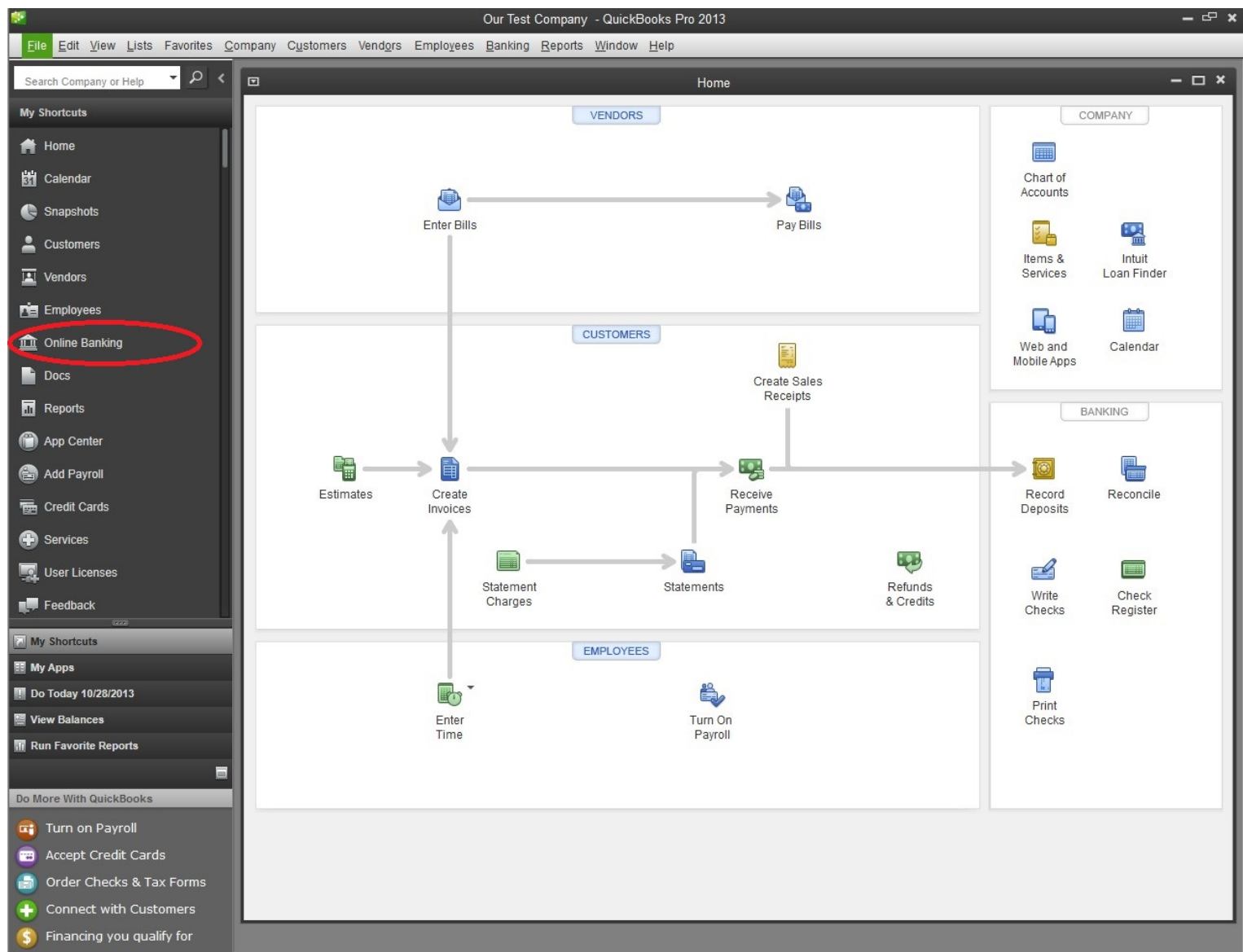


The following document provides step-by-step instructions for configuring Quickbooks to connect with the First Reliance Online Banking system. For the purposes of this demonstration we will be using Quickbooks 2013 running on Windows 7 (64-bit). The same basic instructions should also apply to other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

