



PACIFIC PREMIER BANK

QuickBooks 2016-2018 for Mac Getting Started Guide for OLB Users

Table of Contents

QUICKBOOKS 2016-2018 FOR MACs 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

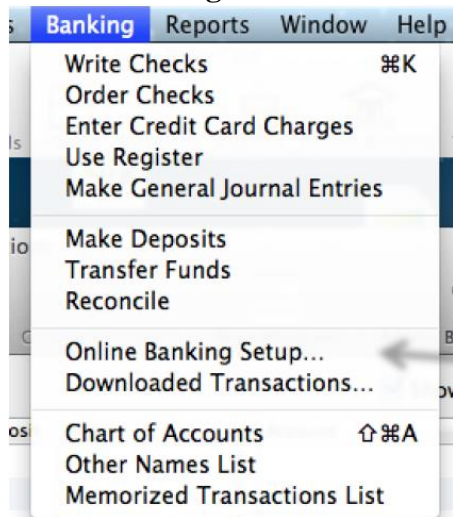
Connect and Update Your Data

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

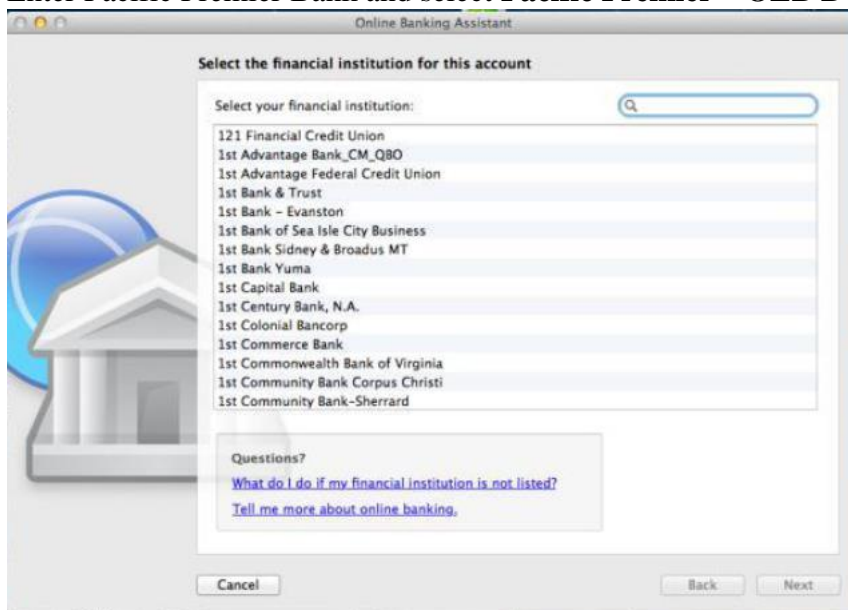
- Online Banking User Name
- Password

Set Up an Account for Online Banking (Direct Connect)

1. Choose **Banking** menu > **Online Banking Setup**.



2. Enter Pacific Premier Bank and select **Pacific Premier – OLB DC** and click **Next**.

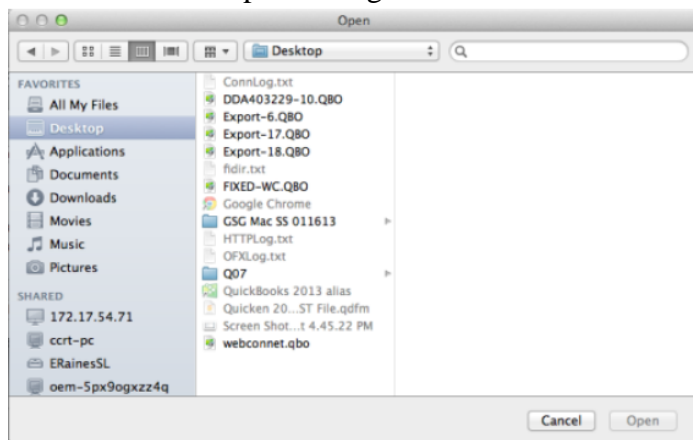


3. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
4. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.
5. Enter your online banking credentials and click **Sign In**.
6. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate exist account register or create a new account within QuickBooks.
7. Click **Next** and then click **Done**.

