QuickBooks Online Conversion Instructions
First Republic to JPMorgan Chase Migration

As First Republic completes the account migration to JPMorgan Chase, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system.

On or before May 23, 2024:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Disconnect online banking connection for all First Republic accounts.

1. Select Banking from the left column.
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
3. Click Edit Account Info.
4. Check the box next to Disconnect this Account on Save.
5. Select Save and Close.
6. Repeat steps for any additional accounts that apply.

On or after May 28, 2024:

1. Reconnect online banking connection for accounts that apply.

   a. On the Banking page, click **Link Account** in the upper-right side of the screen.

   b. Type your financial institution's name and choose the correct option from the results.

   c. Click **Continue**

   d. Enter your JPMorgan Chase credentials and click "**Sign in**"

   Important: If your credentials do not work, contact your financial institution.

   e. Follow the in screen prompts from within the JPMorgan Chase account authorization flow until you reach the "**What do you want to share**" page

   f. From the "**What do you want to share**" page, select each account you want to reconnect and click the "**Connect my accounts**" button

   g. You will now be returned back to your program

   h. Ensure you associate the accounts for your financial institution to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the drop-down menu.

   Important: Do NOT select "**+Add New"** unless you intend to add a new account to **QuickBooks Online.** If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.

   i. After all accounts have been matched, click **Connect** and then click **Finish**.

2. Exclude Duplicate Transactions.

    a. Select **Banking** from the left column.

    b. In the For Review section, click the checkboxes for the transactions you want to exclude.

    c. Choose **Batch Actions > Exclude Selected**.

Removing Duplicate Transactions - After initial JPMorgan Chase download

1. Locate transactions that need to be deleted.

   Note: It is recommended that you reconcile your transactions with your Online Banking register before deleting any transactions.

2. Visit the following QuickBooks Link for instructions on how to delete transactions: Match or Delete Transactions