QuickBooks® Business Accounting Software 2008–2010 for Windows®
Account Conversion Instructions for Web Connect to Direct Connect

As BankAtlantic completes its system conversion, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. You will need your customer ID and PIN and to be able to log in to the Web site. **This update may be time sensitive.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This conversion should take about 20 minutes.

To see how your downloading experience will change after your account conversion, click here.

Note: In the following screen shots, red icon numbers match step number instructions. All bank and register information is fictitious and for illustration only.

In this document, QuickBooks 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

⚠ Within this guide, this symbol displays to indicate any optional instructions.

A. BACK UP YOUR CURRENT DATA

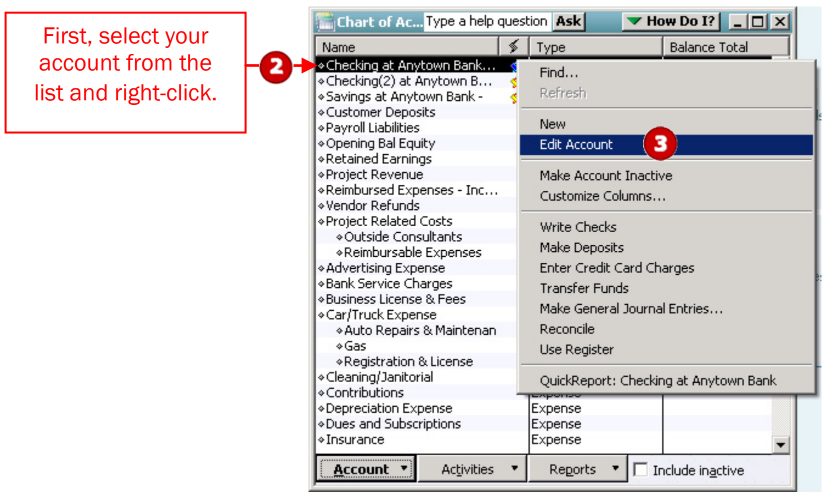
1. Choose **File** menu → **Back Up**.
2. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click **OK**.

B. DISABLE YOUR ACCOUNTS

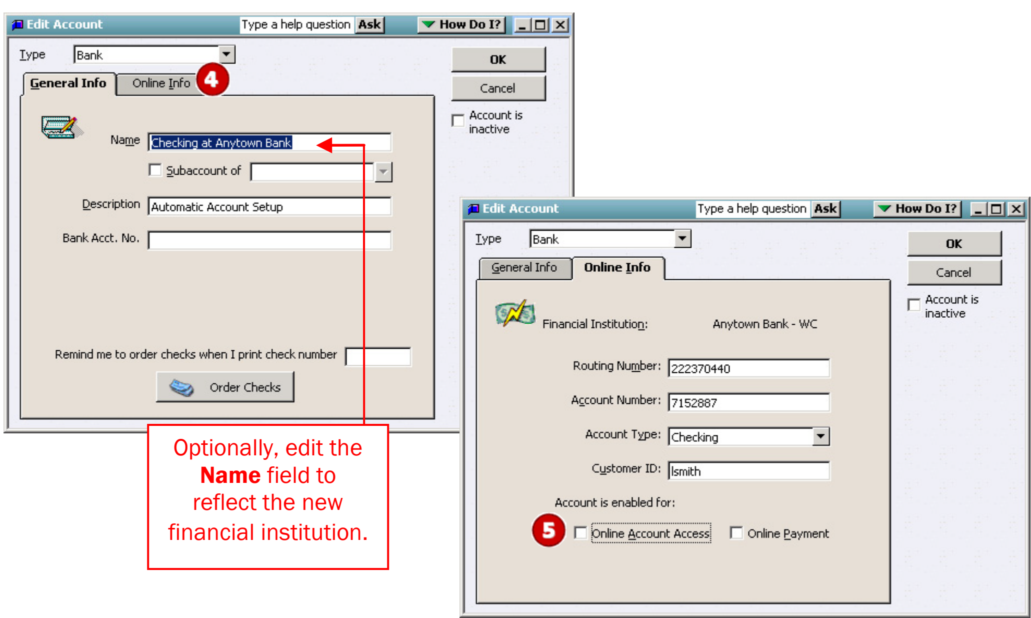
1. Choose **Lists** menu → **Chart of Accounts**.

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.



