QuickBooks for Windows – 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 at firstrepublic.com/bankingonline once your upgrade is complete.

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.

This detour symbol indicates instructions in a task specifically for **Bill Pay within QuickBooks.** If you do *not* use QuickBooks to make online bill payments, skip that task.

Documentation and Procedures

Task 1:   Preparation

1. To ensure your data remains intact, please back up your data file by selecting **File**. Then select **Back Up Company** and then follow the prompts. For instructions on backing up your data file, choose **Help** menu. Then choose **QuickBooks Help**. Search for "Back Up" and follow the instructions.

2. Once the backup is complete, please download the latest QuickBooks update. For instructions to download an update, choose **Help** menu. Then choose **QuickBooks Help**. Search for "Update QuickBooks" then select **Update QuickBooks** and follow the instructions.

IMPORTANT:	If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multiuser mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions on switching to single user mode, choose **Help** menu. Then choose **QuickBooks Help**. Search for "Switch to Single User Mode" and follow the instructions.

4. Enable Classic Mode (Register Mode).

5. For instructions to enable Classic Mode (Register Mode), choose **Help** menu. Then choose **QuickBooks Help**. Search for "Banking Feed Modes." Then select **Bank Feed Modes Overview** and follow the instructions.

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

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. Click on the **Bank Feed Settings** tab in the **Edit Account** window.

5. Select **Deactivate All Online Services** and click **Save & Close**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps for each First Republic account to be disconnected.

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

1. Choose **Banking** menu. Then choose **Bank Feeds** and **Set Up Bank Feed for an Account**.

2. Enter, then select **First Republic Bank**.

3. Enter your First Republic **Username** and **Password** and select **Connect**.

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.

4. If prompted for connectivity type, select **Direct Connect**.

5. Link your bank accounts with the matching QuickBooks accounts and click **Connect**.

6. Select **Close**.

7. Repeat steps for each First Republic account to be reconnected.

If you use Bill Pay within QuickBooks, please ensure the **Bill Payment** is enabled. To enable, select **Edit Accounts**, then **Bank Feed Settings**, finally select **Bill Payment.**

Thank you for making these important changes.

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