

## Direct Connect Transition Instructions for QuickBooks Windows

Please follow the instructions below to reconnect your accounts to Business Online Banking following the transition on March 20, 2023. **You will need new Direct Connect login credentials.** These credentials will be sent to you via email within 10 days of the transition. If you have not received them by June 3, 2023, please contact the Transition Support Line at 833-961-3614.

### Complete Prior to March 17, 2023 at 5:00 p.m. PT:

1. Backup QuickBooks Windows Data File & Update.
  - a. Choose **File > Back Up Company > Create Local Backup.**
  - b. Download the latest QuickBooks Update. Go to Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
  - a. Complete one last transaction update before the change to get all of your transaction history up to date.
  - b. Accept all new transactions into the appropriate registers. (required)

### Complete On or After March 20, 2023:

1. Deactivate online banking connection for accounts connected to Columbia Bank.
  - a. Choose **Lists** menu > **Chart of Accounts.**
  - b. Right-click on the first account you would like to deactivate and choose **Edit Account.**
  - c. Click the **Bank Feeds Settings** tab in the Edit Account window.
  - d. Select **Deactivate All Online Services** and click **Save & Close.**
  - e. Click **OK** for any alerts or messages that may appear with the deactivation.
  - f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
  - a. Choose **Lists** menu > **Chart of Accounts.**
  - b. Right-click on an account you would like to activate and choose **Edit Account.**
  - c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select Yes in the dialog box that will appear.
  - d. Enter **Umpqua-Business Direct Connect** in the search field and select **Continue.**
  - e. Enter your new Direct Connect credentials. These are different than your Business Online Banking credentials and will be sent via email to you within 10 days of the transition on March 20, 2023. If you have not received them by June 3, 2023, please contact the Transition Support Line at 833-961-3614.
  - f. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New.

**Important: Do NOT select "Create New Account" unless you intend to add a new account to QuickBooks.** If you are presented with accounts you do not want to track in this data file, choose **Do Not Add to QuickBooks.**
  - g. After all accounts have been matched, click **Next** and then click **Done.**