QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2012–2015

Direct Connect

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Introduction

As *Independence Bank* completes its system conversion to *Pacific Premier Bank,* you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your *[User ID and Password]* for the *Independence Bank* and *Pacific Premier Bank* websites.

NOTE:	For QuickBooks Web Connect, use the same User ID and PIN/Password as your financial institution website. For Direct Connect, the login credentials may be different. Please contact your financial institution to verify your Direct Connect login information.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

IMPORTANT:	These instructions are divided into **2 PHASES**.

- **PHASE 1 must** be completed **before** *[5:00 pm PT, 4/09/2015]*.
- **PHASE 2 must** be completed **on or after** *[4/13/2015]*.

PHASE 1: This Phase is time sensitive and **must** be completed **before** *[5:00 pm PT, 4/09/2015]*.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help menu** and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Connect to Independence Bank

1. Choose **Banking** menu > **Downloaded Transactions**.
2. Choose *Independence Bank* from the **Financial Institution** dropdown.
3. Click **Download**.
4. Enter credentials (if required) and click **OK**.
5. Repeat steps 1 – 4 for each account with *Independence Bank.*

Task 3:   Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for **Updating Your Register**, select the article with that name and follow the instructions.

Task 4:   Deactivate Your Account(s) at Independence Bank

IMPORTANT:	All transactions must be matched or added to the register prior to the deactivating of your account(s).

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 Transactions** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at *Independence Bank.*

PHASE 2: The Phase below is time sensitive and can be completed on or after *[4/13/2015]*.

Task 5:   Re-activate Your Account(s) at Pacific Premier Bank

1. Choose **Banking** menu > **Online Banking Setup**.
2. Select *Pacific Premier Bank* from the **Financial Institution** list and click Next.
3. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
4. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
5. Enter credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.

IMPORTANT:	Do **NOT** select "**New**" under the action column.

7. Click **Next**.
8. Click **Done**.

Thank you for making these important changes!