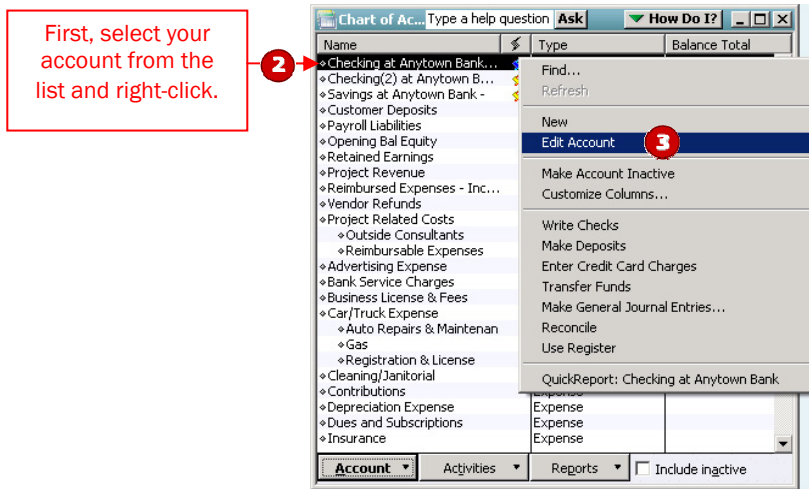
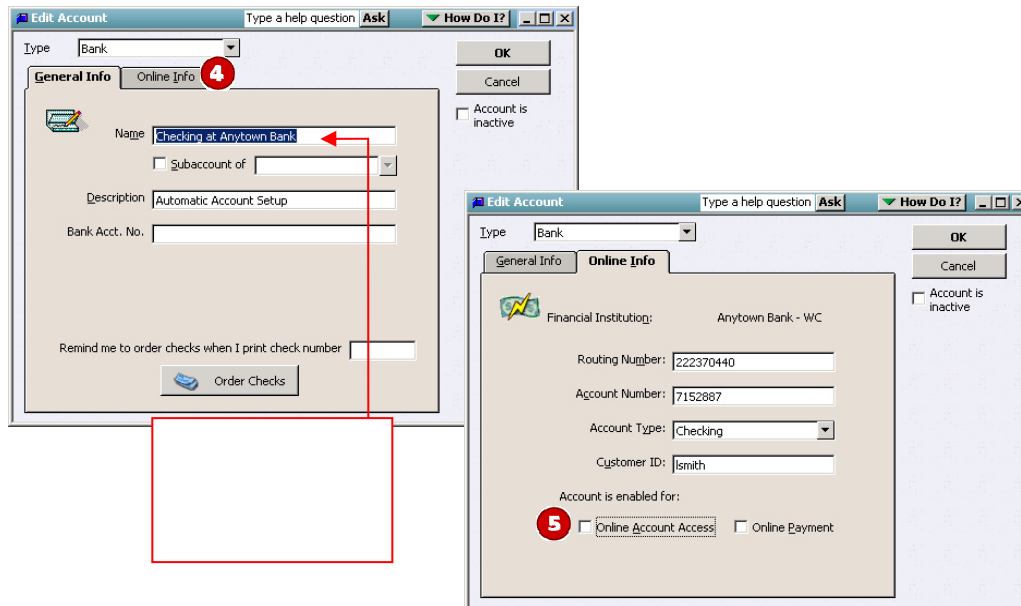


## DISABLE YOUR ACCOUNTS in QuickBooks Windows 2006-2008

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



4. In the Edit Account window, click the **Online Info** tab. **EDIT** any account information that is changing.



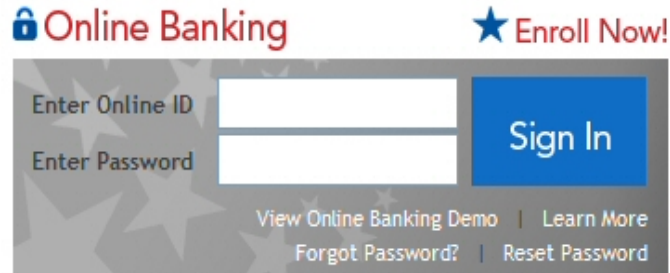
5. Deselect the **Online Account Access** checkbox. Click **OK**.
6. Click **OK** again to the warning prompt.

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

## ENABLE YOUR ACCOUNTS

Download to  
QuickBooks

1. To download your .QBO file Login to Internet Banking.



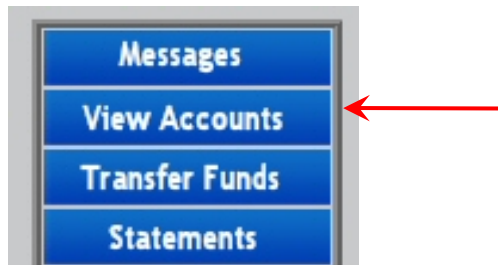
Online Banking ★ Enroll Now!

