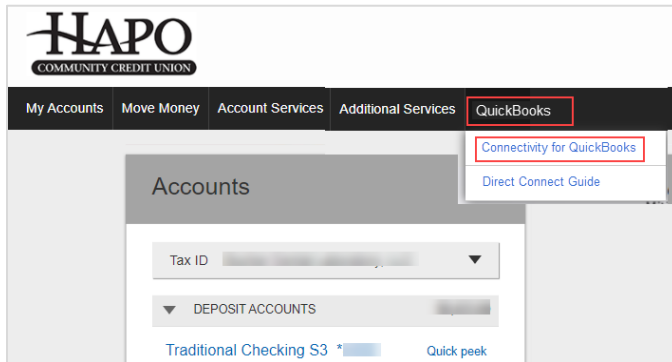


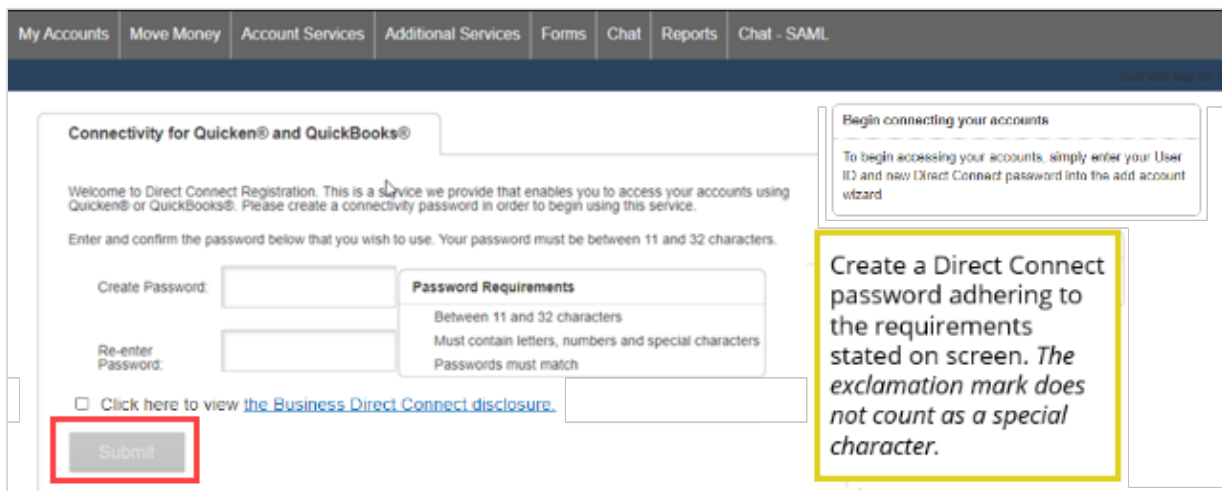
HAPO BUSINESS BANKING Connectivity for QuickBooks Direct Connect Guide

REGISTER FOR DIRECT CONNECT WITHIN BUSINESS ONLINE BANKING

- Log into Business Online Banking
- Select **Connectivity for QuickBooks** from the *Quickbooks* menu



- Create a Direct Connect password adhering to the requirements stated on the screen
- To view the disclosures, click on the blue link “the Business Direct Connect disclosures”. You will be redirected to a page where the disclosures can be view and/or downloaded.
- To accept the Direct Connect disclosures, check the box on the left of the disclosure line, then select **Submit**
- An email confirmation will be sent



My Accounts Move Money Account Services Additional Services Forms Chat Reports Chat - SAML

Connectivity for Quicken® and QuickBooks®

Welcome to Direct Connect Registration. This is a service we provide that enables you to access your accounts using Quicken® or QuickBooks®. Please create a connectivity password in order to begin using this service.

Enter and confirm the password below that you wish to use. Your password must be between 11 and 32 characters.

