1ST SECURITY BANK

QuickBooks Mac Web Connect

As 1st Security Bank launches a new business online banking platform, you will need to modify your QuickBooks settings to ensure your data connectivity transfers to the new platform. Please follow the instructions listed below.

Before July 18, 2025:

1. Backup your QuickBooks Mac data file & update the application.
   a. Choose **File > Backup**.
   b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.

2. Complete a final transaction download.
   a. Complete one last transaction update before the change to get all of your transaction history up to date.
   b. Repeat this step for each account you need to update.
   c. Accept all new transactions into the appropriate registers. (Required)

On or After July 28, 2025

1. Deactivate online banking connection for accounts connected to 1st Security Bank.
   a. Choose **Lists > Chart of Accounts**.
   b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
   c. Select **Online Settings** in the Edit Account window.
   d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
   e. Click **OK** for any dialog boxes that may appear with the deactivation.
   f. Repeat steps for any additional accounts that apply.

2. Reconnect online banking connection for accounts that apply.
   a. Log in to 1st Security Bank's online banking site and download your transactions into a QuickBooks (.qbo) file.

      Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.

   b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
   c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

      Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.

   d. Click **Continue** and **OK** for any dialog boxes that require action.

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