

# Getting Started Guide: Direct Connect Transaction Download for Quickbooks® Windows 2008

## Information You'll Need to Get Started

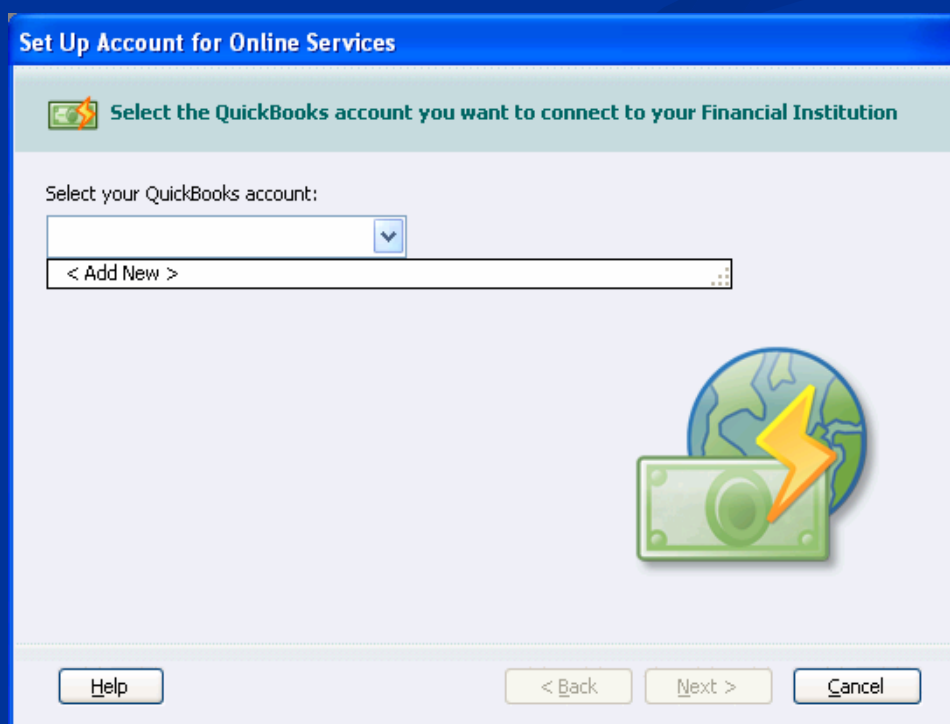
Before you enable your QuickBooks accounts to download transactions you will need to have previously requested access to our Online Banking system. You will also need:

- Your NetTeller ID and your Business Cash Management ID (if applicable)
- Your NetTeller PIN and your Business Cash Management PIN (if applicable)

## Set Up Online Account Access

The following steps explain how to enable an existing or new Quickbooks account for transaction download and/or online bill payment:

- Step 1** From the menu, choose **Banking > Online Banking > Setup Account for Online Access**. You may see a message to close all windows. Click **Yes**.
- Step 2** The **Set Up Account for Online Services** window appears. Click on the drop down arrow and **choose an existing account** to add Online Services or choose **<Add New>**. Select the account type **Bank Account** and enter the account details - at a minimum enter a name for the bank account and click on **Save & Close**.



**Step 3** Select the name of the financial institution from the drop down list and click **Next**.

**Set Up Account for Online Services for Test Savings**

Select the Financial Institution for this account

**QuickBooks Account: Test Savings**

Enter the name of your Financial Institution:

American National Bank, FL

[What if my Financial Institution is not listed?](#)

[Tell me about online banking.](#)

Help < Back Next > Cancel

**Step 4** Choose the **Direct Connect** option and click **Next**.

**Set Up Account for Online Services for Test Savings**

How do you want to connect to American National Bank, FL?

Your financial institution provides two ways to connect:

**Direct Connect**  
Sign on each time within QuickBooks to download statements from your financial institution. Simplifies downloads and saves time.  
\* Financial institution fees may apply [Explain](#)

**Web Connect**  
Each time you download account statements to QuickBooks, you must sign on to your financial institution's Web site. Makes downloads more manual and time-consuming.  
\* Usually free

[Compare these options](#)

Help < Back Next > Cancel

**Step 5** Enter your account information to sign in. If you only have a NetTeller ID, enter that in the **Customer ID** field and your NetTeller PIN in the **Password** field. If you have a Cash Management ID, enter your NetTeller ID space Cash Management ID in the **Customer ID** field. You must enter a space between your NetTeller ID and Cash Management ID. Do not use an underscore or a dash to link the IDs. If you have a Cash Management ID, you should enter your NetTeller PIN space Cash Management PIN in the **Password** field. You must enter a space between your NetTeller PIN and Cash Management PIN. Do not use an underscore or a dash to link the PINs. Re-enter your PIN in the **Confirm Password** field and click the **Sign In** button.

The screenshot shows a web browser window titled "Set Up Account for Online Services for Test Savings". The page header says "Sign in to American National Bank, FL". There are three input fields: "Customer ID", "Password", and "Confirm Password". Below the "Customer ID" field, it says "Use your NetTeller Online Banking ID". Below the "Password" field, it says "Use your NetTeller Online Banking PIN". To the right of the input fields is a box titled "Need a Customer ID and Password?" containing the following text: "Your QuickBooks login is the same as the login to your American National Bank, FL Web site.", "[American National Bank, FL Support](#)", "954-267-8100 to sign up", and "Bank fees usually apply [Explain](#)". At the bottom left, it says "To sign in to your bank with a secure Internet connection, select **Sign In**.". At the bottom of the window are buttons for "Help", "< Back", "Sign In", and "Cancel".

**Step 6** A window will display listing your bank accounts. Highlight the account that corresponds with the account you are setting up in QuickBooks and click **Next**.

**Step 7** When the first download completes successfully your account set up is complete. Click **Finish**. This will launch the **Online Banking Center**.

The screenshot shows the same web browser window, but now it displays a completion message. The header says "Direct Connect Setup Complete". The main text reads: "Your QuickBooks Test Savings account is now set up for online services with American National Bank, FL." Below this is the QuickBooks logo, a lightning bolt icon, and a bank building icon. A warning icon is followed by the text: "During the setup process, QuickBooks downloaded 0 transactions from 18 M IRA 1828-801151828." Below this is a text box with the instruction: "To view these transactions, click **Finish** to go to the Online Banking Center". At the bottom of the window are buttons for "Help", "< Back", "Finish", and "Cancel".



**Step 8** To determine if your account is set up for online Bill Payment through QuickBooks from the **Company** menu choose **Chart of Accounts**. In the **Chart of Accounts** window right click on the bank account you are working with and select **Edit Account**. When the **Edit Account** window appears click on the **Online Services** tab.



**Step 9** Make sure the **Online Bill Payments** box is checked. If not, check the box and click **Save & Close**.

**\*\* Please note that you should have successfully logged in to the Bill Payment feature on AmericanNationalBank.com with your Online Bill Payment PIN prior to this step.**