Enter Online ID

Enter Password

[View Online Banking Demo](#) | [Learn More](#)  
[Forgot Password?](#) | [Reset Password](#)

2. From the main menu select “View Accounts”



3. From the Account Information Screen click the “Download” button to the far right of the account you want to download.




Account Information

Deposit Accounts

Account Name	Account Number	Ledger Balance	Collected Balance	Available Balance	Options			
Main		\$ 10,572.03	\$ 10,572.03	\$ 10,457.73	Details	Transfer	Statement	Download
FREE CHECKING		\$ 751.47	\$ 751.47	\$ 751.47	Details	Transfer	Statement	Download
Totals		\$ 11,323.50	\$ 11,323.50	\$ 11,209.20				

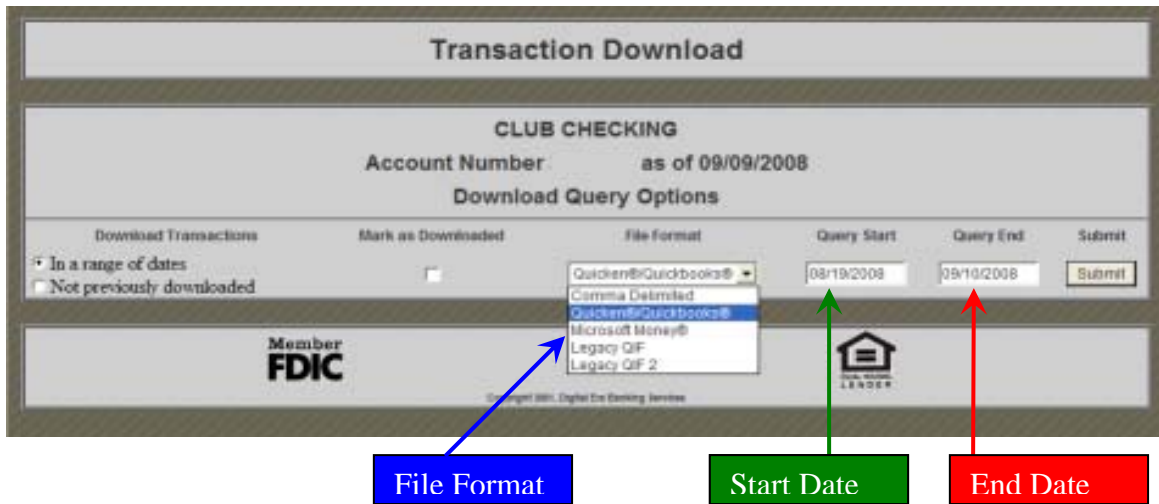
For more information on an account select from the above options.

Member FDIC 

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4. On the Transaction Download screen, enter the appropriate query start date and end date. Also select the file type, Quicken/QuickBooks, from the dropdown box. Then click the “Submit” button.

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

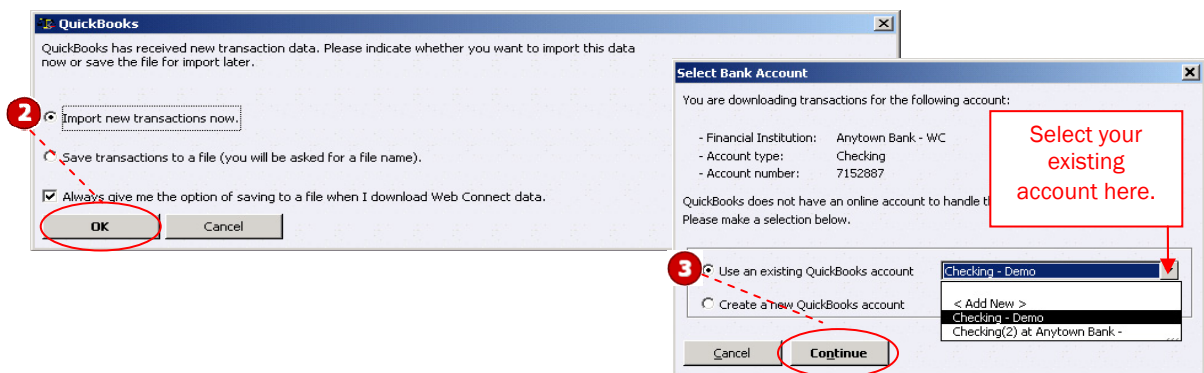


- From the next “Transaction Download” screen **RIGHT CLICK** on QuickBooks. Then do a “SAVE AS” and save the .QBO file in the appropriate directory on your Mac.



- In QuickBooks, click the **Import new transactions now** radio button. Then 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.



- 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. Click **Continue**.

**Note:** You only need to select the account for this first download. Future downloads apply to this account automatically.

**8.** Confirm the prompt by clicking **OK**.

Repeat steps **1** through **8** for each account that you previously disabled.

**9.** Verify that all transactions downloaded successfully into your account registers.