BANK FORWARD

Member FDIC

Web Connect Getting Started with Transaction Download for QuickBooks® 2003 and 2004

Refer to this guide for instructions on using QuickBooks's online account features to save time and automatically keep your records up to date.

This guide includes the following sections:

- **Information You'll Need to Get Started, page 1**—Explains the information you will need to have before downloading transactions with QuickBooks.
- **Activating a QuickBooks Account to Download Transactions for the First Time, page 2**—Explains how to set up transaction download for your QuickBooks account.
- **Keeping Your QuickBooks Accounts Up-to-Date, page 3**—Describes how to download transactions on an ongoing basis.

Information You'll Need to Get Started

Before you activate your QuickBooks accounts to use Web Connect online account access, you will need to contact your financial institution for the following information:

- Customer ID
- Personal Identification Number (PIN) or password

When you have received the necessary information, this guide will show you how to activate your accounts in QuickBooks and how to use Web Connect Online Account Access.

Activating a QuickBooks Account to Download Transactions for the First Time

The following steps explain how to activate your existing QuickBooks account(s) or create one or more new QuickBooks accounts for Web Connect online access.

Step 1 Log in to your internet banking account at www.bankforward.com.

Choose your checking or savings account from the listed accounts, then click on the Transactions button, and choose Transaction Export. Choose the desired timeframe for the transactions to be downloaded (in the Cycle drop down menu or using the Date fields), and then choose .QBO from the export format choices in the drop down menu.

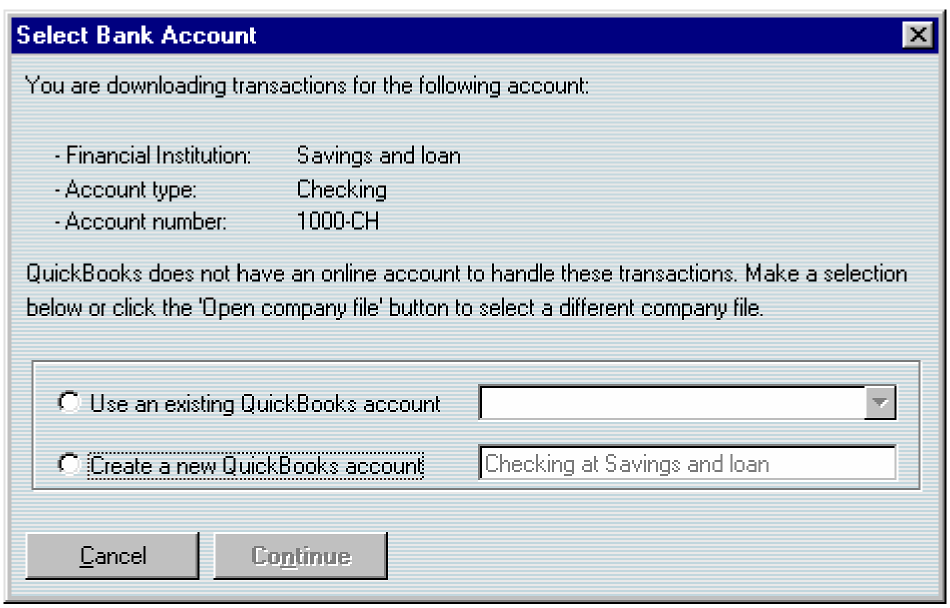
When you select **Export**, a dialog box appears that asks whether you want to process transactions now or save them for later processing.

Step 2 Click the **Have QuickBooks process these transactions now** radio button to continue.

The Select Bank Account dialog box appears. (If you use QuickBooks on another computer, you can click the **Save the transactions for later processing** radio button and then transfer the files to the other computer.)

Step 3 Click the **Use an existing QuickBooks account** radio button and select an account from the drop-down list, or click the **Create a new QuickBooks account** radio button and type a name for the account, and then click **Continue**.

Note: You only need to select the account for this first download. After the account is activated for Web Connect account access, future downloads will download to this account automatically.