Create Password: Password Requirements
Between 11 and 32 characters
Must contain letters, numbers and special characters
Passwords must match

Re-enter Password:

Click here to view [the Business Direct Connect disclosure.](#)

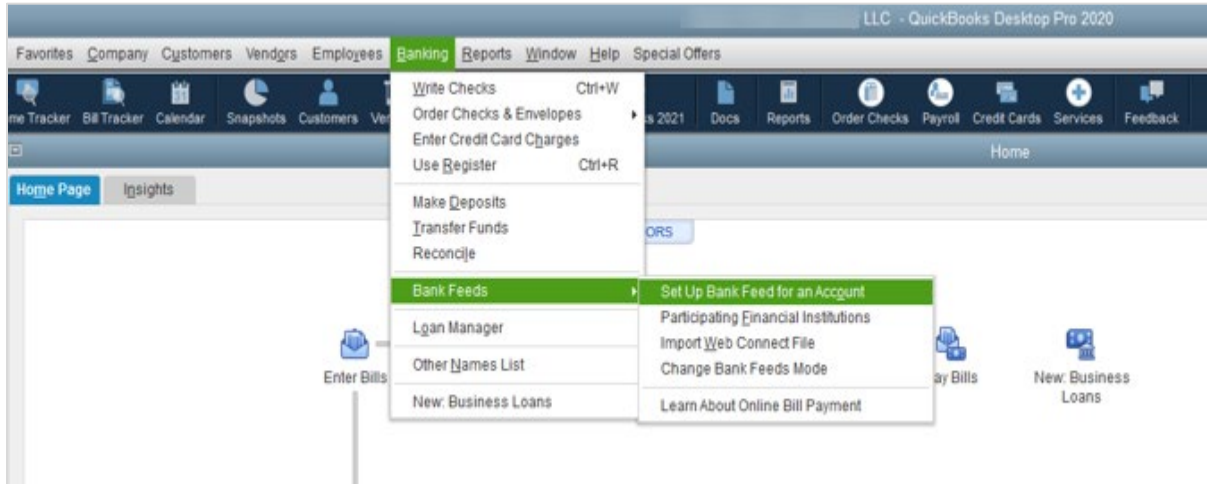
Begin connecting your accounts

To begin accessing your accounts, simply enter your User ID and new Direct Connect password into the add account wizard

Create a Direct Connect password adhering to the requirements stated on screen. *The exclamation mark does not count as a special character.*

SET-UP DIRECT CONNECT IN QUICKBOOKS

- From the *Banking* menu, select **Bank Feeds** then **Set Up Bank Feeds for an Account**



