Getting Started Guide:
Transaction Download for QuickBooks® 2005 - 2007

Refer to this Direct Connect guide for instructions on using QuickBooks's online account features to save time, improve accuracy, and keep your records up to date. Specifically, we will show you how to download transactions with your accounts in the QuickBooks 2005 through 2007 product line.

This guide includes the following sections:

Information You'll Need to Get Started

First ensure you have set up your Personal Finance Product. To download your transactions with Quickbooks, you must have Internet access and Online Banking. You must have accessed your Online Banking within the last 180 days. In addition, to complete setting up your Quickbooks accounts for transaction download, you will need to call WCB Customer Support Department at 800-895-3345.

- Customer ID
- Personal Identification Number (PIN) or password (Provided by WCB Customer support)

Note: There isn't online transaction download capability in QuickBooks Simple Start.

Set Up Online Account Access

The following steps explain how to enable an existing or new QuickBooks account for transaction download.

Step 1 From the **Banking** menu, choose depending on product version:
QuickBooks 2006 - 2007: **Online Banking** > **Setup Account for Online Access**.
QuickBooks 2005: **Set Up Online Financial Services > Setup Account for Online Access**.

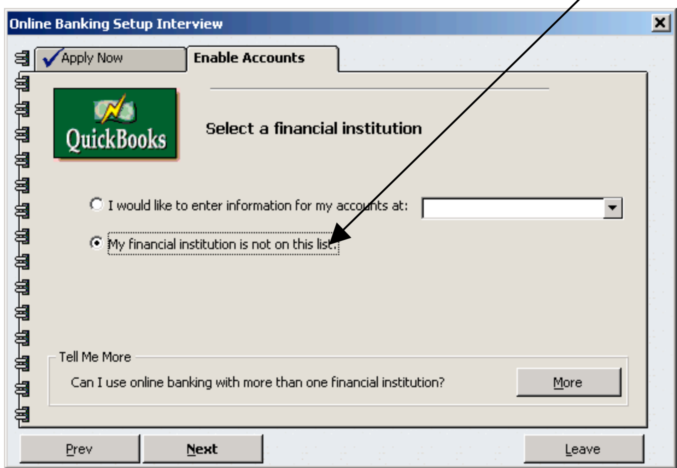
You may see a message to close all windows. Click **Yes.**

Step 2 The Online Banking Setup Interview dialog appears. Click **Next** and select the appropriate account type (**Bank Account**) that you are setting up for online access then click **Next** again

Step 3 Click the **Enable Accounts** tab located along the top of the Interview dialog then click **Next**

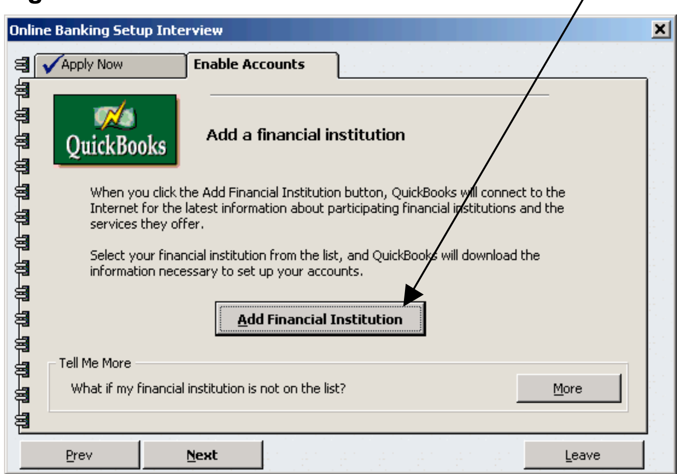
Step 4 Select the first radio button, and from the drop-down list, choose your financial institution (see figure 4a below)
<u>Financial Institution Not Listed</u>: If your financial institution does not appear on the list (i.e. this is your first time setting up an account), click **"My financial institution is not on this list",** then click **Next.**

Figure 4a



On the next dialog click the **"Add Financial Institution"** button (see figure 4b below)**.**

