



FIRST REPUBLIC BANK

# QuickBooks for Mac – Web Connect

The following instructions are provided by QuickBooks 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 your First Republic online banking username and password.

**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 conversion should take 15– 30 minutes.

## Documentation and Procedures

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### Task 1: Upgrade Preparation

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1. To ensure your data remains intact, please back up your data file. For instructions on how to do this, please choose the **Help** menu and use the **Search** bar available at the top. Search for “**Back Up**” and follow the instructions. 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 to download an update, choose **Help** menu and use the **Search** bar available at the top. Search for “**Update QuickBooks**,” select **Check for QuickBooks Updates** and follow the instructions.



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**Task 2:** Now that you have upgraded to the new digital banking experience, Deactivate Your Account(s) labeled **First Republic Bank** within QuickBooks

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

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

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**Task 3:** Now it's time to reactivate Your Accounts

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1. Log in to your online banking page at firstrepublic.com and download your QuickBooks Web Connect file.

**IMPORTANT:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may find duplicate transactions.

2. Click **File > Import > From Web Connect**.
3. If prompted for connectivity type, select **Web Connect**.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

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

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps 1 – 7 for each First Republic account.

Thank you for making these important changes!

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