



## QuickBooks for Mac – Direct Connect

The following instructions are provided by Quicken for clients who use these services. To ensure the service continues to operate properly after your upgrade to the new First Republic digital banking experience, we ask that you please follow the steps below. We greatly appreciate your understanding.

### Upgrade Instructions

As you upgrade to the new digital banking experience, you will need to modify your QuickBooks settings to ensure a smooth transition of your data. To complete these instructions, you will need to first sign in to the new digital banking experience once your upgrade is complete. Please sign in at [firstrepublic.com/bankingonline](http://firstrepublic.com/bankingonline).

You will need your First Republic username and password to complete the steps in QuickBooks.

**NOTE:** It is important that you perform the following instructions exactly as described and in the order presented. Otherwise, your service may stop functioning properly.

## Documentation and Procedures

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**Task 1:** Preparation

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1. To ensure your data remains intact, please back up your data file. For instructions on backing up your data file, choose **Help** from the menu and use the Search bar available at the top. Search for “Back Up” and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Once the backup is complete, please download the latest QuickBooks update. For instructions on how to download an update, choose **Help** menu and use the Search bar available at the top. Search for “Update QuickBooks” and then select **Check for QuickBooks Updates** and follow the instructions.

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**Task 2:** Once you have upgraded to the new digital banking experience, deactivate your account(s) labeled **First Republic Bank - Legacy** within QuickBooks.

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**NOTE:** All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose **Lists** menu. Then choose **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu. Then choose **Edit Account**.
4. In the Edit Account window, click **Online Settings**.
5. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

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**Task 3:** Reactivate your account(s) at **First Republic Bank**

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1. Choose **Banking** menu. Then choose **Online Banking Setup**.
2. Enter, then select **First Republic Bank** from the **Financial Institution** list. Click **Next**.
3. Follow the instructions. 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 credentials and click **Sign In**.

**NOTE:** If you were assigned a First Republic QuickBooks access code, that code no longer applies. Please use your First Republic Digital Banking password in QuickBooks going forward.

6. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.

**IMPORTANT:** Do **NOT** select “New” under the action column.

7. Click **Next**, then **Done**.
8. Add or match all downloaded transactions in the Downloaded Transactions window.

Thank you for making these important changes.

Please contact Banking Online Support at (855) 886-4819 for assistance.