



FIRST REPUBLIC BANK

QuickBooks Online Edition

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 Online Edition 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

Upgrade – Information only

QuickBooks Online data is stored on Intuit servers in the cloud. Since Intuit updates your records with every change, Intuit cannot restore your file to a previous point in time. QuickBooks Online automatically updates your selected version so you are always on the latest release.

Task 1: Now that you have upgraded to the new digital banking experience, Deactivate Your Account(s) labeled **First Republic Bank** within QuickBooks Online

1. Choose **Transactions > Banking**.
2. Click on the account you'd like to disconnect, then click the **Pencil Icon**.
3. Click on **Edit Account Info**.
4. Check the box next to **Disconnect this account on save**.
5. Click **Save**.
6. Repeat steps 2—6 for each First Republic account.



Task 2: Now it's time to reactivate Your Account(s)

1. Choose **Transactions > Banking**.
2. In the upper right corner, click **Add Account**.
3. Enter First Republic - Digital Banking, and click **Find**.
4. Click the link for First Republic - Digital Banking.
5. Type your **User ID** and **Password**. Click **Log 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. Ensure you associate the account for **First Republic - Digital Banking** to the appropriate account already listed under **QuickBooks Accounts**. You will want to **select the matching accounts in the drop-down menu**.

IMPORTANT: Do **NOT** select +Add new. If you are presented with accounts you do not want to track in this data file, Uncheck the box next to the Account name.

7. After all accounts have been matched, click **Connect**.
8. When the download is finished, click **I'm done. Let's go!**

Task 3: Excluding Duplicate Transactions

1. Choose **Transactions > Banking**.
2. In the **New Transactions** section, click the checkboxes for the transactions you want to exclude.
3. Click **Batch Actions > Exclude Selected**.

NOTE: If you accidentally exclude a transaction, you can include it again.

Task 4: Undo Excluded Transactions

1. Choose **Transactions > Banking**.
2. Click the **Excluded** tab.
3. Click the checkboxes for the transactions you want to include.
9. Click **Batch Actions > Undo**.
10. Transactions will appear again in the **New Transactions** tab.



Additional Instructions: Manually Import Transactions

1. Log in to your online banking page at firstrepublic.com.
2. Download this Web Connect file:
 - a. .qbo (QuickBooks).
3. In **QuickBooks Online**, choose **Transactions > Banking**.
4. In the upper right corner, click **File Upload**.
5. Click **Browse** and select the First Republic Bank Web Connect file from your computer.
6. Click **Next**.
7. In the drop-down menu, select the account where you'd like to upload the transactions.
8. When the download is finished, click **I'm done. Let's go!**
9. After your download finishes, click the **New Transactions** tab to see what was downloaded.

Thank you for making these important changes!

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