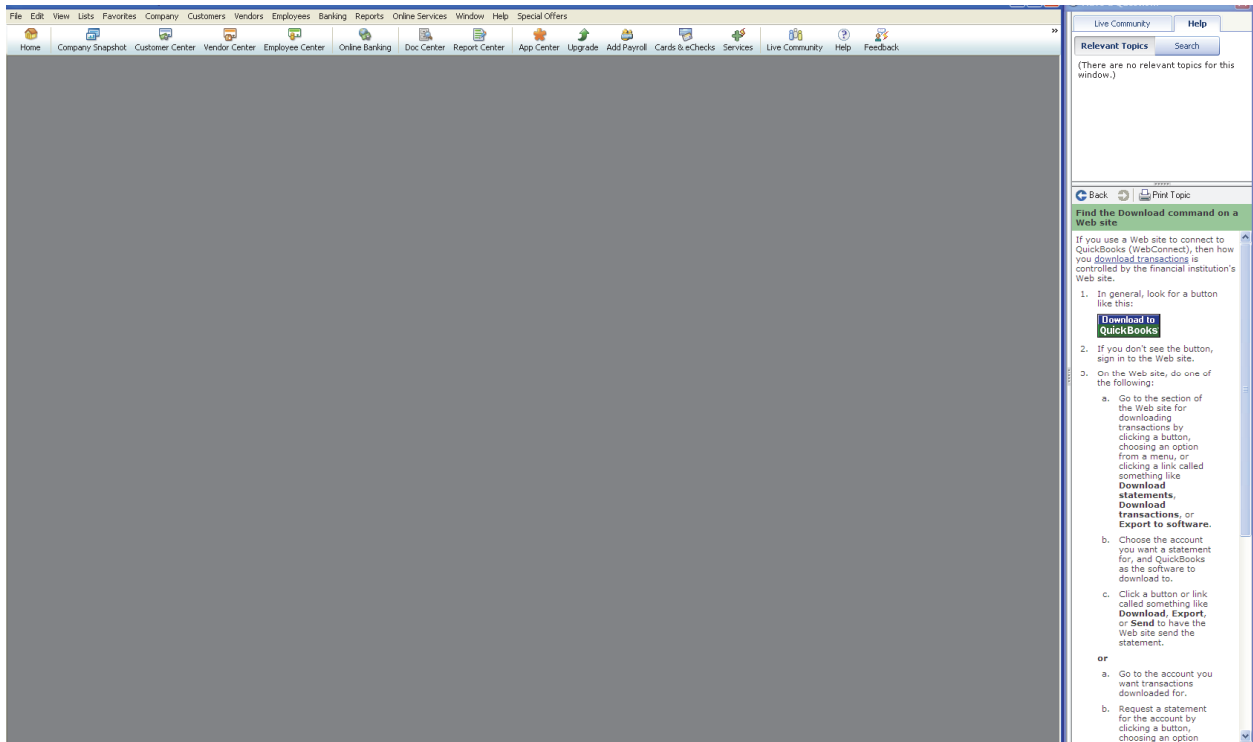


# Business Internet Banking

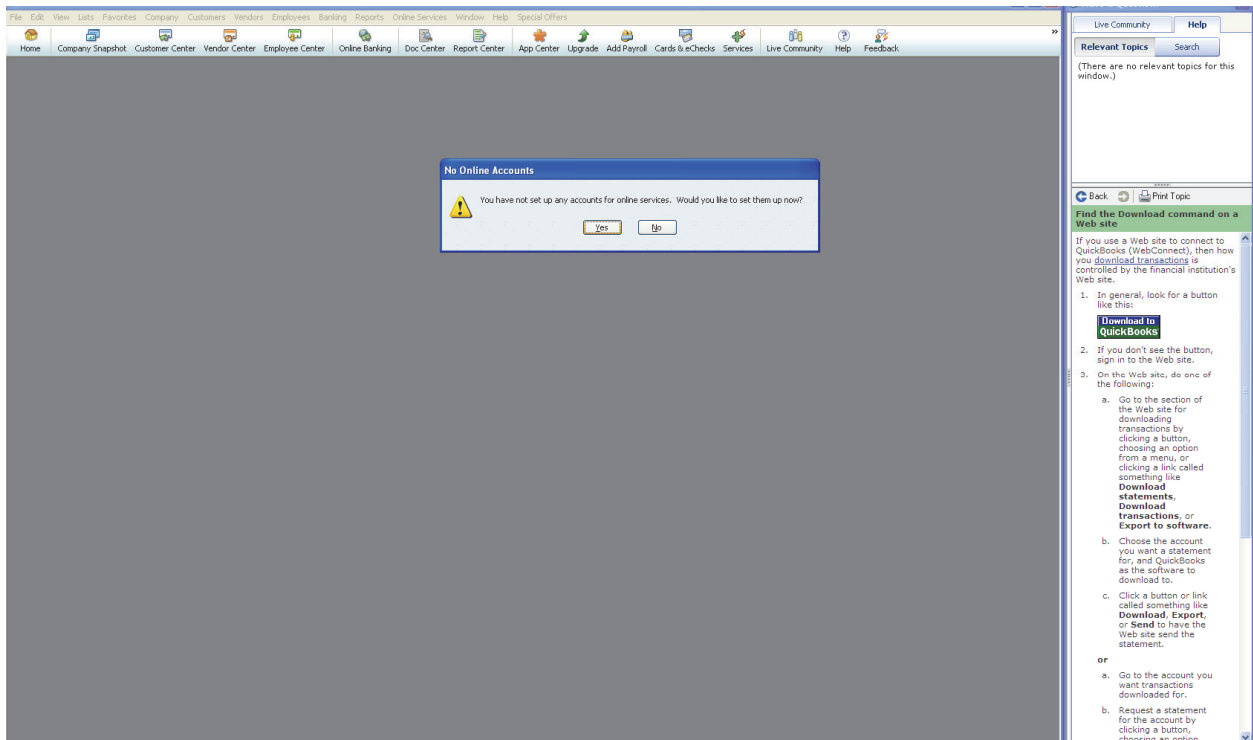
## QuickBooks® Instructions



