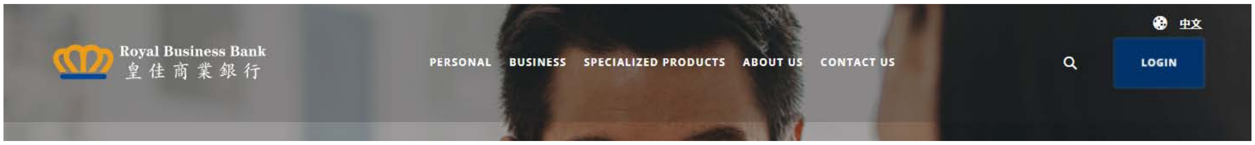
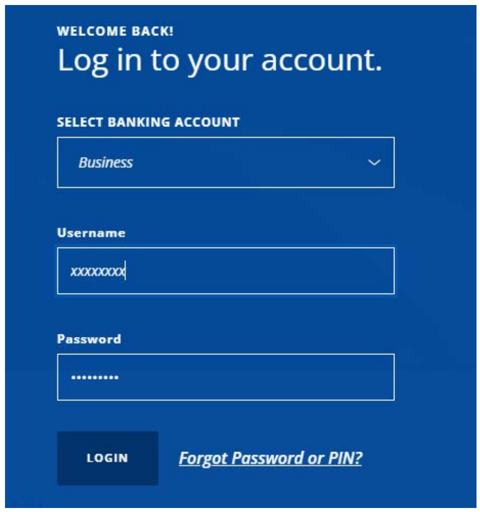
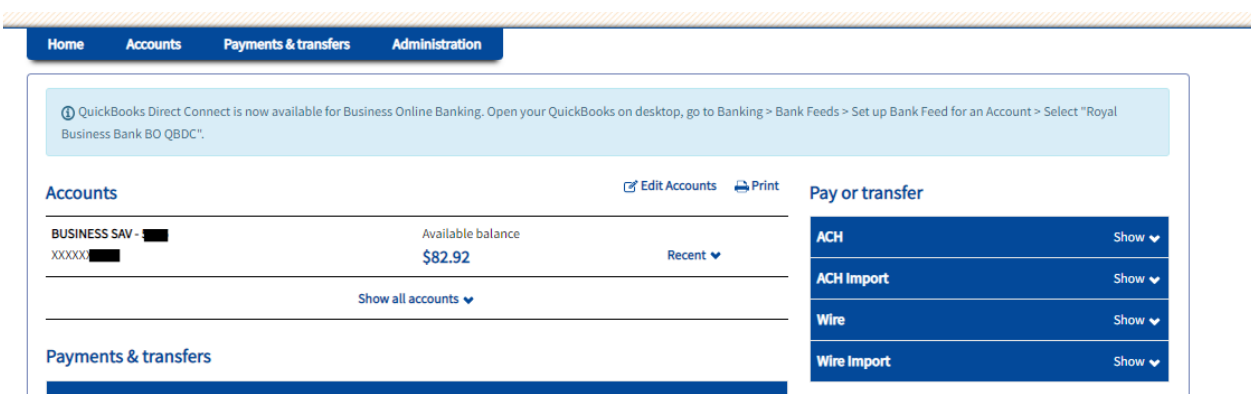
Steps to Export file to QuickBooks:

1. Login to your Business online banking.

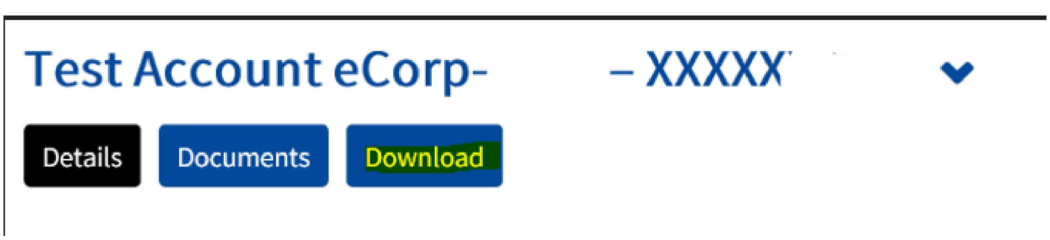




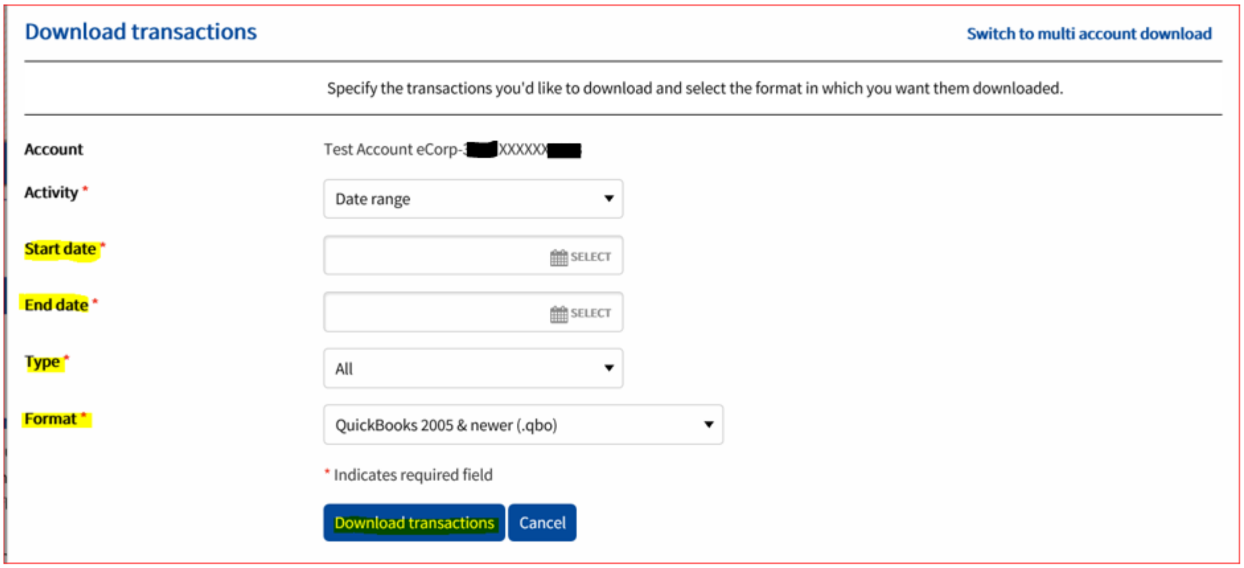
2. Click on the Account that will be used to Export the transaction.



3. Click on download.



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

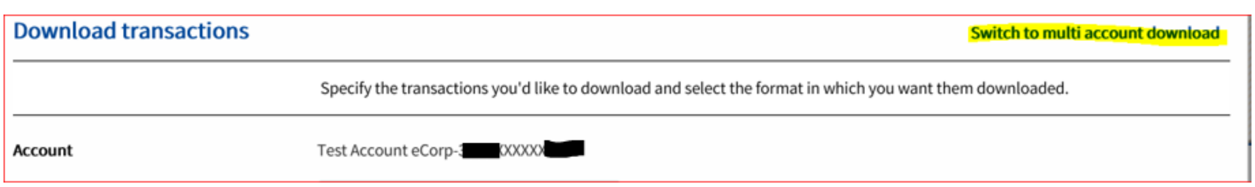


5. A file will be created and you need to save it so you can upload to the QuickBooks.

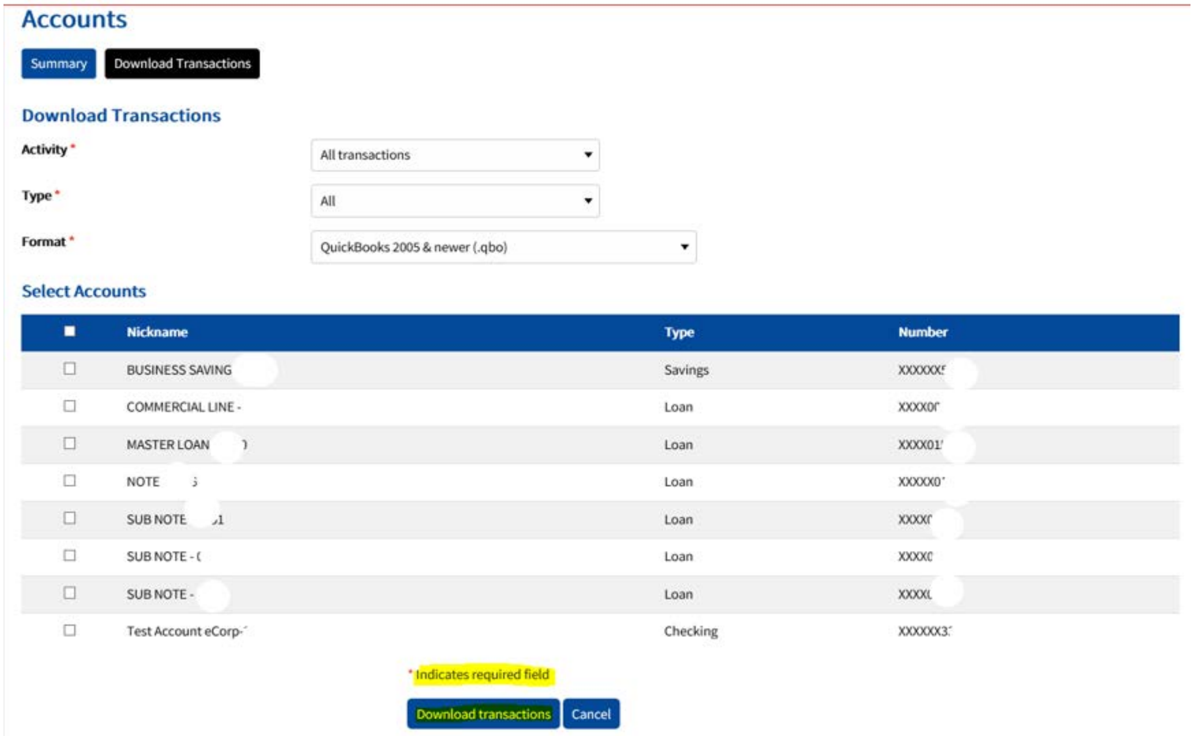
6. Login to your QuickBooks and upload the file.