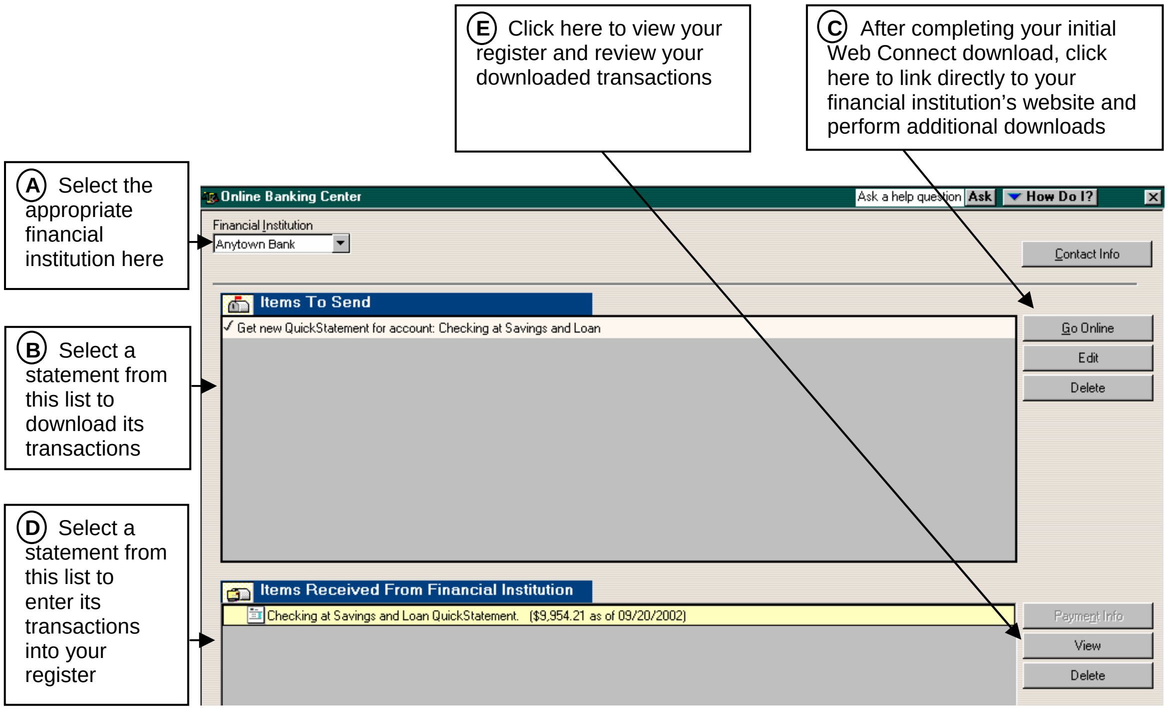


Step 4 When QuickBooks confirms that your Web Connect data has been successfully read into QuickBooks, click **OK**.

Your first download is complete. Refer to the following section to download transactions from now on.

Keeping Your QuickBooks Accounts Up-to-Date

From the Online Banking Center, you can download transactions, view a summary of your transactions, and enter downloaded transactions into a QuickBooks register.



Step 1 From the QuickBooks Banking menu, choose **Online Banking Center**.

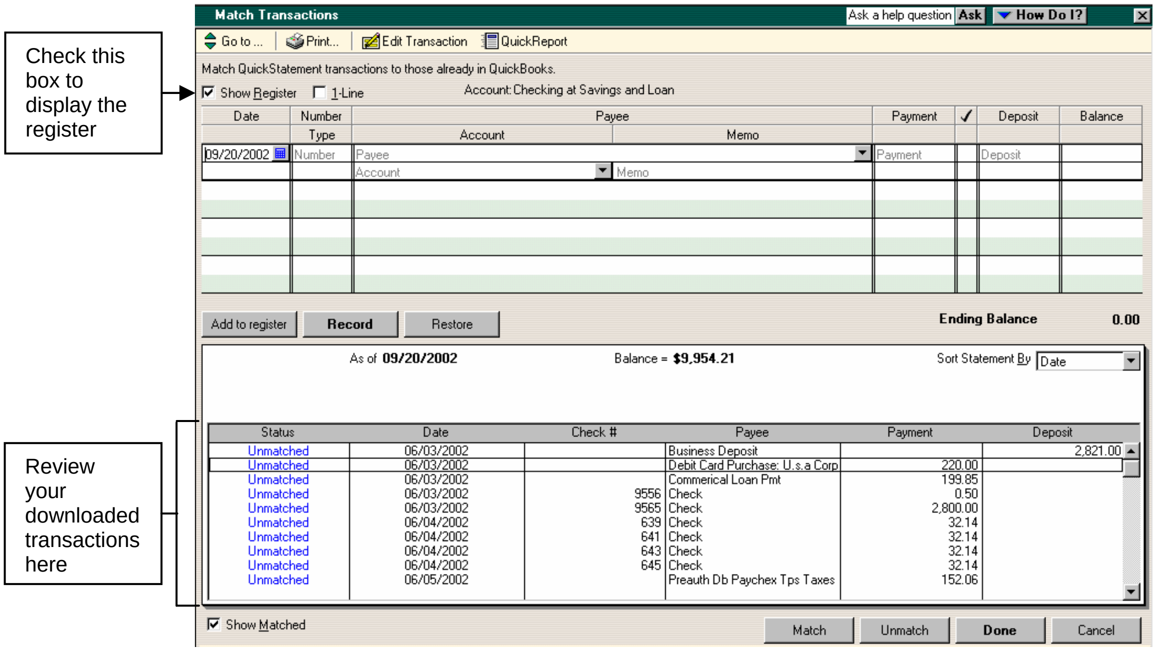
Step 2 In the Online Banking Center, select a financial institution from the Financial Institution list box. (See A in the figure above.)

Step 3 In the Items to Send area, click the desired statement and then click **Go Online**. (See B and C in the figure above.)

Step 4 When your financial institution's website appears, follow the instructions on the website to download your transactions into QuickBooks.

Step 5 In the Items Received From Financial Institution area, click the desired statement and then click **View**. The Match Transactions window appears. (See D and E in the figure above.)

Step 6 In the Match Transactions window, check the Show Register check box.



Step 7 From the list at the bottom of the Match Transactions window, choose a transaction to add to the register and then click **Add to Register**.

Step 8 Follow the on-screen prompts to perform the desired activities.

Step 9 When the transaction appears in the register, choose an account for the transaction from the Account drop-down list and then click **Record**.