QuickBooks Online Conversion Instructions

As we complete an eBanking enhancement to allow you to seamlessly connect your eBanking accounts to QuickBooks, you will need to modify your QuickBooks settings if you currently have your First Bank accounts connected to QuickBooks. If you have never connected your First Bank accounts to QuickBooks, these instructions do not apply (you will follow instructions within the QuickBooks application).
This document contains instructions for Web Connect connectivity.

QuickBooks Online Web Connect

On the 1st Action Date: as of October 25, 2024

1. Complete a final transaction download.

2. Complete last transaction update before the change to get all of your transaction history up to date.

3. Accept all new transactions into the appropriate registers.

On the 2nd Action Date: on or after October 29, 2024. IMPORTANT: Make sure you have completed the 1st Action Date steps before you begin the 2nd Action Date steps.

1. Disconnect eBanking connection for accounts connected to First Bank.

    a. Select **Banking** from the left column.

    b. Click on the First Bank account you would like to disconnect, then click the **Pencil** Icon on the corner of that account box.

    c. Click **Edit Account Info**.

    d. Check the box next to **Disconnect this Account on Save**.

    e. Click **Save and Close**.

    f. Repeat steps for any additional First Bank accounts that apply.

2. Reconnect eBanking connection for First Bank accounts that apply.

    a. Download a Web Connect file (.qbo or .qfx) for each First Bank account that is in your First Bank eBanking profile.

    b. In QuickBooks Online, choose **Banking** from the left column.

    c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.

    d. Choose the appropriate First Bank account from the drop-down menu under **QuickBooks Account** and then click **Next**.
    Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.

    e. When the import is finished, click **Let's go!**

    f. Review the For Review tab on the Banking page to view what was downloaded.

    g. Click **Next**, and then click **Done**.

    h. h. Repeat this step for each account you have connected to First Bank.