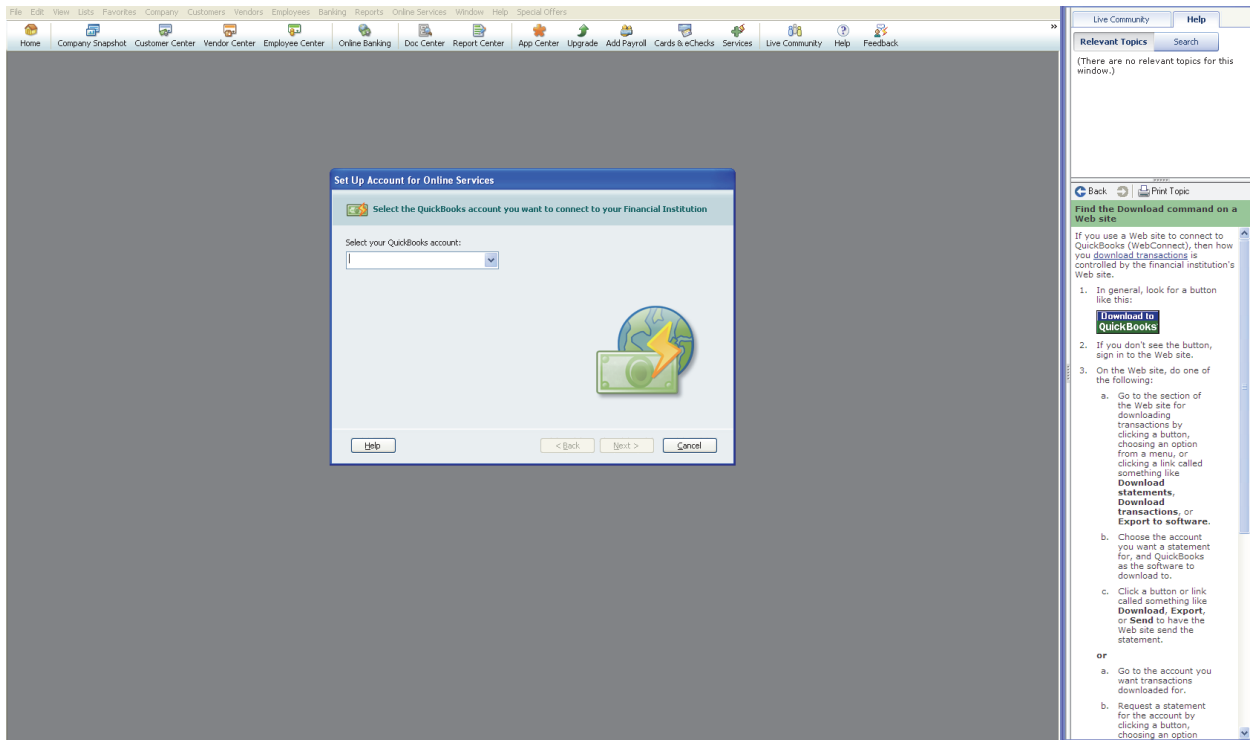
1. Log into QuickBooks® – be brought to this page or something similar depending on version.



