# QuickBooks® Online
## Reestablishing Your Connection

Thank you for reestablishing your connection between QuickBooks and SELCO Digital Banking.

**We recommend making this change as soon as possible after the October 18 digital banking upgrade.**

To get started, click the link below that matches your product connectivity:

**Steps for QuickBooks Online - Express Web Connect**
**Steps for QuickBooks Online - Web Connect**

## Steps for QuickBooks Online - Express Web Connect

### After the October 18 upgrade:

1. Complete a final transaction download and match downloaded transactions.
   a. Complete a final transaction update before the change to get your transaction history up to date.
   b. Accept all new transactions into the appropriate registers. (Required)

### After you've completed the steps above:

1. Deactivate online banking connection for your SELCO accounts.
   a. Select **Banking** from the left column.
   b. Click the account you want to disconnect, then click the **Pencil Icon** on the corner of that account box.
   c. Click **Edit Account Info**.
   d. Check the box next to **Disconnect this Account on Save**.
   e. Select **Save** and **Close**.
   f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that you deactivated.
   a. On the **Banking** page, click **Add Account** in the upper-right of the screen.
   b. Type SELCO in the search field, select **"SELCO CCU – Web Connect"** and click **Next**.
   c. Enter your SELCO Digital Banking credentials. Do not use your member number, instead use your online banking user ID and password.
   d. Ensure you associate the accounts to the appropriate accounts already listed under **Which accounts do you want to connect?** Choose the matching accounts in the drop-down menu.

      *IMPORTANT: Do NOT choose "Create a new account" unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track, uncheck the box next to the account name.*

   e. After all accounts have been matched, click **Connect** and then **Finish**.
3. Exclude duplicate transactions.
   a. Select **Banking** from the left column.

b. In the **For Review** section, click the checkboxes for the transactions you want to exclude.
c. Choose **Batch Actions > Exclude Selected**.

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2. Reconnect online banking connection for accounts that you deactivated.
   a. Log in to SELCO Digital Banking at www.selco.org and download your transactions as a Quicken (.qfx) file.
   b. In QuickBooks Online, choose **Banking** from the left column.
   c. Click **File Upload** in the upper-right of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.
   d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.

   *Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.*

   e. When the import is finished, click **Let's go!**
   f. Review the For Review tab on the Banking page to view what was downloaded.
   g. Click **Next**, and then click **Done**.
   h. Repeat this step for each connected SELCO account.