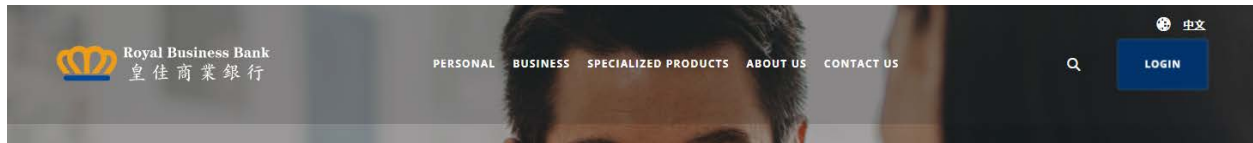
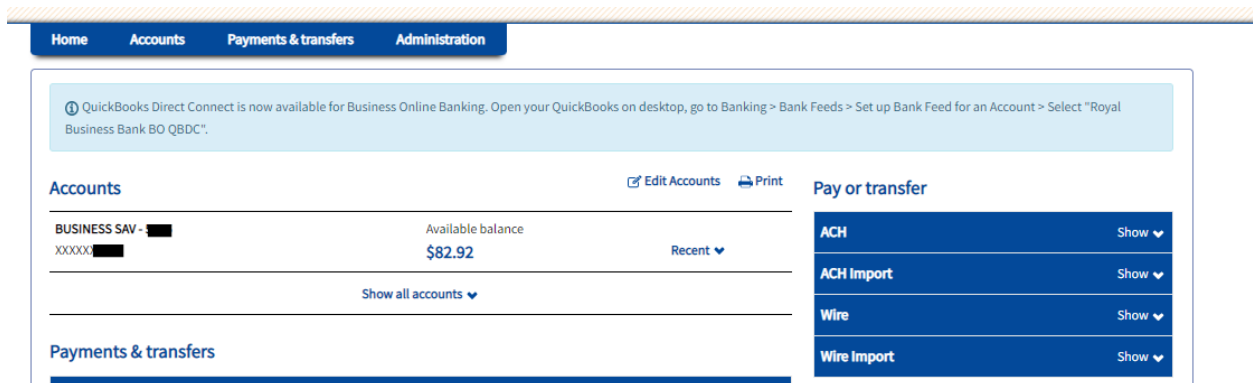


Steps to Export file to QuickBooks:

1. Login to your Business online banking.

The screenshot shows a blue login form. At the top, it says 'WELCOME BACK! Log in to your account.' Below this is a 'SELECT BANKING ACCOUNT' dropdown menu with 'Business' selected. There are input fields for 'Username' (containing 'xxxxxxxx') and 'Password' (containing '*****'). At the bottom, there is a 'LOGIN' button and a link for 'Forgot Password or PIN?'.

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”.

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 * [Calendar icon] SELECT

End date * [Calendar icon] 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-XXXX-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 with 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*

Type*

Format*

Select Accounts

| <input type="checkbox"/> | Nickname | Type | Number |
|--------------------------|--------------------|----------|-----------|
| <input type="checkbox"/> | BUSINESS SAVING | Savings | XXXXXXXX |
| <input type="checkbox"/> | COMMERCIAL LINE - | Loan | XXXX00 |
| <input type="checkbox"/> | MASTER LOAN | Loan | XXXX01 |
| <input type="checkbox"/> | NOTE | Loan | XXXX00 |
| <input type="checkbox"/> | SUB NOTE | Loan | XXXX0 |
| <input type="checkbox"/> | SUB NOTE - | Loan | XXXX0 |
| <input type="checkbox"/> | SUB NOTE - | Loan | XXXX0 |
| <input type="checkbox"/> | Test Account eCorp | Checking | XXXXXXXX3 |

