



PACIFIC PREMIER BANK

QuickBooks 2016-2018 for Windows Getting Started Guide for Business eBanking Users

Table of Contents

QUICKBOOKS 2016-2018 FOR WINDOWS GETTING STARTED GUIDE	3
CONNECT AND UPDATE YOUR DATA	3
SET UP AN ACCOUNT FOR ONLINE BANKING (DIRECT CONNECT)	3
SET UP AN ACCOUNT FOR ONLINE BANKING (WEB CONNECT)	4

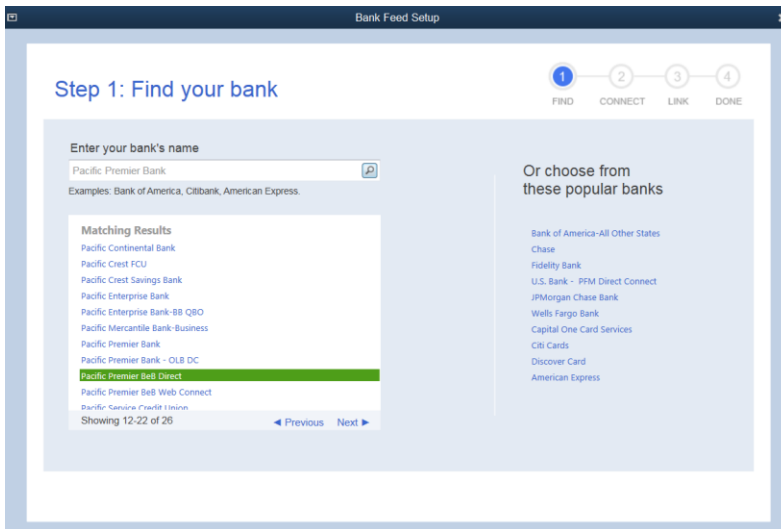
Connect and Update Your Data

Before you set QuickBooks to download transactions from Pacific Premier Bank you will need the following information:

- Online Banking Company ID and User Name
- Password

Set Up an Account for Online Banking (Direct Connect)

1. Choose Banking menu > Bank Feeds> Set Up Bank Feeds for an Account.
2. On the Step 1: Find your bank screen, Enter Pacific Premier Bank and select:
Pacific Premier BeB Direct



Bank Feed Setup

Step 1: Find your bank

1 FIND 2 CONNECT 3 LINK 4 DONE

Enter your bank's name

Pacific Premier Bank

Examples: Bank of America, Citibank, American Express.

Matching Results

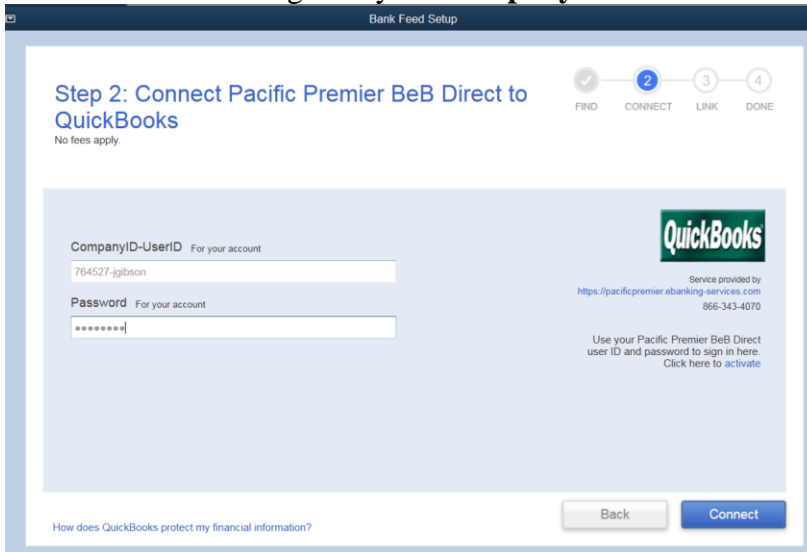
- Pacific Continental Bank
- Pacific Crest FCU
- Pacific Crest Savings Bank
- Pacific Enterprise Bank
- Pacific Enterprise Bank- BB Q&O
- Pacific Mercantile Bank-Business
- Pacific Premier Bank
- Pacific Premier Bank - OLB DC
- Pacific Premier BeB Direct**
- Pacific Premier BeB Web Connect
- Pacific Cascade Credit Union

Showing 12-22 of 26

Or choose from these popular banks

- Bank of America-All Other States
- Chase
- Fidelity Bank
- U.S. Bank - PFM Direct Connect
- JPMorgan Chase Bank
- Wells Fargo Bank
- Capital One Card Services
- Citi Cards
- Discover Card
- American Express

3. Enter your Business eBanking Login credentials and click **Connect**.
***Be sure to enter together your **Company ID-User ID** under the first box.



Bank Feed Setup

Step 2: Connect Pacific Premier BeB Direct to QuickBooks

No fees apply.

