QuickBooks Web Connect Instructions

Windows Instructions

To Disconnect from First National Bank Waterloo

1. Choose the Lists menu > Chart of Accounts
2. Select the account you wish 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 and Close
6. Click OK for any dialog boxes that may appear with the deactivation
7. Repeat steps for each account to be disconnected

To Reconnect to FNB Waterloo

1. Log in to https://www.fnbwaterloo.com and download your QuickBooks Web Connect File
2. Click File > Utilities > Import > Web Connect Files
3. If prompted for connectivity type, select Web Connect
4. Click the Import New Transactions Now radio button, then click OK
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

MAC Instructions

To Disconnect from First National Bank Waterloo

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 during the deactivation
7. Repeat steps for each account to be disconnected

To Reconnect Accounts (FNB Waterloo):

1. Log in to https://www.fnbwaterloo.com and download your QuickBooks Web Connect File.
2. Click File > Import > From Web Connect
3. If prompted for connectivity type, select Web Connect.
4. The Account Association windows displays during setup. For each account you wish to download into QuickBooks, click Select an Account to choose the appropriate existing account register.
5. Click Continue
6. Click OK for any information prompts
7. Add or match all transactions in the Download Transactions Window
8. Repeat steps for each account to be reconnected