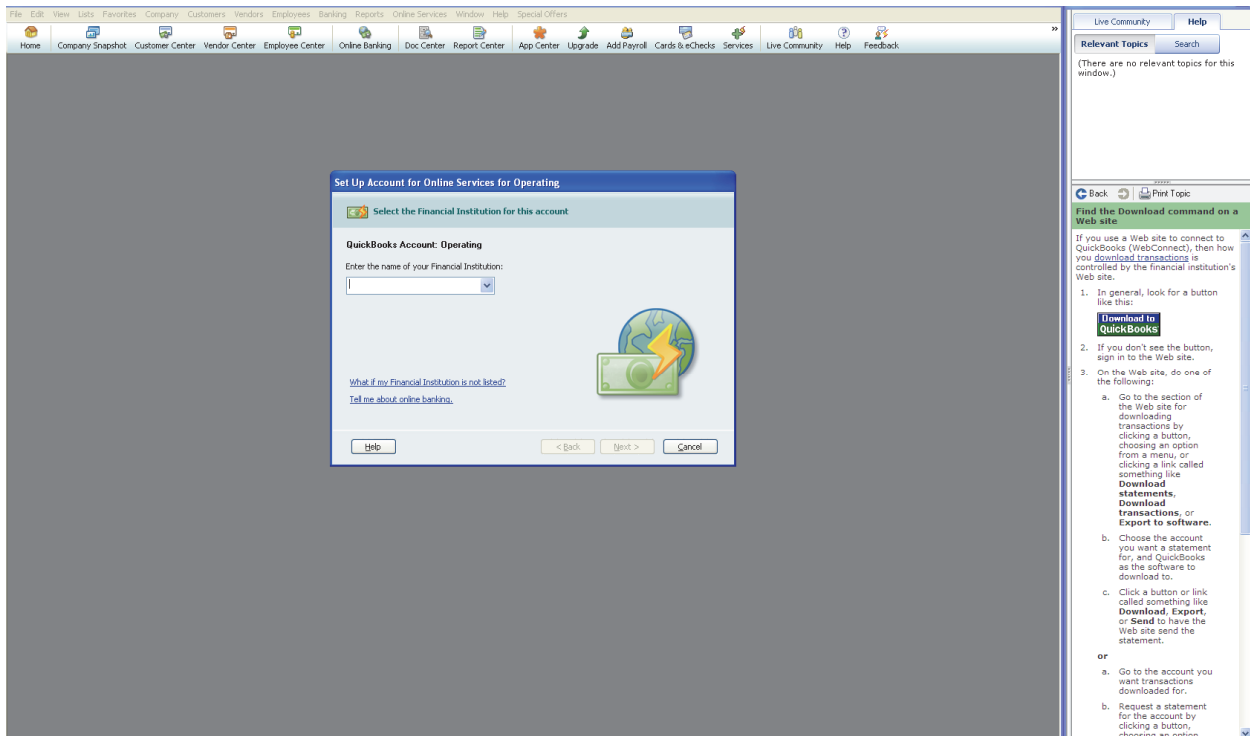
2. Click Online Banking tab, it should bring up this message box which yes needs selected.



