QuickBooks® for Windows

Getting Started Guide for Pacific Premier BusinessSM Online Users





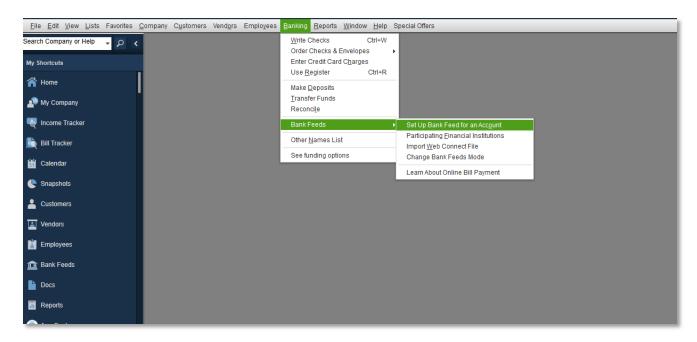
Connect and Update Your Data

Before you set QuickBooks to connect your accounts from Pacific Premier Bank, you will need the following information:

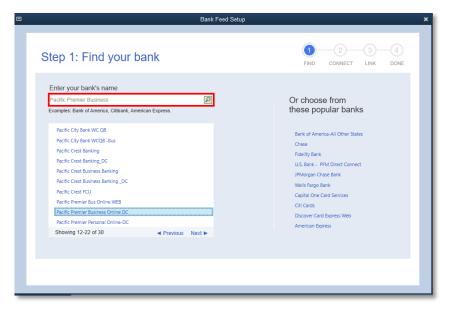
- Pacific Premier Business Online Company ID and Username
- Password

Set Up an Account for Pacific Premier Business Online (Direct Connect)

1. On the Home page under Banking, select Bank Feeds and click Set Up Bank Feed for an Account.

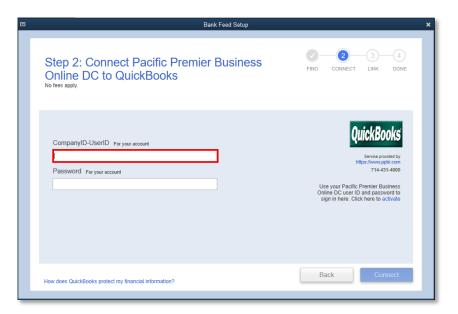


2. On Step 1: Find your bank screen, enter Pacific Premier Business and select Pacific Premier Business Online DC.



3. Enter your Pacific Premier Business Online login credentials to access your accounts. Click **Connect** when you are finished.

> Be sure to enter your Company ID and User ID together as **Company ID-User ID** in the first box.

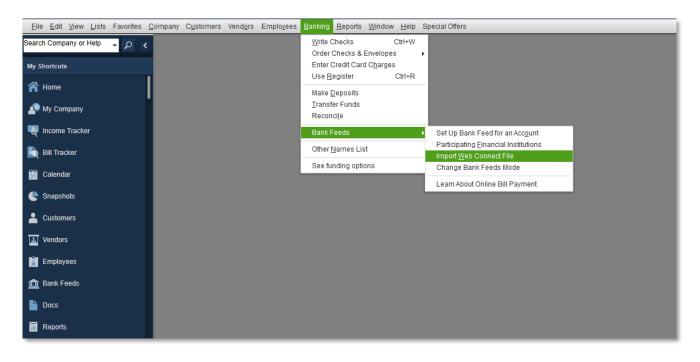


- After you connect, you will see all accounts at Pacific Premier Bank that you can add to QuickBooks. If you don't have an account ready in QuickBooks, click Create New Account to create a new account. If you don't want to download data from a particular account, choose Do not add to QuickBooks from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

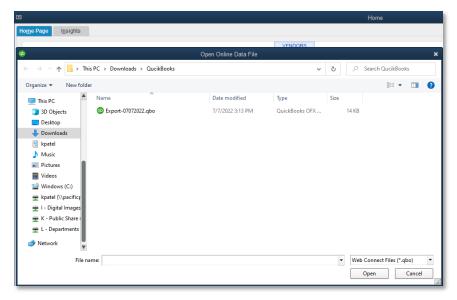
	Bank Feed Setup
Step 3: Link your accounts	FIND CONNECT LINK DONE
YOUR BANKACCOUNTS Checking-10724300 (XXXX 4300)	QUICKBOOKS ACCOUNTS
Checking-717189051 (XXXXX 9051) Checking-717191102 (XXXXX 1102)	Select existing or create new Create New Account > Do not add to QuickBooks 24000 - Payroll Liabilities - Other Current Liability
Checking-8000179621 (XXXXXX 9621) Checking-8000179818 (XXXXXX 9818)	Select existing or create new
QuickBooks	
	Back Connect

Set Up an Account for Pacific Premier Business Online (Web Connect)

- 1. Log into your online access through the Pacific Premier Bank website (www.ppbi.com).
- Download account transactions using the QuickBooks Web Connect (*.QBO) format, and save the file to your computer.
- 3. Open QuickBooks and then choose the Banking menu > Bank Feeds > Import Web Connect File.



4. You will see an import dialog box.



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

You will see a dialog box like the one to the right with your Pacific Premier information.

Sele	ect Bank Account	×	
You are downloading transactions for the following account:			
Financial Institution: Pacific Premier Bus Online WEB Account type: Checking Account number: 717191102			
QuickBooks does not have an online account to handle these transactions. Please make a selection below.			
Use an existing QuickBooks according to the second seco			
Create a new QuickBooks accoun	t Checking at Pacific Premier Bu		
Cancel Co <u>n</u> tinue			

- 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.

Questions? Contact our Client Services at 855.343.4070.