

QuickBooks for Windows

Conversion Instructions

Beginning 6/22/2018, you will be able to reconnect to your First United Bank accounts in the new online banking system with your Intuit products (QuickBooks, Quicken, Mint, etc.).

Web Connect

Task 1: Disconnect Accounts at *First United Bank & Trust*

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 2: Reconnect Accounts to *First United Bank & Trust* on or after **6/22/2018** (*this refreshes the system*)

1. Log in to FirstUnitedBank.com and download your QuickBooks Web Connect file.
2. Click **File > Utilities > Import > Web Connect Files**.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. 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.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.
8. Repeat steps for each account to be reconnected.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 3: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

QuickBooks for Mac

Conversion Instructions

Beginning 6/22/2018, you will be able to reconnect to your First United Bank accounts in the new online banking system with your Intuit products (QuickBooks, Quicken, Mint, etc.).

Web Connect

Task 1: Disconnect Accounts at *First United Bank & Trust*

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 2: Reconnect Accounts to *First United Bank & Trust* on or after 6/22/2018 (*this refreshes the system*)

1. Log in to FirstUnitedBank.com and download your QuickBooks Web Connect File.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Click File > Import > From Web Connect.
3. If prompted for connectivity type, select Web Connect.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

IMPORTANT: Do NOT select "New" under the action column.

5. Click **Continue**.
6. Click **OK** to any informational prompts.

7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.