- QuickBooks will need to close all open QuickBooks windows, select **Yes**

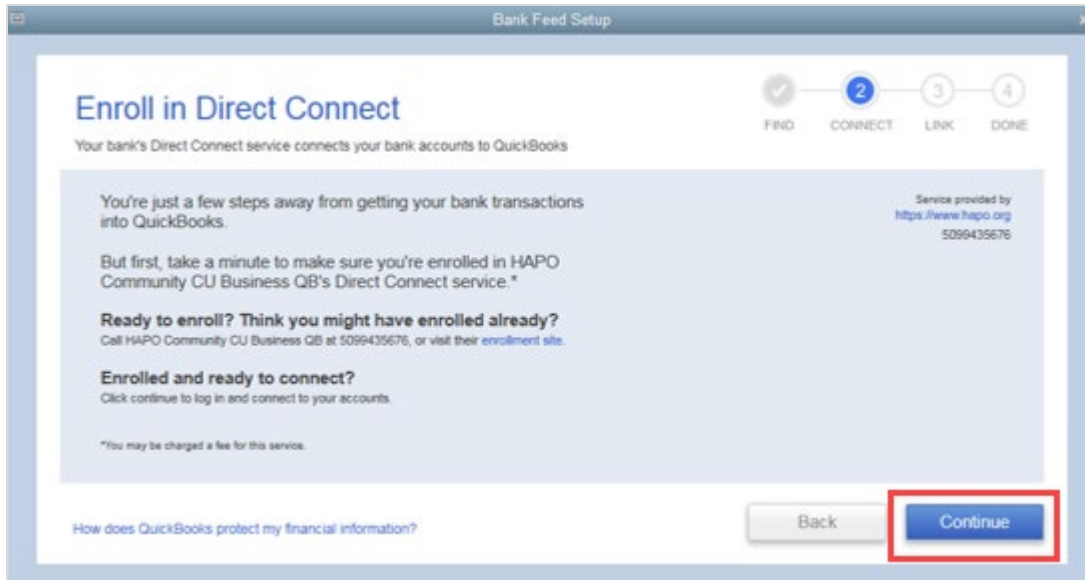


STEP 1: FIND YOUR BANK

- Type **'HAPO'** in the *Enter your bank's name* field
- Select **HAPO Community CU Business QB** from the *Matching Results* section

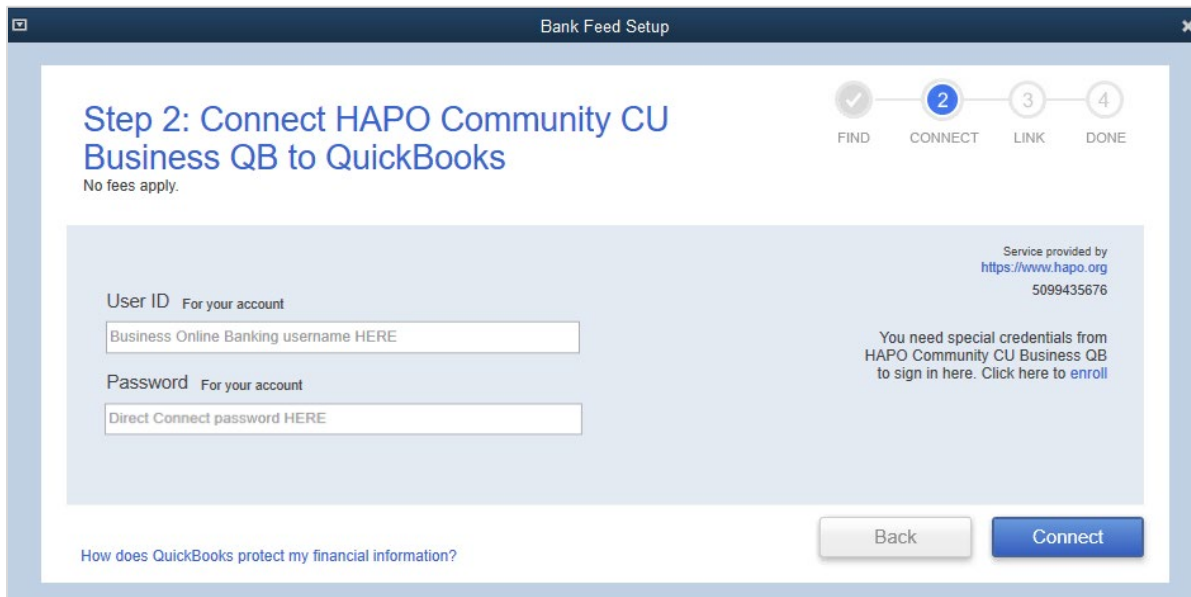


- Select **Continue** on the *Enroll in Direct Connect* screen to advance to the next enrollment screen
NOTE: If you have not already registered for Direct Connect via Business Online Banking, go to [Register for Direct Connect](#) section on page 1
- The “**How does QuickBooks protect your financial information**” link at the bottom of the screen provides many Q & A options.