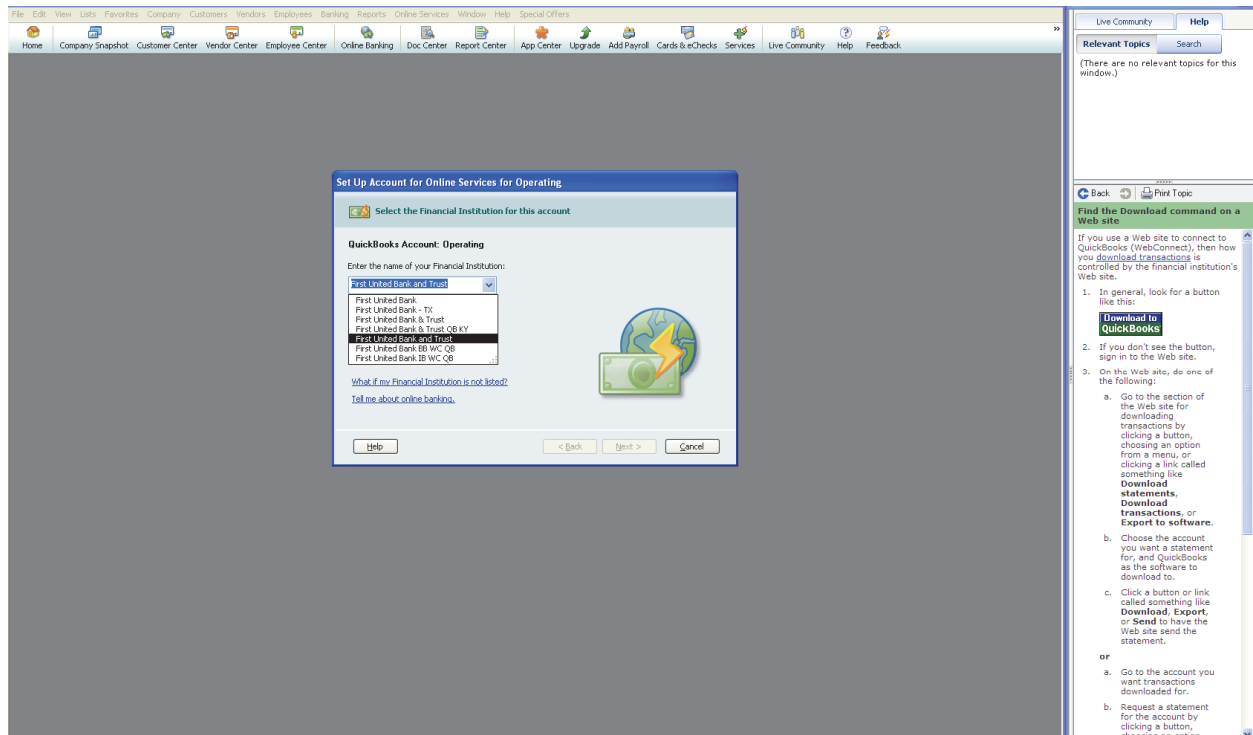
3. This screen an account if already set up can be selected or add new, then next.