Multiple Account download:

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



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



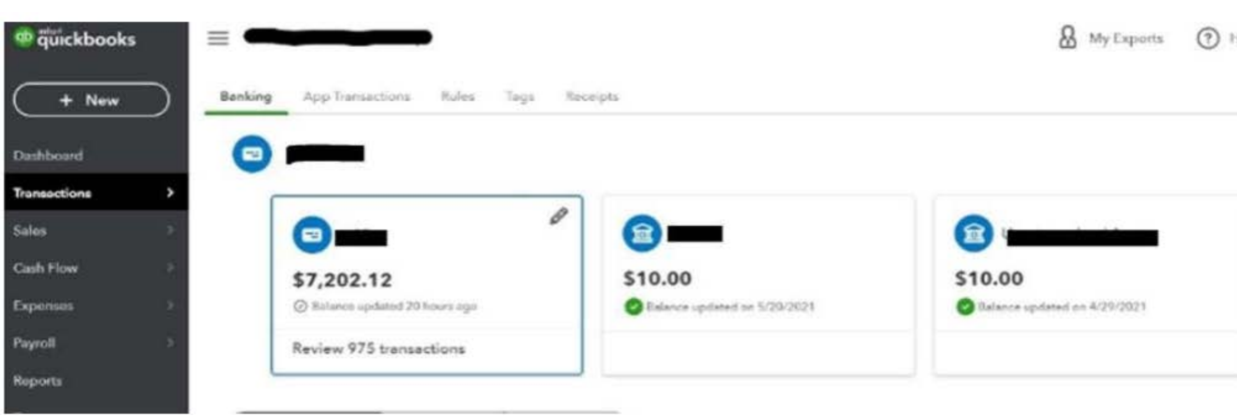
- A file will be created and you need to save it so you can upload to the QuickBooks.

- Login to your QuickBooks and upload the file.

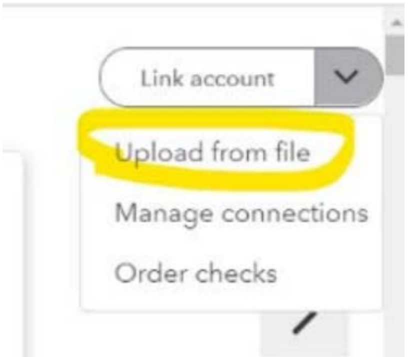
Steps to upload file to QuickBooks WebConnect:

1. Login into your QuickBooks Account or open it on your PC.

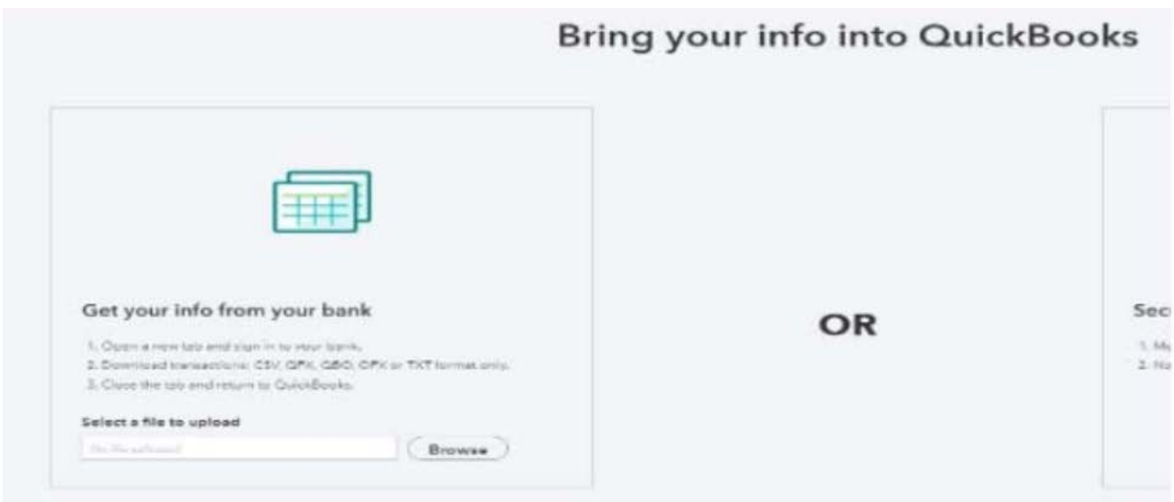
2. Choose Banking or Transactions (depending on the version of QuickBooks you are using) and select Banking.



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