



# How to Set Up Users for Direct Connect

## Administrator Guide – First Republic Bank Corporate Online

**Important:** Direct Connect is only available for currently supported software from Intuit (e.g., QuickBooks 2017-2019 and Quicken 2017-2019). If you are using version 2016 or older, please update your software to use the Direct Connect feature.

1. After First Republic Bank has activated your access to Direct Connect:

- Log in to First Republic's Corporate Online website.
- Go to **Setup > Manage Users**.
- Select the user you want to set up to use Direct Connect.

Home

Balances

Transfers

Reporting

Stops and Inquiries

Positive Pay

ACH Payments

Wire Transfers

Wire Activity

Documents

Online Statements

Bill Payment

Setup

Sign Out

## Setup

Click on one of the links below to perform Administration tasks.

**User Preferences** (edit and manage user settings)

- [Change My Password](#)
- [Dashboard Preferences](#)
- [Change My Security Question](#)
- [Configure My Contact Points](#)
- [Manage My Alerts](#)
- [Add An Alert](#)

**Bank Communication** (secure messaging)

- [Travel Notification](#)
- [View Secure Messages](#)

**Audit** (create reports on user, or system-wide activity)

- [Audit Activities For Stop Payments, Positive Pay, Balance Inquiry And Transfer Services](#)
- [Audit Activities For ACH, Wire And Reporting](#)

**Formats & Templates** (facilitate data transfer between the bank and your desktop applications)

- [Create Positive Pay Issue Import Formats](#)
- [Manage Wire Templates](#)
- [Manage Wire Import Formats](#)
- [Create ACH Import Formats](#)

**Advanced Administration** (view and edit key settings)

- [Manage Users](#)
- [Maintain Account Groups](#)
- [View Holidays On Which Services Do Not Process](#)

2. Open **Account Activity and Stop Payment Permissions**.

- Check **View All Account Activity**.

**Account Activity and Stop Payment Permissions**

All

Account Inquiry Permissions

Account Activity Permissions

**View All Account Activity**

Export to CSV/Tab Formats

Export to Quicken Format

Export to QuickBooks Format

View All Debits

View All Credits

Paid Checks

View Deposit Tickets

View Stop Payment Requests

View Debit Memos

Loan Inquiry Permissions

View Loan Balances

View Loan Activity

Stop Payment Permissions

Request Single Stops

Monitor (view status)

Stop Requests

Documents

**Save Account Activity & Stop Payments Permissions** **Cancel** **Help**

3. Open **Direct Connect Permissions**.

- Check **Direct Connect Permissions**.
- Click **Save Direct Connect Permissions**.

**Direct Connect Permissions**

**Note: User must Save or Cancel the changes before proceeding to other modules.**

Direct Connect Permissions

User Alias ID: FA1-SBANKER

PIN: .....

Number of Workstations permitted for this user: 1

**Reset PIN**

**Save Direct Connect Permissions** **Cancel**

- Click **Reset PIN**.
- Hover over the PIN field to reveal your temporary PIN (see next screenshot).
- Write down the temporary PIN.

Note: The PIN will disappear when you navigate away from this page or after you click the **Save Direct Connect Permissions** button. If necessary, you can reset the PIN.

**Direct Connect Permissions**

User Alias ID:

PIN:

[Reset PIN](#)

Please record the temporary PIN  before saving this page. It will not be displayed again.

Number of Workstations permitted for this user:

[Save Direct Connect Permissions](#) [Cancel](#)

4. Launch your accounting software (QuickBooks or Quicken). The remaining steps are in QuickBooks or Quicken. In this example, we will use QuickBooks:

- Go to **Bank Feed Setup**.
- Enter **First Republic** as your bank.
- Select **First Republic Bank - Corporate DC** for Direct Connect feature (see screenshot below).
- Click **Next**.
- On the **Enroll in Direct Connect** screen, click **Continue**.

Bank Feed Setup

**Step 1: Find your bank**

1 FIND — 2 CONNECT — 3 LINK — 4 DONE

Enter your bank's name

Examples: Bank of America, Citibank, American Express.

**Matching Results**

- First Republic - Digital Banking
- First Republic Bank
- First Republic Bank - CDL
- First Republic Bank - Legacy
- First Republic Bank - Corporate WC
- First Republic Bank - Corporate DC**
- Republic Bank - CM
- Republic Bank - FRBK
- Republic Bank - MN
- Republic Bank - Norman, OK
- Republic Bank & Trust - RI

Showing 1-11 of 17 [Next ▶](#)

**Or choose from these popular banks**

- Bank of America-All Other States
- Chase
- Fidelity Bank
- U.S. Bank - PFM Direct Connect
- JPMorgan Chase Bank
- Wells Fargo Bank
- Capital One Card Services
- Citi Cards
- Discover Card
- American Express

5. On the next screen, you'll use the ID and PIN from Corporate Online.

Bank Feed Setup

### Step 2: Connect First Republic Bank – COL QB to QuickBooks

Fees will apply.

1 FIND 2 CONNECT 3 LINK 4 DONE

Customer ID For your account

PIN For your account

QuickBooks

Service provided by  
http://www.firstrepublic.com  
(800) 221-6777, option 3

You need special credentials from First Republic Bank – COL QB to sign in here. Click here to enroll

How does QuickBooks protect my financial information?

Back Connect

Cancel the changes before proceeding to other modules.

Aliases

Alias ID: FA1-SBANKER

PIN: (mouse-over to view temporary PIN) Reset PIN

Please record the temporary PIN before saving this page. It will not be displayed again.

Permissions permitted this user: 1 Cancel

6. Create a new PIN. It must be:

- A minimum of seven characters
- Alphanumeric

Bank Feed Setup

### Step 2: Connect First Republic Bank – COL QB to QuickBooks

Fees will apply.

1 FIND 2 CONNECT 3 LINK 4 DONE

Customer ID For your account

PIN For your account

QuickBooks

Service provided by  
http://www.firstrepublic.com  
(800) 221-6777, option 3

You need special credentials from First Republic Bank – COL QB to sign in here. Click here to enroll

How does QuickBooks protect my financial information?

Back Connect

Change PIN/ Password for First Republic Bank – CO...

CHANGE FROM:

Existing PIN/ Password

CHANGE TO:

New PIN/ Password

Re-Enter new PIN/ Password

OK Cancel Help