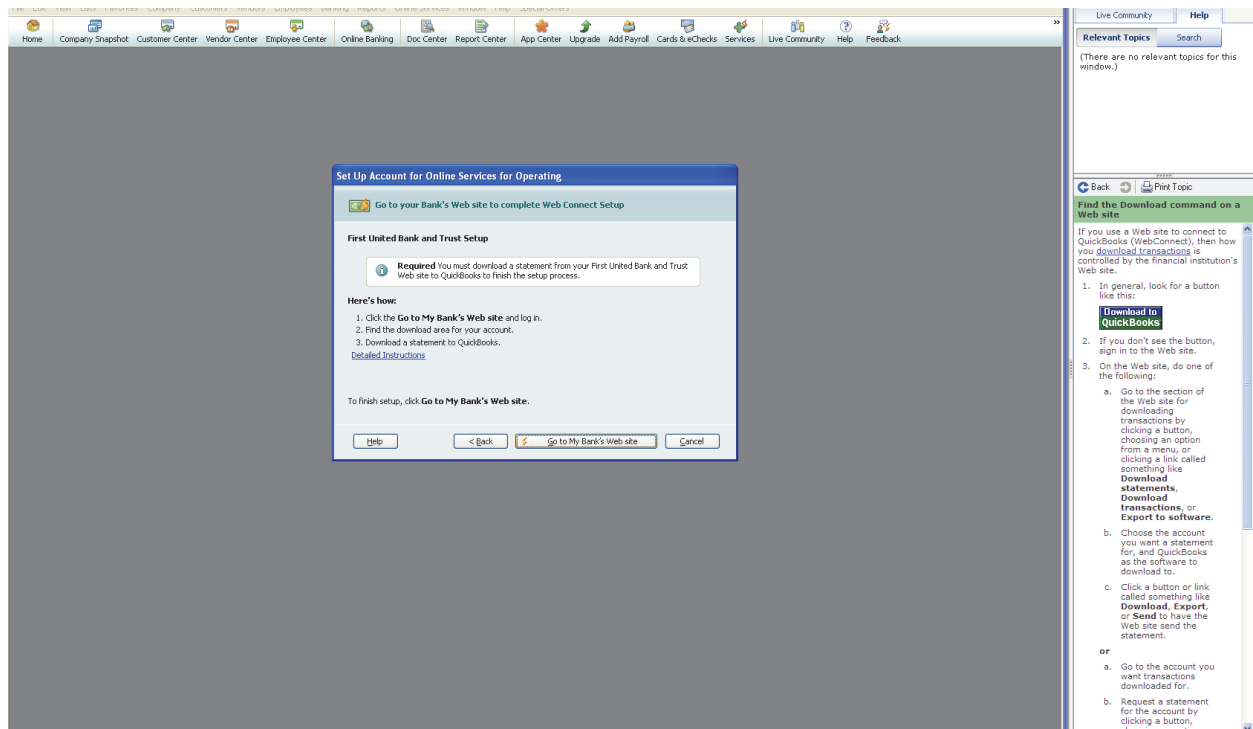
4. This screen is where the bank will be selected.



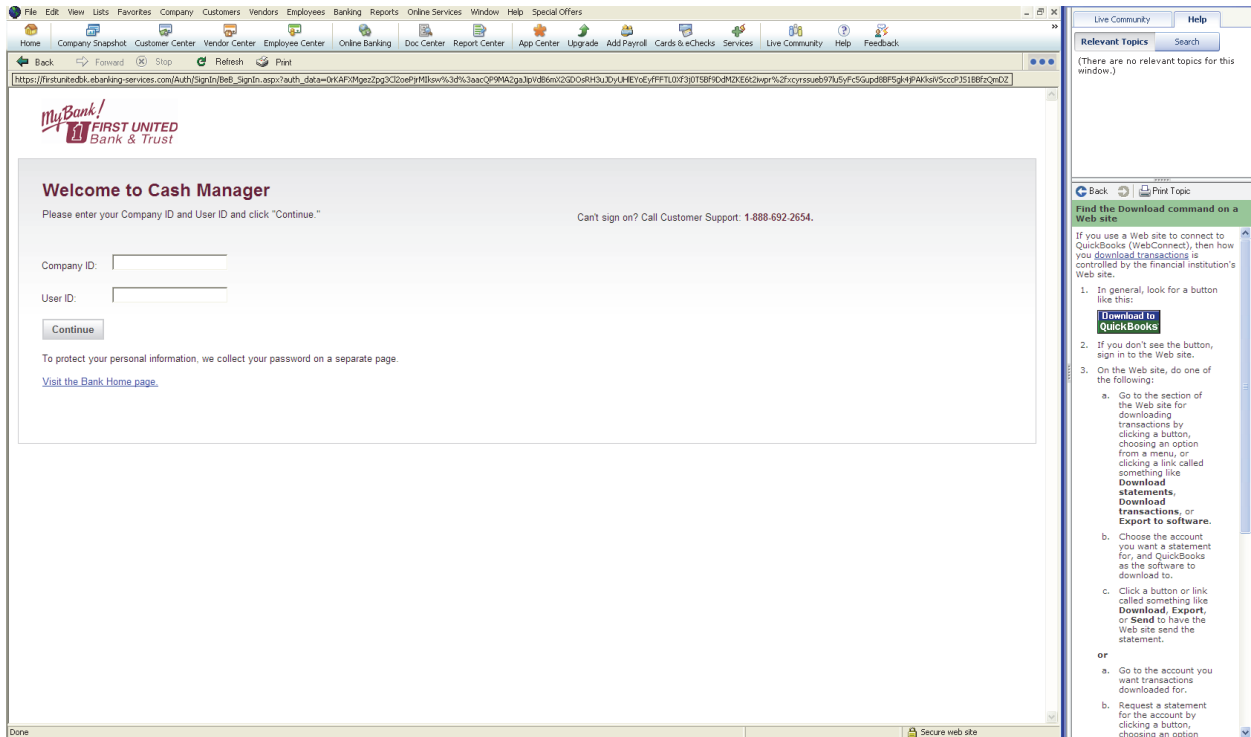
## 5. The bank selection list – select the 2<sup>nd</sup> First United Bank & Trust



