The following document provides step-by-step instructions for configuring Quickbooks to connect with the First Reliance Online Banking system. For the purposes of this demonstration we will be using Quickbooks 2013 running on Windows 7 (64-bit). The same basic instructions should also apply to other versions on Quickbooks - the menu structure may appear slightly different.

**Step 1**

Here we see the basic layout of Quickbooks on the start page of 'Our Test Company'. We will select "Online Banking" from the menu options on the left side of the application:
Step 2

The Quickbooks application will prompt us if no previous online banking services have been configured. Simply select 'Yes' to continue with the operation:
Step 3

The following notification may appear depending on what operations in Quickbooks were being performed before beginning this setup (simply select 'Yes' to continue):

![Temporarily Close All Windows]

Please wait while the system downloads configuration data:
Step 4

Setup a Quickbooks account for Online Services. This account is a local Quickbooks reference point to the Online Banking account you will link to. If no accounts have been configured - simply select '<Add New>'

For the purposes of this example - we will add a new account:
Step 5

The following fields are recommended by First Reliance Bank to be completed:

**Account Type:** (Set this field to 'Bank')
**Account Name:** (This can be a friendly name to reference your Account - *Example: First Reliance - Checking*)
**Description:** (Optional additional information can be added here for your reference)
**Bank Acct. No.:** (Enter the Checking/Savings/Other Account Number in this field)
**Routing Number:** (The First Reliance Bank Routing Number - *shown below*)
Step 6

We can now see the local Quickbooks account has been setup and selected (select 'Next'):
Step 7

During this step we will search and select First Reliance Bank as our financial institution. Place the cursor in the box below and begin typing out - "First Reliance Bank":

As the letters fill in - First Reliance Bank - will appear in the menu. Select this option and then 'Next':
Step 8

At this time Quickbooks may Update and Download additional information needed to move forward in the setup and configuration process (please wait):
Step 9

Select 'Direct Connect' in this step. This will ensure the most features and functionality of the Quickbooks interface with First Reliance Bank:

Set Up Account for Online Services for First Reliance Bank

**How do you want to connect to First Reliance Bank?**

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

- **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
Step 10

NOTE: First Reliance Bank Online Banking Accounts are 'NOT' automatically activated for Quickbooks Direct Connect. You must contact the Customer Care Center to request this type of access if it has not been set up for your accounts already.

Customer Care Center:
888.543.5510
support@firstreliance.com

![Set Up Account for Online Services for First Reliance Bank](image-url)
Step 11

This is the Authentication Step (Usernames/Passwords).
Use Step 11 for setting up individual and basic Online Banking Accounts through Quickbooks.

Customer ID: (This will be your Online Banking ID# or Alias/Username)
Password: (Online Banking Password)
Confirm Password: (Confirm Password to ensure it was typed correctly)

Note: *If this is for a Business Account using Cash Management - Please Skip to Step 12

**If this is 'NOT' for a Business Account using Cash Management - Please Skip to Step 13
Step 12

The authentication process is slightly different in the event that Quickbooks is being used for Business Accounts including Cash Management for Online Banking services.

A combination of Usernames and Passwords for Online Banking and Cash Management must be used through Quickbooks in order for both components to authenticate correctly to the Online Banking systems.

The same form will be completed and the same fields will be used - the data input to these fields will be slightly altered.

**Customer ID:** (Online Banking Username <space> Cash Management Username)

**Password:** (Online Banking Password <space> Cash Management Password)

**Confirm Password:** (Confirm Password field with the same information as above to ensure it was typed correctly)

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**Example:**

In this example we're going to demonstrate the correct way to fill out the forms for Business Accounts including Cash Management for the Quickbooks Authentication process.

Company Online Banking Username: ourpizzaplace
Company Online Banking Password: !welovepizza1
Cash Management Username: PizzaPie
Cash Management Password: Number1

Using the information listed above - this is correct way to complete the form:

**Customer ID:** ourpizzaplace PizzaPie

**Password:** !welovepizza1 Number1

**Confirm Password:** !welovepizza1 Number1
Step 13

In this step the username/password information will be verified and account information retrieved:
Step 14

The Online Banking accounts that are available based on the credentials you supplied will be displayed in Quickbooks:
Step 15

Highlight the account(s) you wish to direct connect to Quickbooks and select 'Next':

![Image of Quickbooks setup screen with highlighted account information]
Step 16

Please wait while Quickbooks updates information:
Step 17

The setup and configuration process is now complete:
(Select Finish and continue to the next step for account overview)

![Set Up Account for Online Services for First Reliance Bank]

Your QuickBooks First Reliance Bank account is now set up for online services with First Reliance Bank.

⚠️ During the setup process, QuickBooks downloaded 0 transactions from MyAccount-1800002925.

To view these transactions, click Finish to go to the Online Banking Center.
Step 18

The Quickbooks system will ask for your preference on screen layout. For purposes of this demonstration we selected 'Side-by-Side Mode':

![Side-by-Side Mode](image_url)
Step 19

The Online Banking Center is displayed with a summary of accounts/transactions/balances/etc...
Step 20

Congratulations! You have successfully configured Quickbooks with the First Reliance Bank Online Banking Portal!

For questions or concerns regarding your Online Banking Access please contact:

First Reliance Bank
Customer Care Center
888.543.5510
support@firstreliance.com