Set Up an Account for Online Banking (Web Connect)

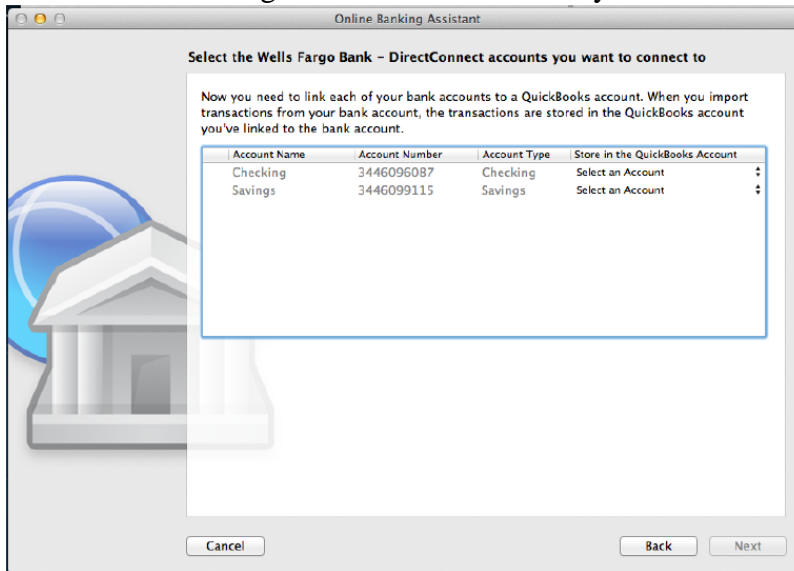
1. Log into your online access through the Pacific Pacific Bank website (www.ppbi.com)
2. Download your transactions using the “QuickBook Web Connect (*.QBO)” format and save the file to your computer.
3. Open Quickbooks and then choose the **Banking** menu > **Downloaded Transactions** > **Import File**.

You will see an import dialog box.

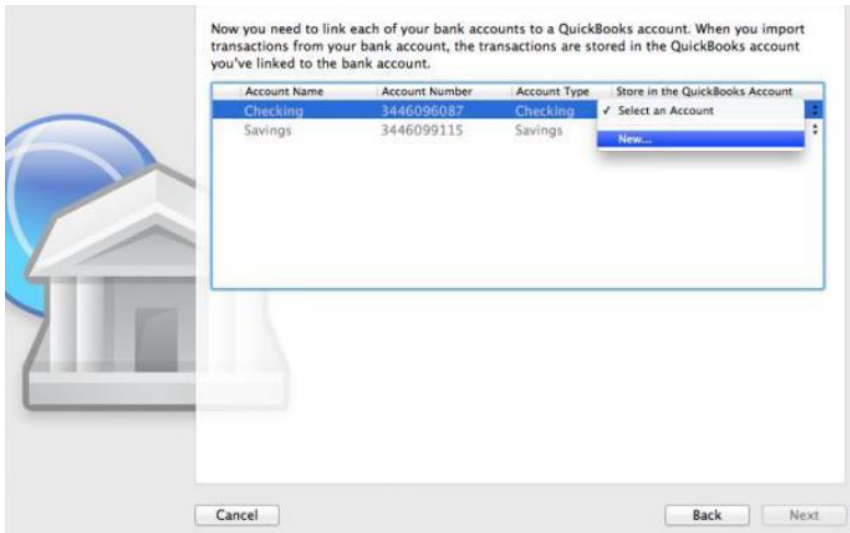


4. Navigate to and select the file you downloaded in Step 1. Then click **Open**.

You will see a dialog like the one below with your Pacific Premier Bank accounts listed.



5. Click on **Select an Account** for each account and choose which account in QuickBooks to connect it to. If you do not yet have an account in QuickBooks to Connect with, you can select **New...** as shown below.



6. After creating a new account, you may need to click **Select an Account** again and select the new account.
7. When done, click **Next** at the bottom.

You will receive a message that you have successfully set up your account.

8. Click Close to return to the Downloaded Transactions window.