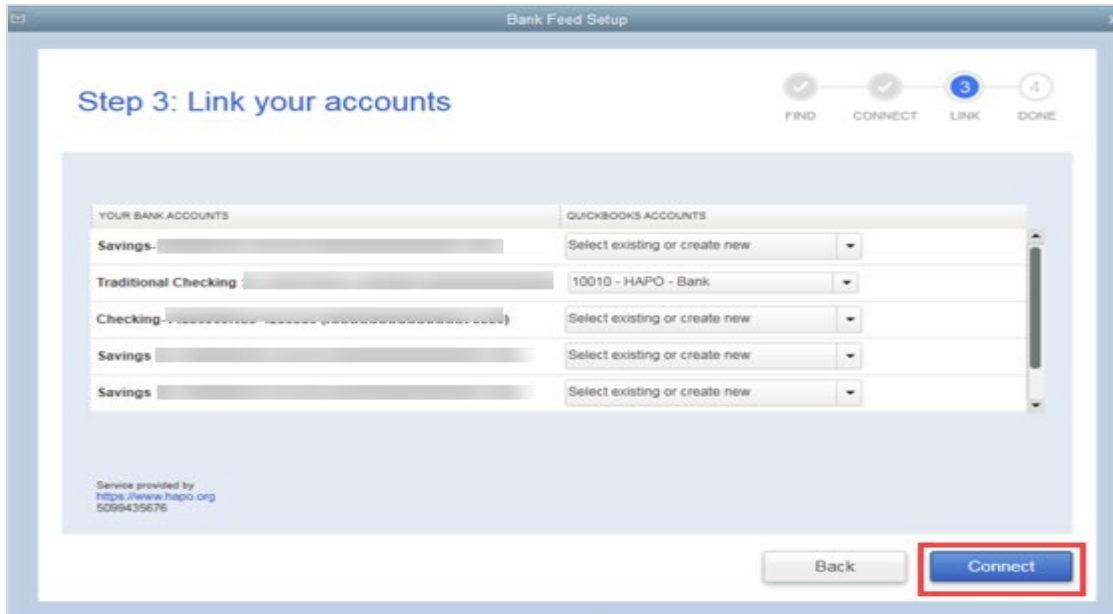
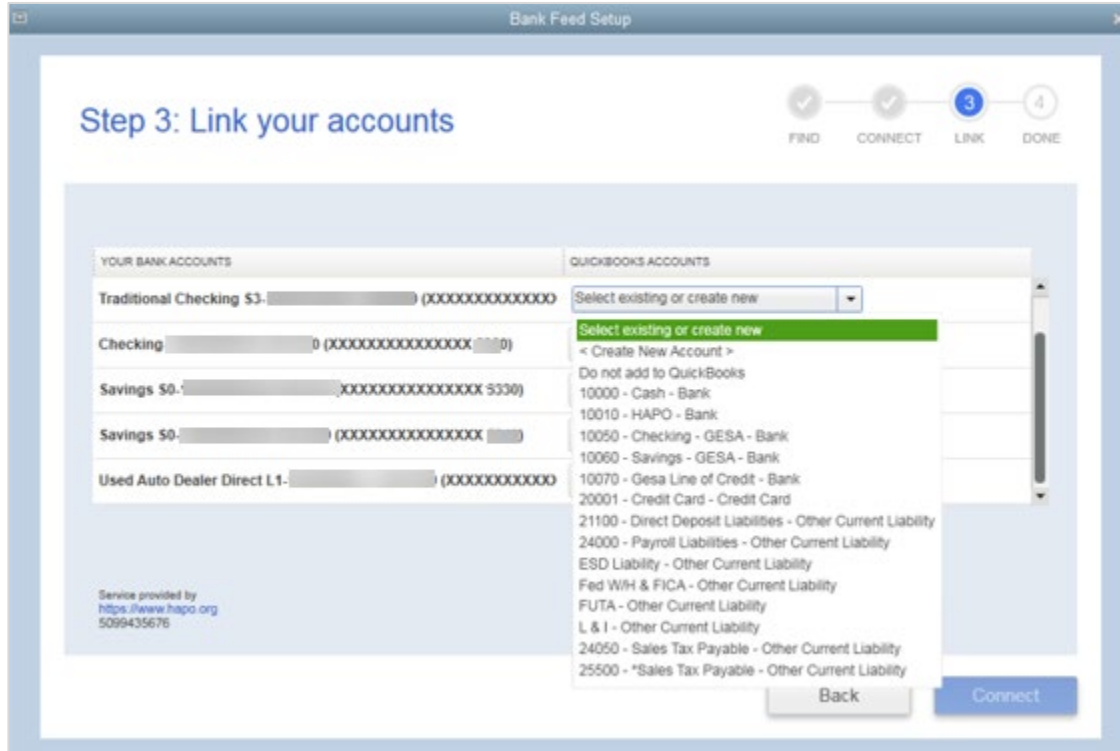
STEP 2: CONNECT HAPO COMMUNITY CU BUSINESS QB TO QUICKBOOKS