* indicates required field

Download transactions **Cancel**

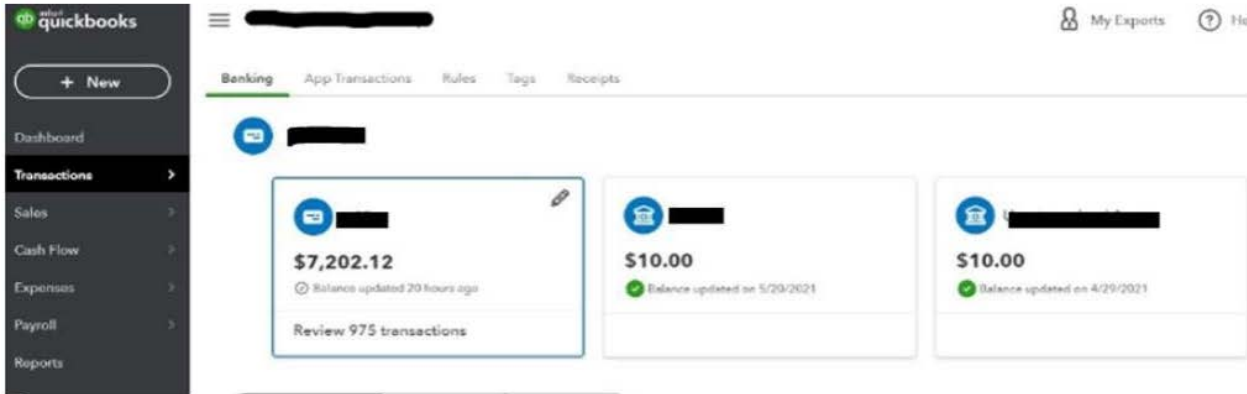
- A file will be created and you need to save it so you can upload to the QuickBooks.



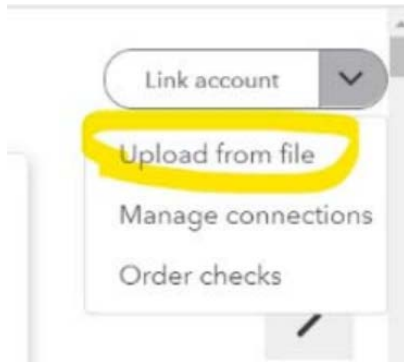
- Login to your QuickBooks and upload the file.

Steps to upload file to QuickBooks WebConnect:

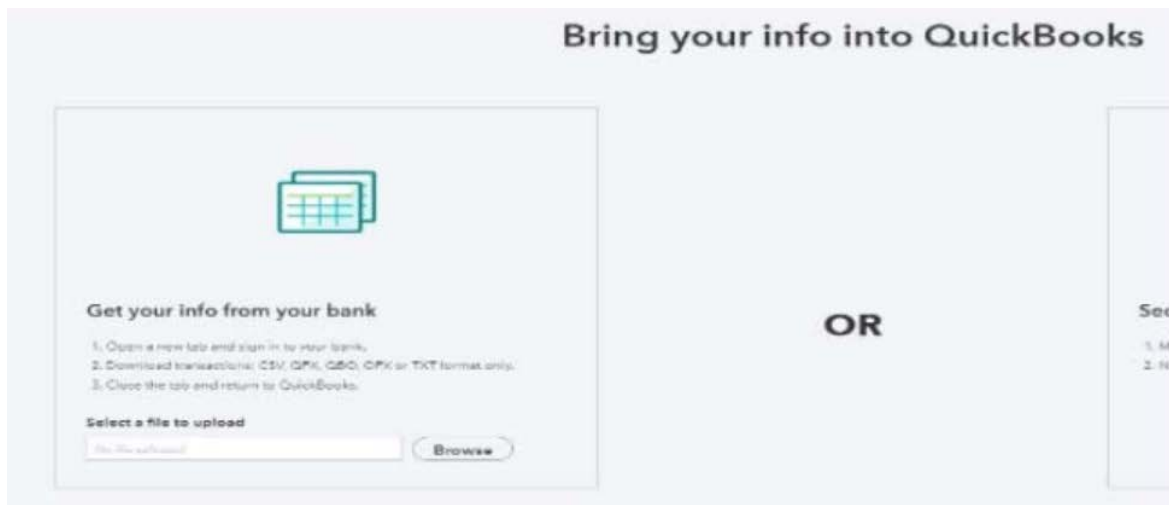
1. Login into your QuickBooks Account or open it on your PC.
2. Choose Banking or Transactions (depending on the version of QuickBooks you are using) and select Banking.



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