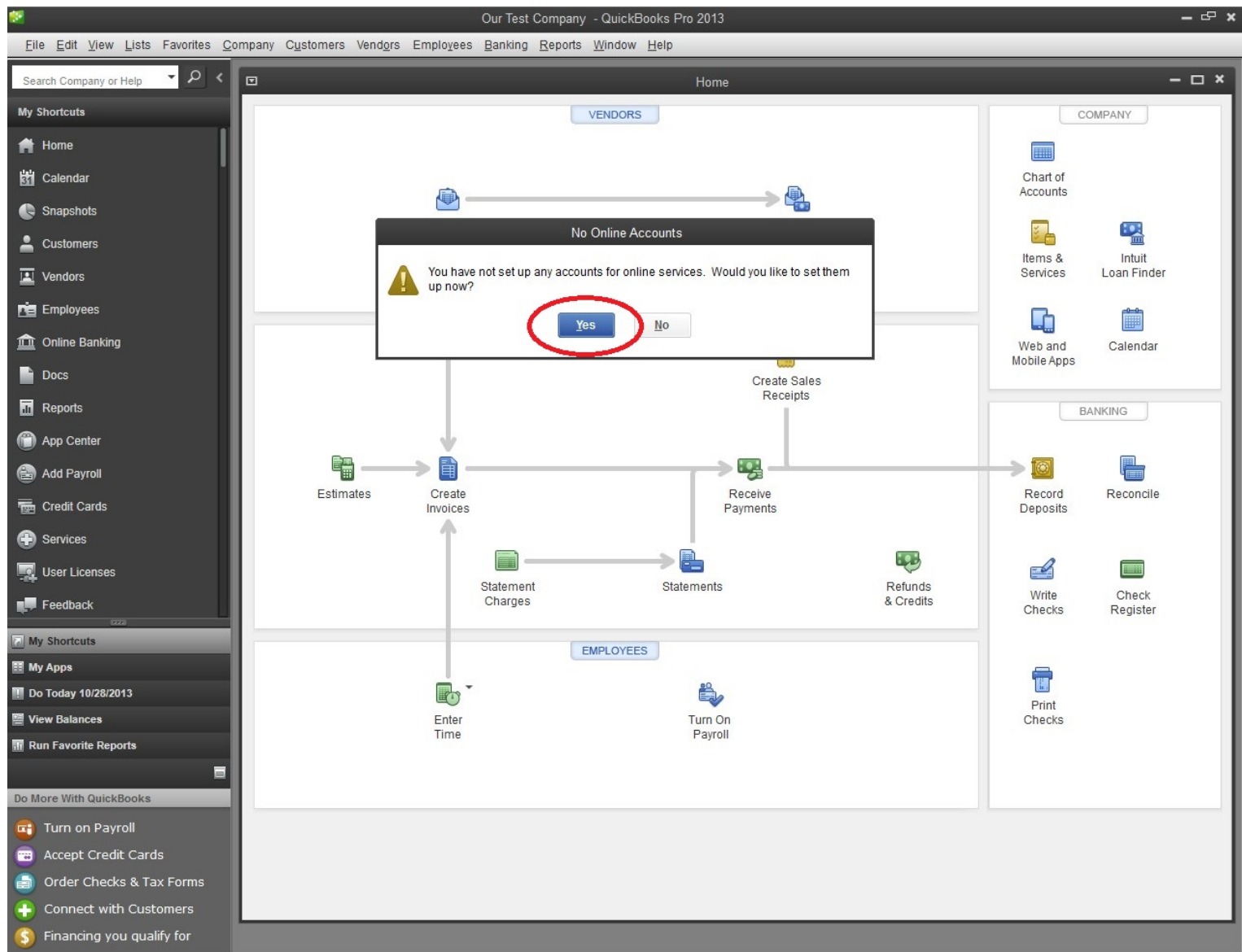
Step 1

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:

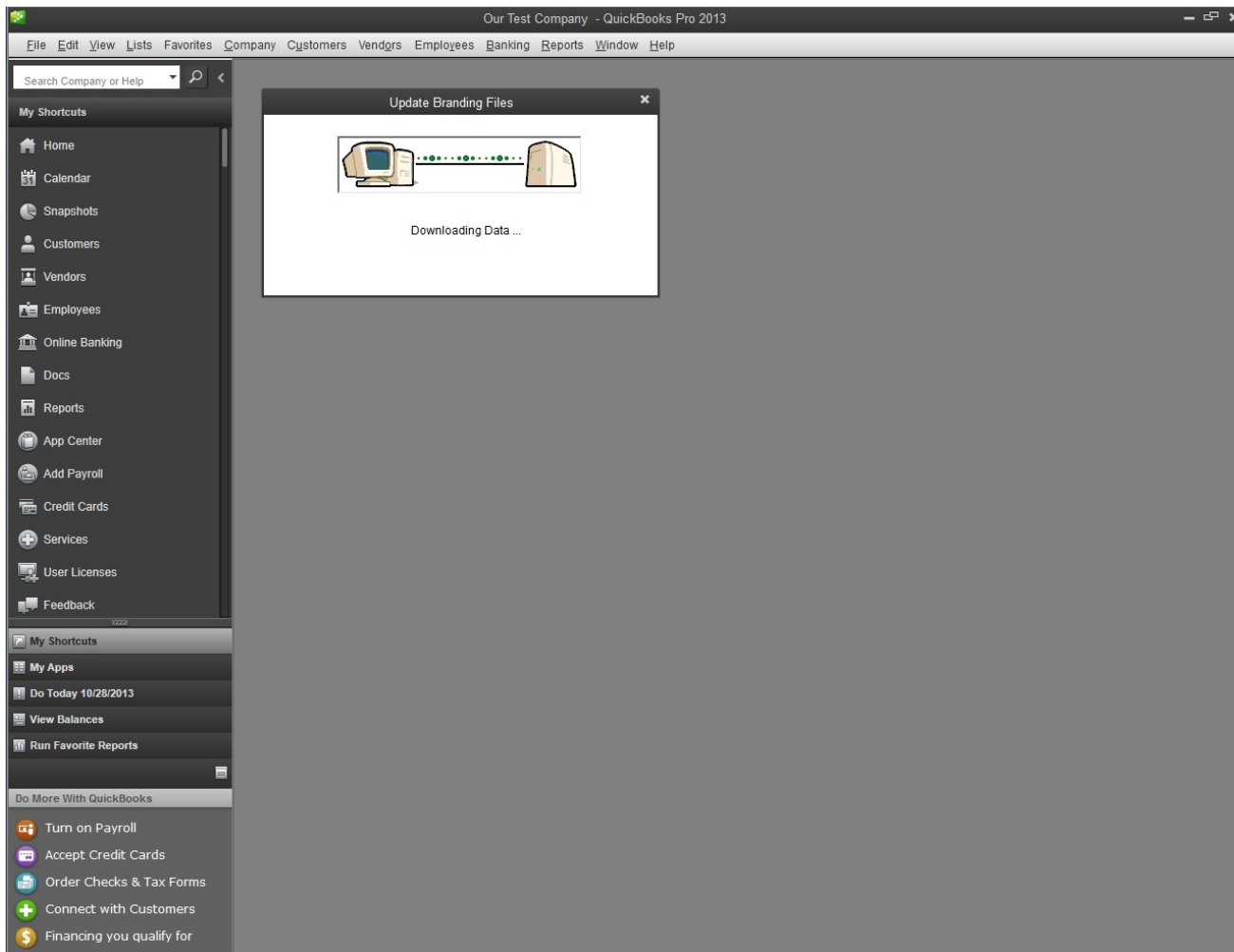


Step 3

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



Please wait while the system downloads configuration data:



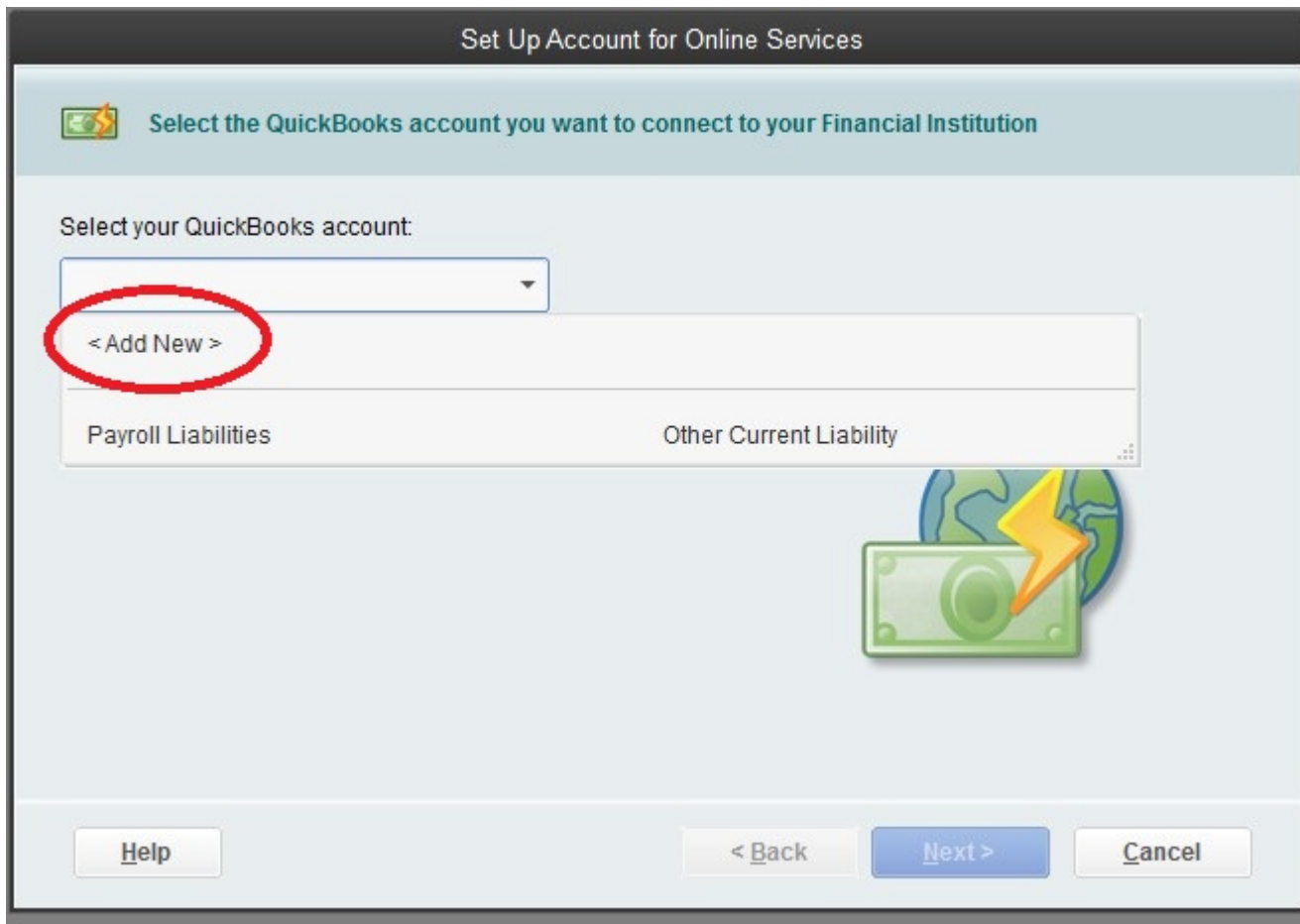
Step 4

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:

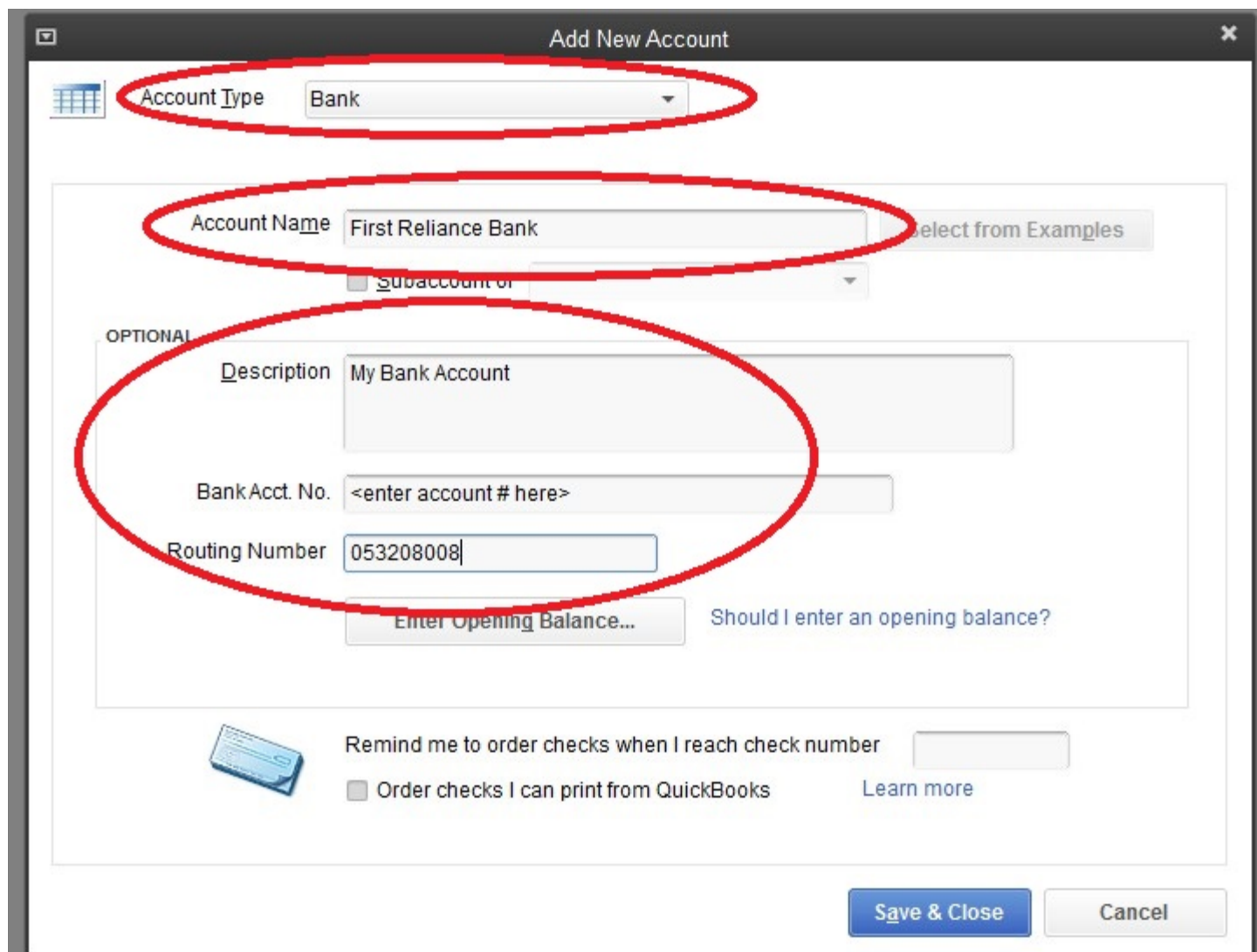
Account Type: (Set this field to 'Bank')