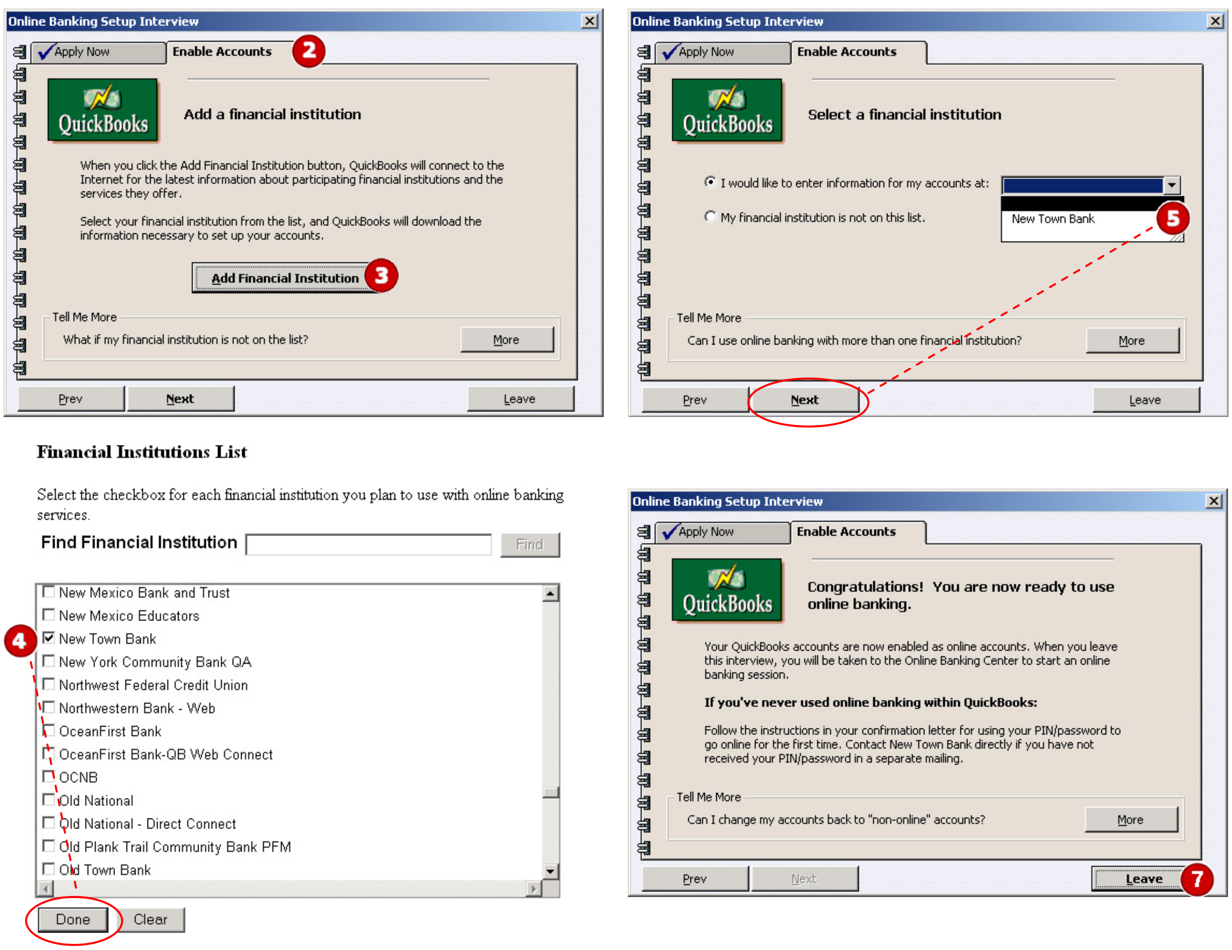
5. Deselect the **Online Account Access** checkbox. Click **OK**.

6. Click **OK** again to the warning prompt.

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

C. ENABLE ACCOUNTS FOR DIRECT CONNECT

1. *QuickBooks 2006 customers:* choose **Banking** menu → **Online Banking** → **Setup Account for Online Access**.
   QuickBooks 2005 customers: choose **Banking** menu → **Setup Online Financial Services** → **Setup Account for Online Access**.
2. When the Online Banking Setup Interview appears, click the **Enable Accounts** tab and then **Next**.
3. Click **Add Financial Institution**. Click **OK** to confirm the prompt.



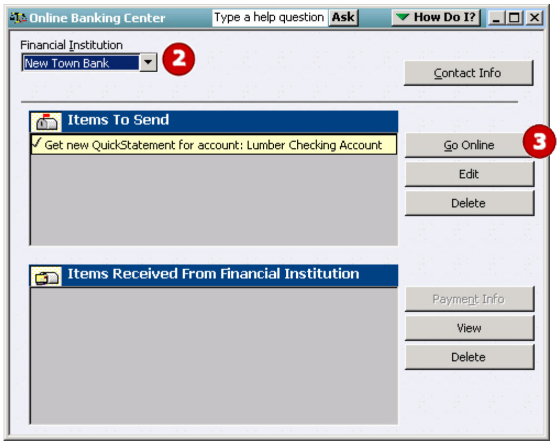
4. Click the checkbox, and click **Done**. Click **OK** to confirm the prompt
5. In the Select a financial institution dialog, select I would like to enter information for my accounts at: and choose the financial institution from the drop-down list to the right. Click **Next**.
6. Complete the remaining prompts, entering the account information. Click **Next** between each screen. All customers need to select **online account access**. *Only bill pay customers* should select **online payment**.
7. Upon reaching the final congratulations screen, click **Leave**.

D. CONNECT & DOWNLOAD USING DIRECT CONNECT

1. To download your new QuickStatement:

   QuickBooks 2006-2007 customers: choose **Banking** menu → **Online Banking** → **Online Banking Center**.

   QuickBooks 2005 customers: choose **Banking** menu → **Online Banking Center**.



2. In the Online Banking Center, select the Financial Institution.
3. Click **Go Online**.
4. Make sure to enter your password, and click **OK**.
5. Review any transactions listed in the transaction summary as you would normally.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!