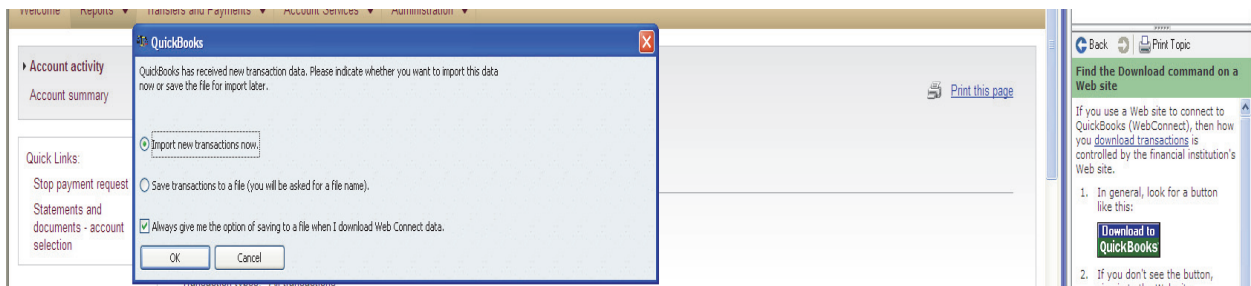
## 6. Select the tab – Go To My Online Banking



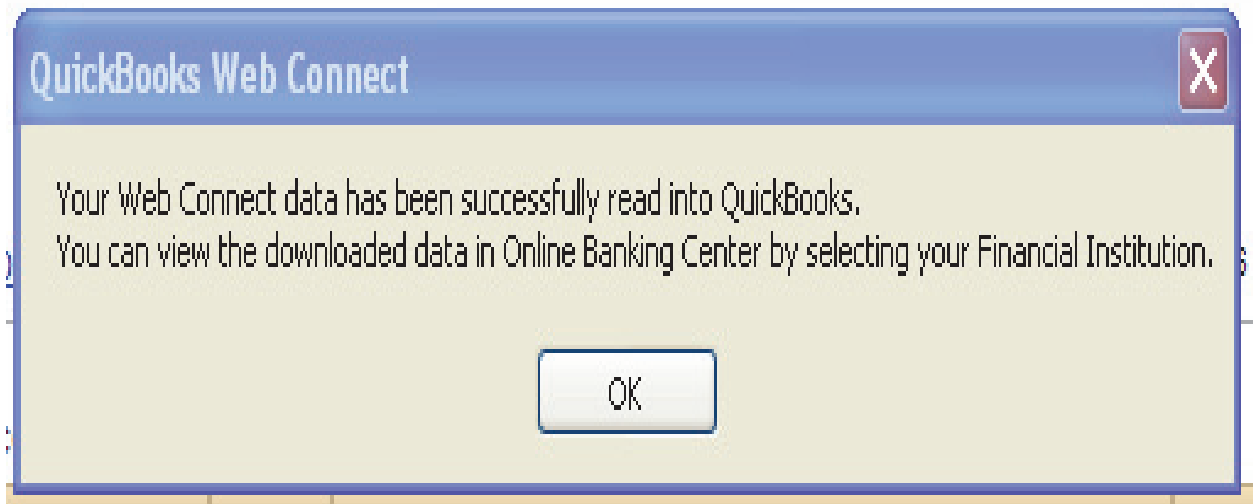
## 7. It should bring up the My Bank Cash Manager site – log in normally.



## 8. Select an account that you want to upload – change download the report to QuickBooks® file and go – then open the file. It will ask if you want to download new transactions, click ok.



9. After completion, it will give a pop up box telling you where to go next.



888-mybank4 | mybank4.com



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