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)

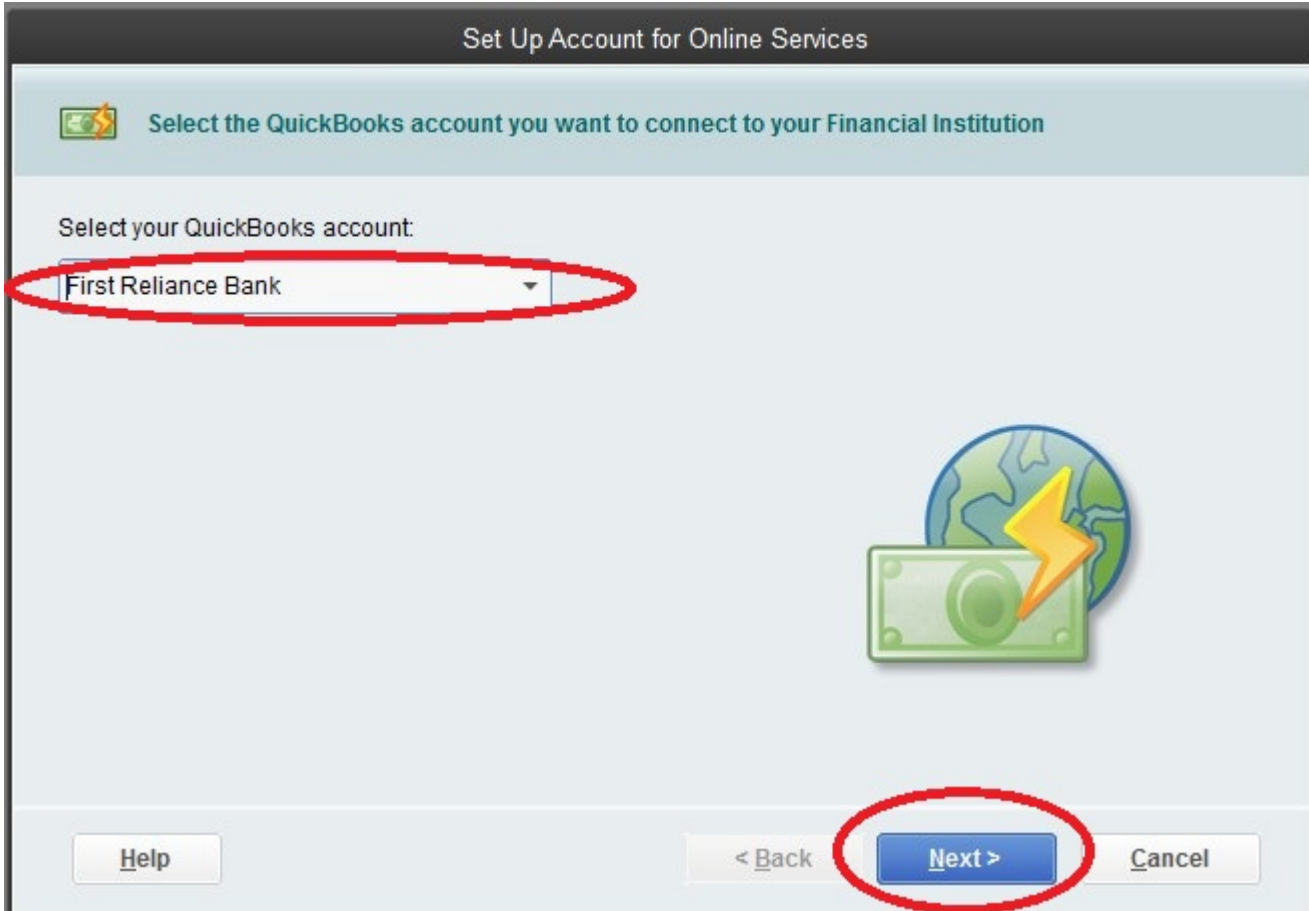
Bank Acct. No.: (Enter the Checking/Savings/Other Account Number in this field)

