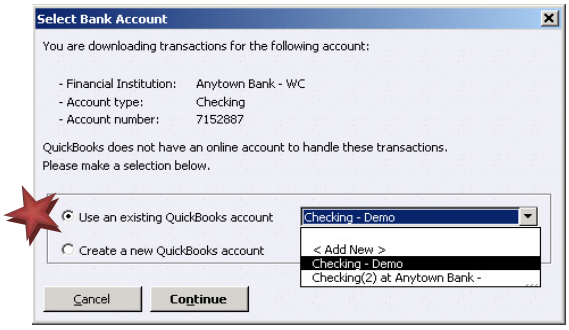
Important: To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.

2. In QuickBooks, click the Import new transactions now radio button → Click OK.



Note: If you previously removed the check from the "Always give me the option of saving to a file..." option, then this dialog will not display.

3. In the Select Bank Account dialog → click the Use an existing QuickBooks account radio button. In the corresponding drop-down list, select the QuickBooks account that you use → click Continue.



4. Confirm the prompt by clicking OK.
5. Repeat steps **1** through **4** for each account that you previously disabled.

Verify that all transactions downloaded successfully into your account registers.

Congratulations you have completed necessary changes!