- In the *User ID* field, enter the Business Online Banking username
- In the *Password* field, enter the Direct Connect password previously created when registering for Direct Connect within Business Online Banking
- Select **Connect**



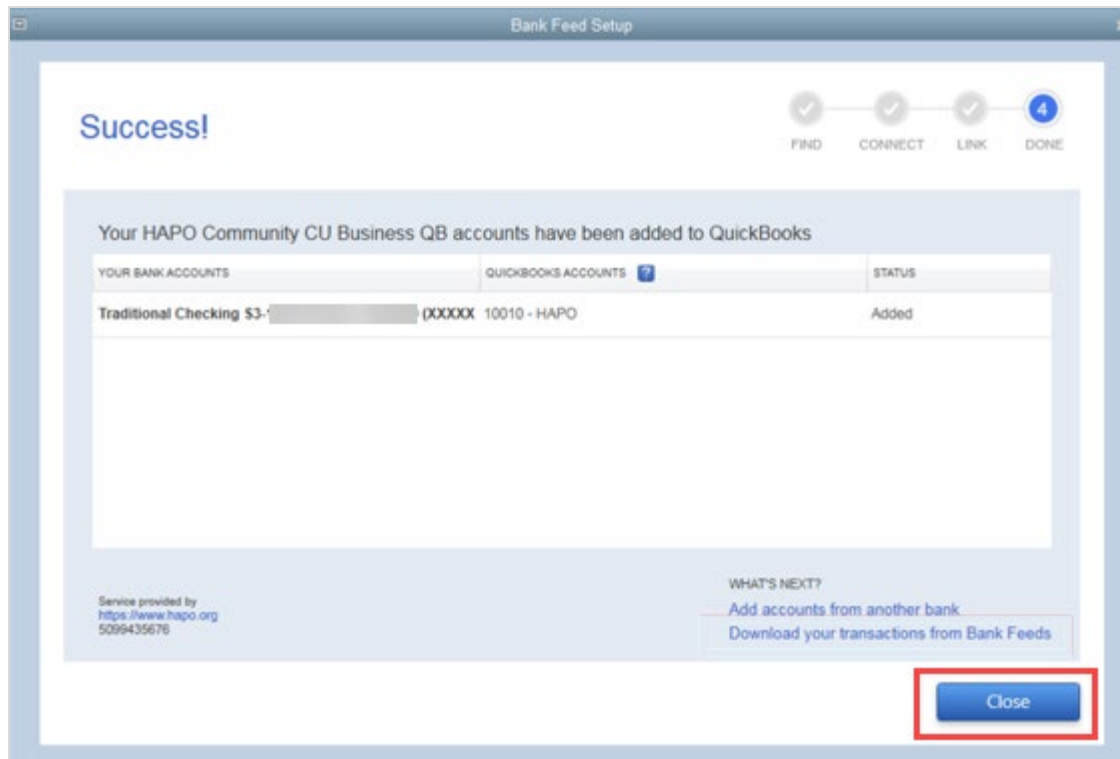
STEP 3: LINK YOUR ACCOUNTS

- A list of available CU accounts will present under the *Your Bank Accounts* column
- Under the *QuickBooks Accounts* column, select each account you want to connect to a related account on your Chart of Accounts. If you do not want to download data from a particular CU account, select **Do not add to QuickBooks** OR leave it unassigned. If you haven't set up an account on your Chart of Accounts, select **Create New Account** and follow the prompts to set up a new bank account.
- Select **Connect**



