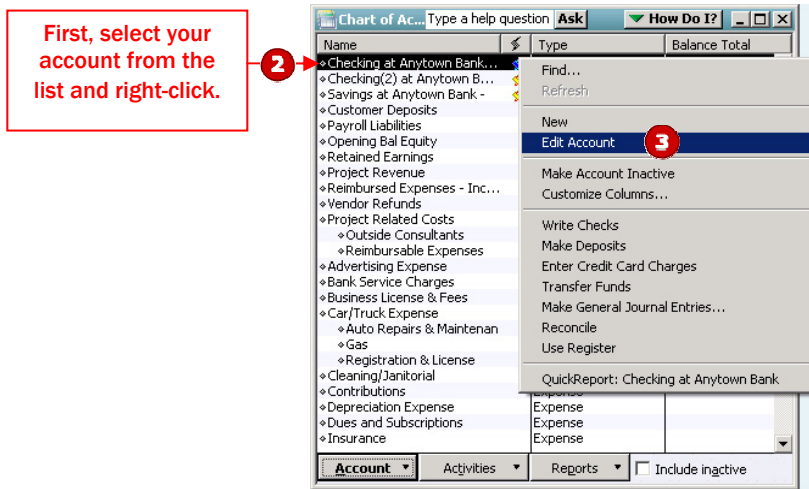
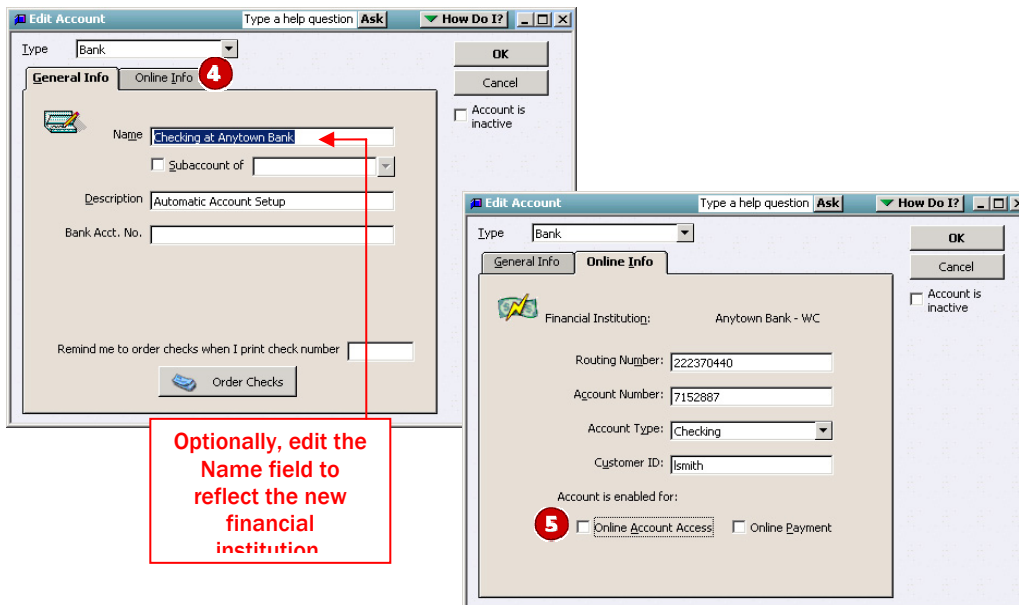


## DISABLE YOUR ACCOUNTS

1. Choose **Lists** menu → **Chart of Accounts**.
2. Right-click your first account.
3. Select **Edit Account** from the pop-up menu.



4. In the **Edit Account** window, click the **Online Info** tab. **EDIT** any account information that is changing.



5. Deselect the **Online Account Access** checkbox. Click **OK**.
6. Click **OK** again to the warning prompt.

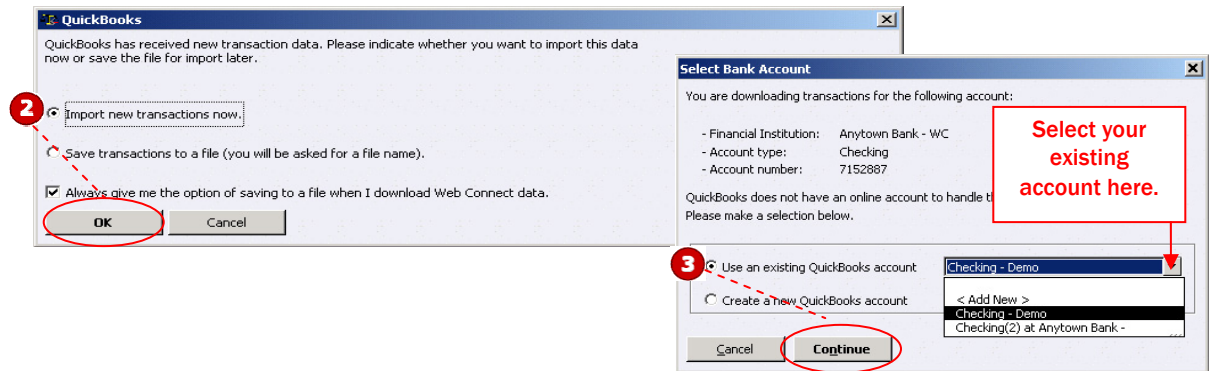
Repeat steps **2** through **6** for each account from which you download transactions.

## ENABLE YOUR ACCOUNTS

Download to  
QuickBooks

1. Log in to your bank's Web site. Download your transactions into QuickBooks.

**Important:** To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.



2. In QuickBooks, 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.

3. In the **Select Bank Account** dialog, click the **Use an existing QuickBooks account** radio button. In the corresponding drop-down list, select the QuickBooks account. Click **Continue**.

**Note:** You only need to select the account for this first download. Future downloads apply to this account automatically.

4. Confirm the prompt by clicking **OK**.

Repeat steps **1** through **4** for each account that you previously disabled.

5. Verify that all transactions downloaded successfully into your account registers.