Figure 4b

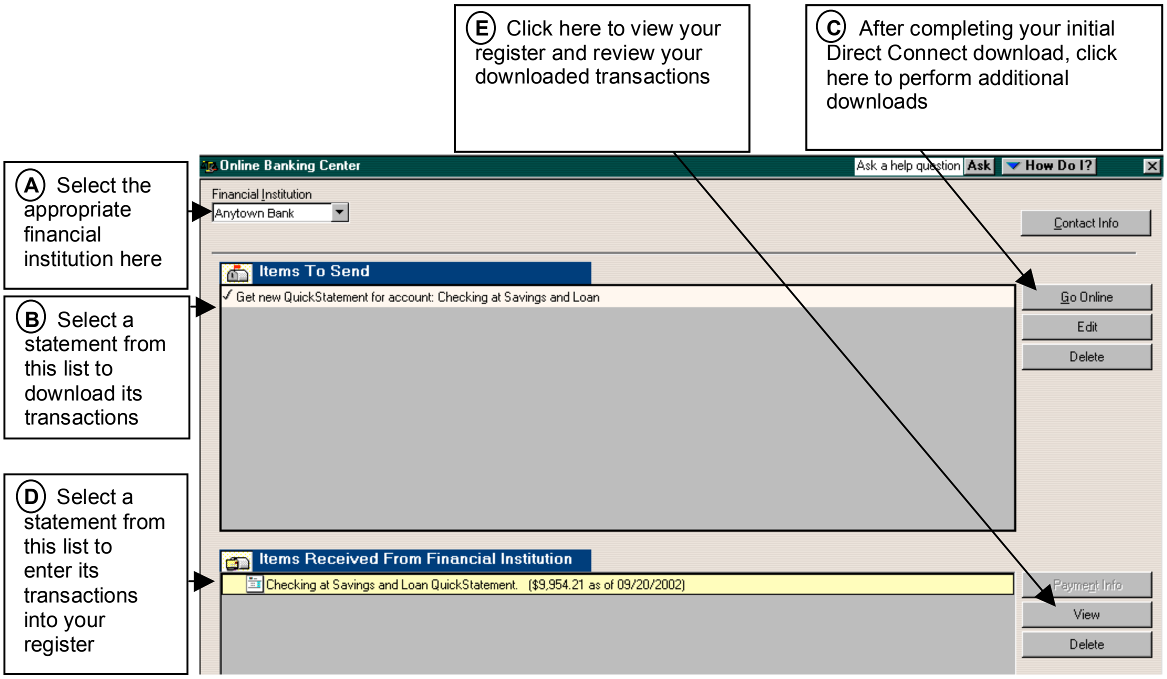


Follow the instructions to connect to the Internet and add it to the list. When the connection is finished, you will be returned to account setup. Click **"I would like to enter information for my account at,"** and select **West Coast Bank** from the drop-down list (see figure 4a above). Click **Next.**

Step 5 Follow the remaining on-screen instructions to complete the Online Banking Setup process for transaction download.
Note: Once you've completed the Online Banking Setup interview go to the next section to learn how to download from now on.

Keeping Your QuickBooks Accounts Up-to-Date

In the **Online Banking Center**, you can download transactions, check online balances and view transactions in your register.



Step 1 From the QuickBooks **Banking** menu, choose depending on product version:
QuickBooks 2006 - 2007: **Online Banking** > **Online Banking Center**
QuickBooks 2005: **Online Banking Center**

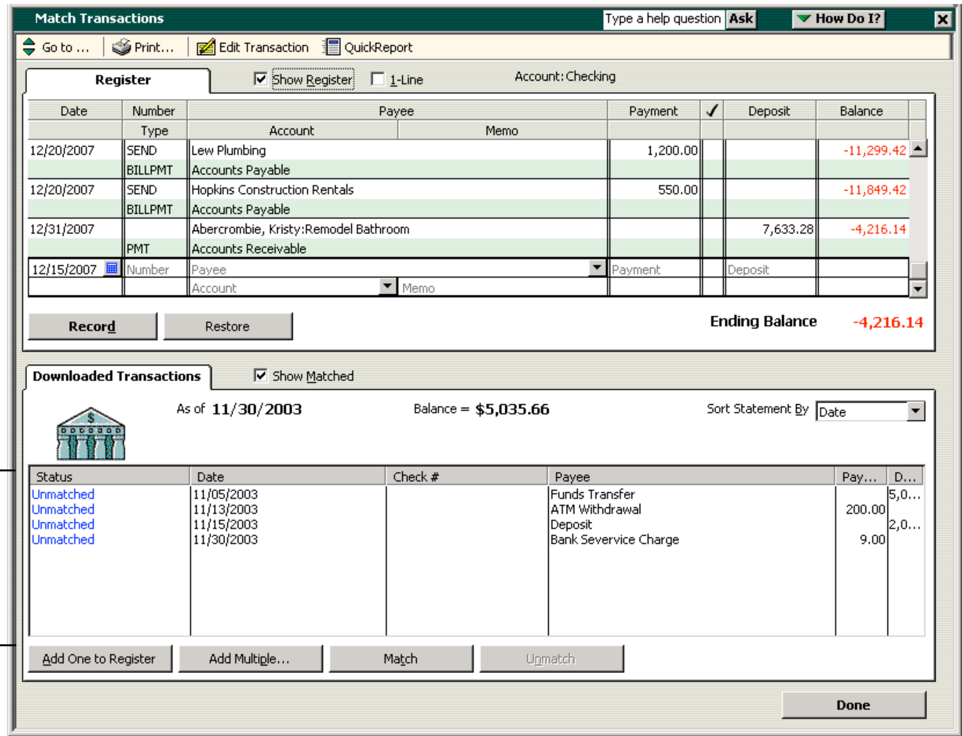
Step 2 In the **Online Banking Center**, select a financial institution from the **Financial Institution** list box. (See **A** in the figure above.)

Step 3 In the **Items to Send** area, click the desired statement and then click **Go Online**. (See **B & C** in the figure above.)

Step 4 Enter your password and follow the on-screen instructions to complete your download.

Step 5 In the **Items Received From Financial Institution** area, click the desired statement and then click **View** (See **D & E** above). The Downloaded Transactions window appears below the account register. (See figure next page)

Review your downloaded transactions here



Step 6 From the list in the **Downloaded Transactions** window, choose a transaction to add to the register and then click **Add One to Register**. Use the **Add Multiple…** button to add all transactions that have a recognized payee and associated account.

Step 7 Follow the on-screen prompts to perform the desired activities. You will have the opportunity to create an alias for an unrecognized payee. Aliased payees are automatically renamed at each download.

Step 8 When the transaction appears in the register, choose an account for the transaction from the Account drop-down list and then click **Record**.

If you have any questions regarding these instructions, you may contact WCB Customer Service at 800-895-3345 or http://support.quickbooks.intuit.com/support/Default.aspx.