

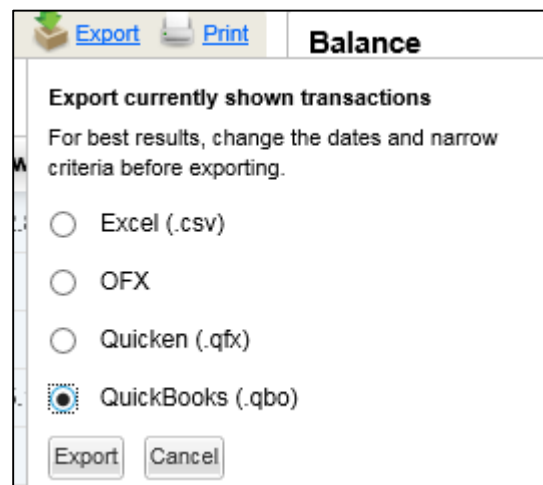
Web Connect QuickBooks Guide

Steps to export account history using QuickBooks Web Connect.

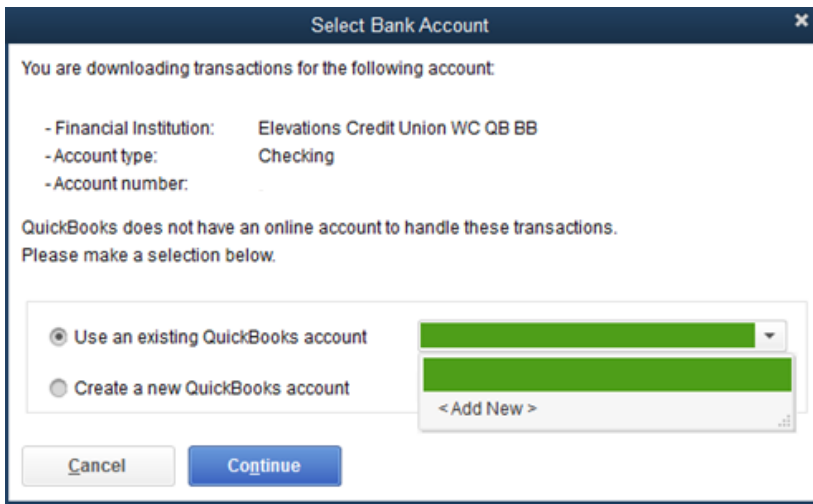
1. Log into Elevations online banking
2. Click on Personal banking, HELOC, Credit card, or Auto loan account to download transactions
 - a. This will take you to the History Page for that account
 - b. Customize date range in upper left
3. Click Export



4. Choose the Export Format- QuickBooks (.qbo)



5. Click Export
6. Choose to Open or Save the File
 - a. Save – Save a copy to your computer
 - i. After saved locate file and double click to open with QuickBooks, or can use the import option located under File tab within QuickBooks.
 - b. Open- QuickBooks will load automatically and will recognize the account you are downloading transactions for and will allow you to select an option
 - i. Use an existing QuickBooks account
 - ii. Create a new QuickBooks account



1. Click Continue
2. Transactions are downloaded into your QuickBooks Register