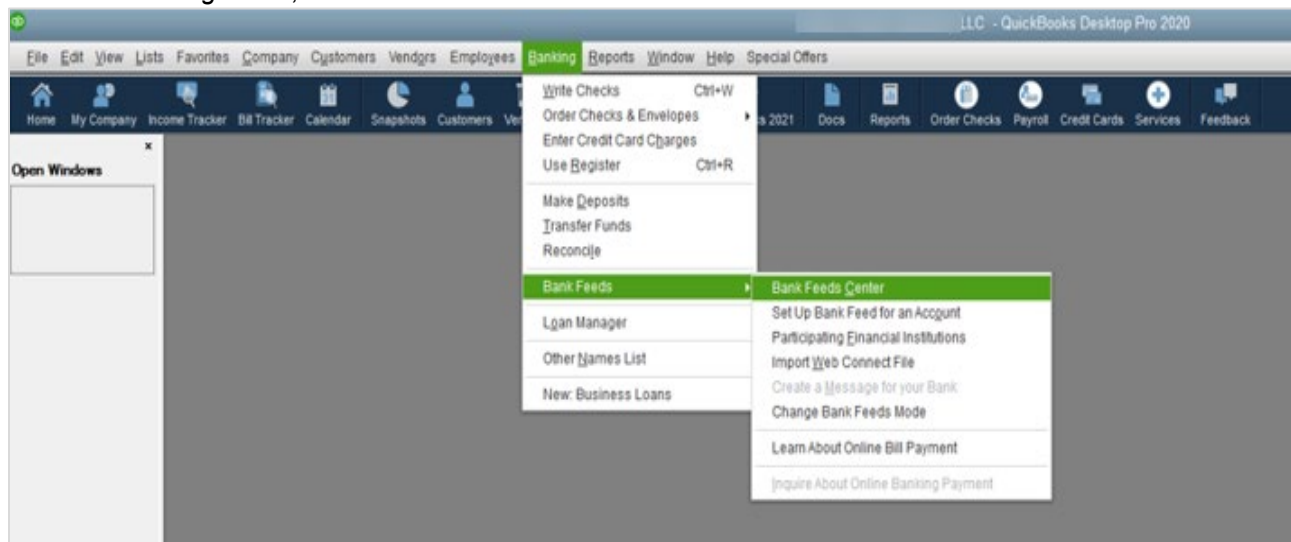
STEP 4: SUCCESS

- Once you have added all your accounts, select **Close**

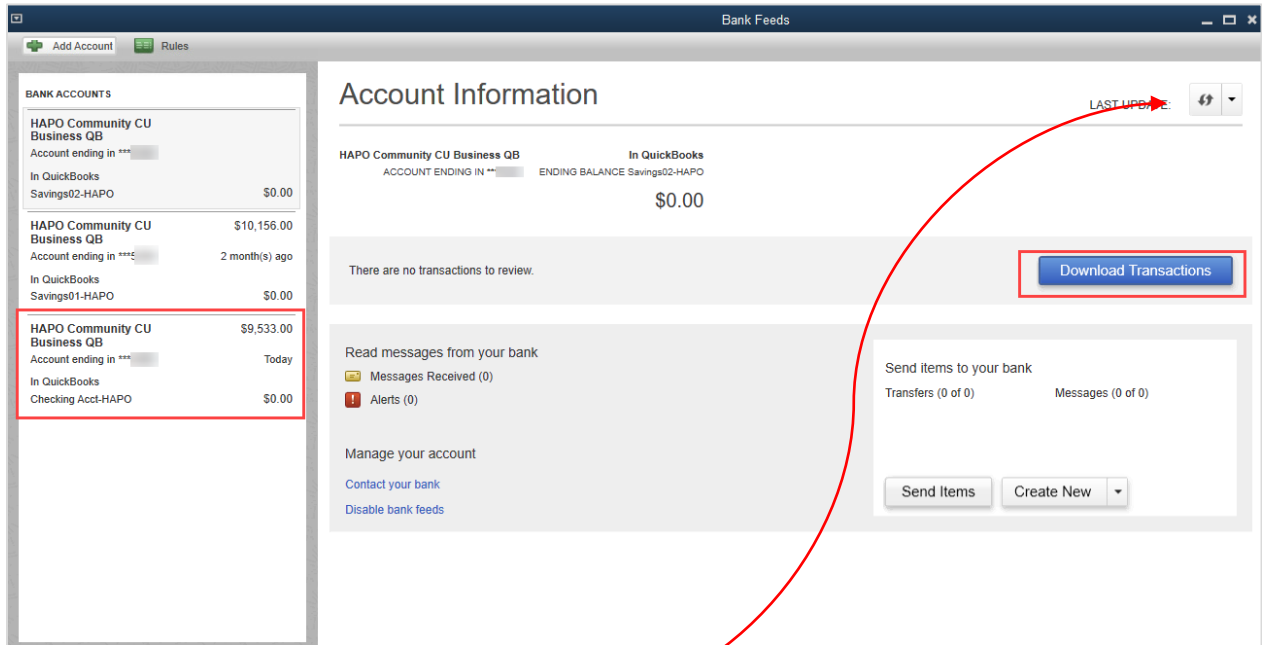


DOWNLOAD TRANSACTIONS

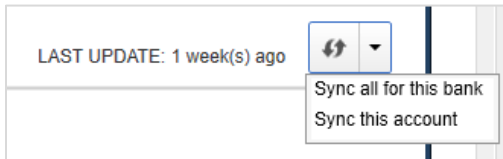
- From the *Banking* menu, select **Bank Feeds** then **Bank Feeds Center**



- On the *Bank Feeds* screen select the account(s) you want to update/download
OR
- Sync all or one account by selecting the 'sync' arrow in the upper right
- Select **Download Transactions** to start the updated/download process

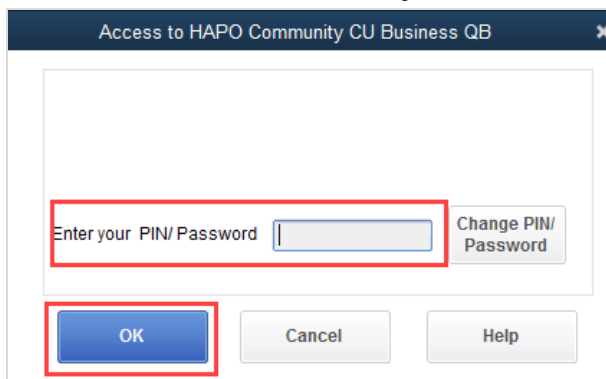


'sync' arrow



- Enter your [Direct Connect](#) password/PIN created during the initial registration within Business Online Banking, then select **OK**

NOTE: This is not the same as your Online Banking Password



TRANSACTIONS FOR REVIEW/MATCH

- Utilize the following Intuit link for guidance on how to Review and Match transactions:
https://quickbooks.intuit.com/learn-support/en-us/help-article/bank-connectivity/add-match-bank-feed-transactions-quickbooks/L3FoaeL3b_US_en_US

FOR ADDITIONAL QUICKBOOKS HELP GO TO: <https://quickbooks.intuit.com/learn-support/en-us>