CompanyID-UserID For your account

764527-jgibson

Password For your account

QuickBooks

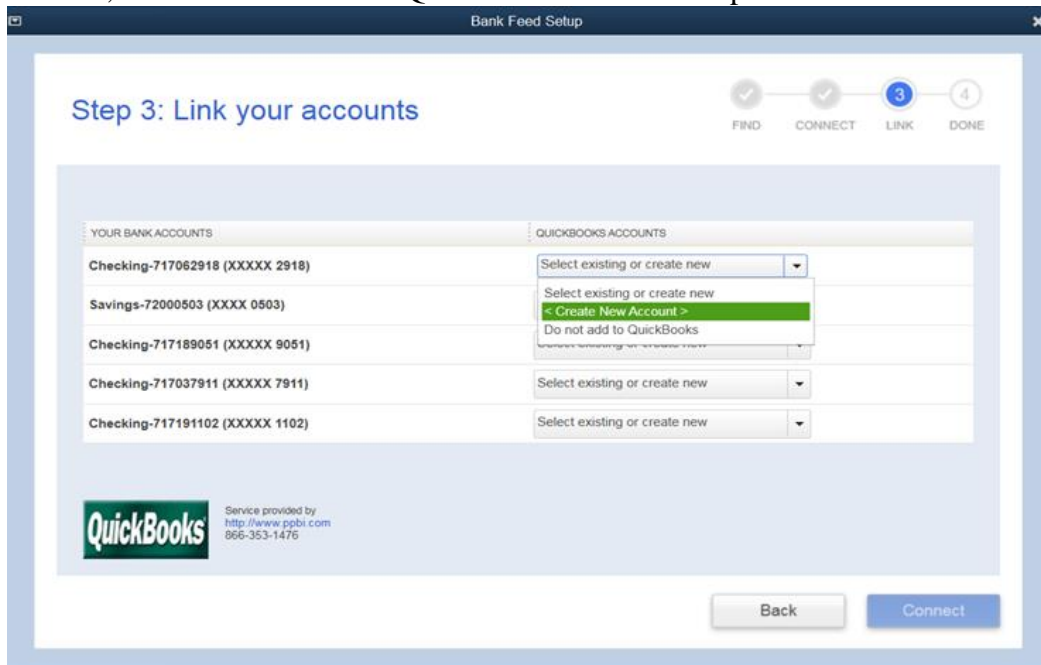
Service provided by
<https://pacificpremier.ebanking-services.com>
866-343-4070

Use your Pacific Premier BeB Direct user ID and password to sign in here.
[Click here to activate](#)

How does QuickBooks protect my financial information?

Back Connect

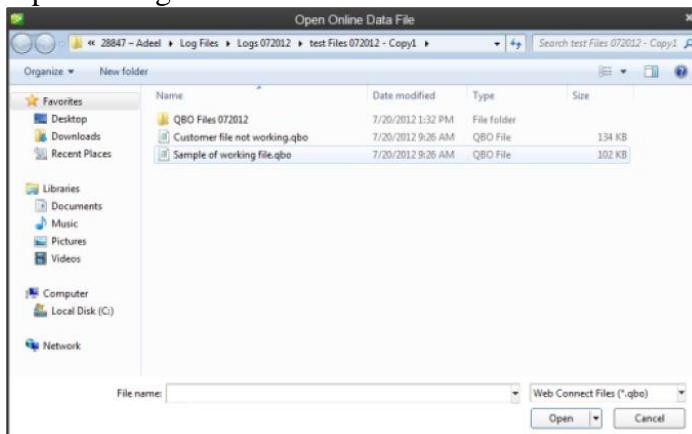
- After you connect, you will see all accounts at Pacific Premier Bank that you can add to QuickBooks. If you don't have an account ready in QuickBooks, click <Create New Account> to create a new account. If you don't want to download data from a particular account, choose Do not add to QuickBooks from the drop-down menu.



- After you add your accounts, click Connect or Close.

Set Up an Account for Online Banking (Web Connect)

- Log into your online access through the Pacific Pacific Bank website (www.ppbi.com)
- Download your transactions using the “QuickBook Web Connect (*.QBO)” format and save the file to your computer.
- Open Quickbooks and download QuickBooks file.
- Choose **Banking** menu > **Bank Feeds** > **Import Web Connect Files**. You will see an import dialog.



5. Navigate to and select the file you downloaded in Step 2, then click **Open**.

The screenshot shows a dialog box titled "Select Bank Account" with a close button (X) in the top right corner. The text inside reads: "You are downloading transactions for the following account:" followed by a list of details: "- Financial Institution: First Federal of Twin Falls, ID", "- Account type: Checking", and "- Account number: 19017819DD". Below this, it states: "QuickBooks does not have an online account to handle these transactions. Please make a selection below." There are two radio button options: "Use an existing QuickBooks account" (which is selected) and "Create a new QuickBooks account". To the right of the first option is a dropdown menu, and to the right of the second option is a text input field containing "Checking at First Federal of T". At the bottom of the dialog are two buttons: "Cancel" and "Continue".

You will see a dialog like the one above with you Pacific Premier Bank Information.

6. Click **Use an Existing QuickBooks Account** if you have an appropriate account in the Chart of Accounts. If you don't have an account yet, click Create a new QuickBooks account and enter a name for that account.
7. Click **Continue**
8. Click **OK** to confirm and finish.