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'):



Set Up Account for Online Services

Select the QuickBooks account you want to connect to your Financial Institution

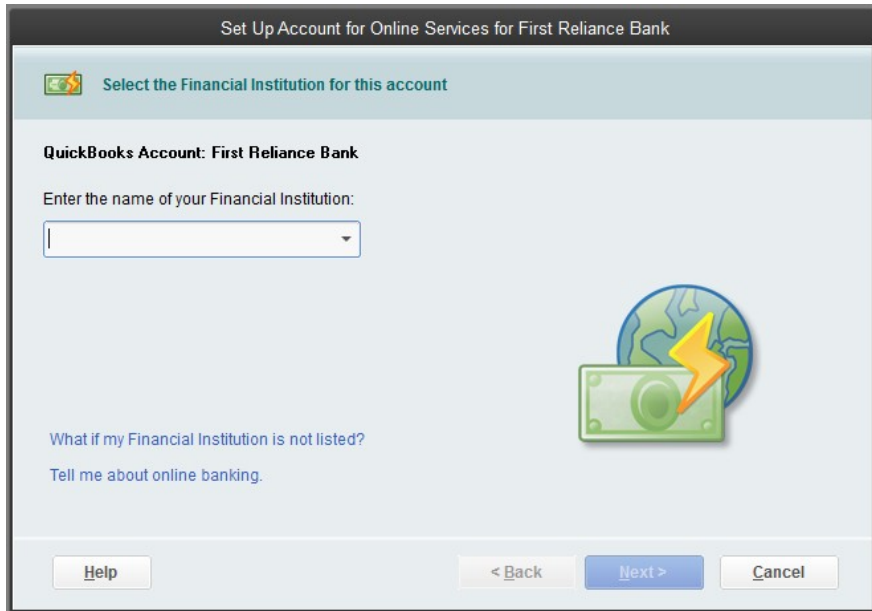
Select your QuickBooks account:

First Reliance Bank

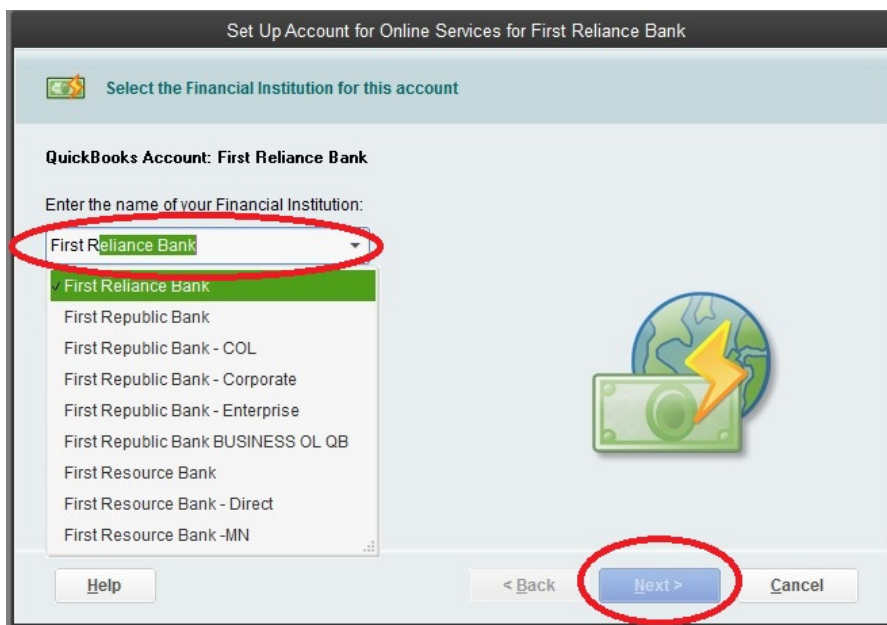
Help < Back Next > Cancel

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":

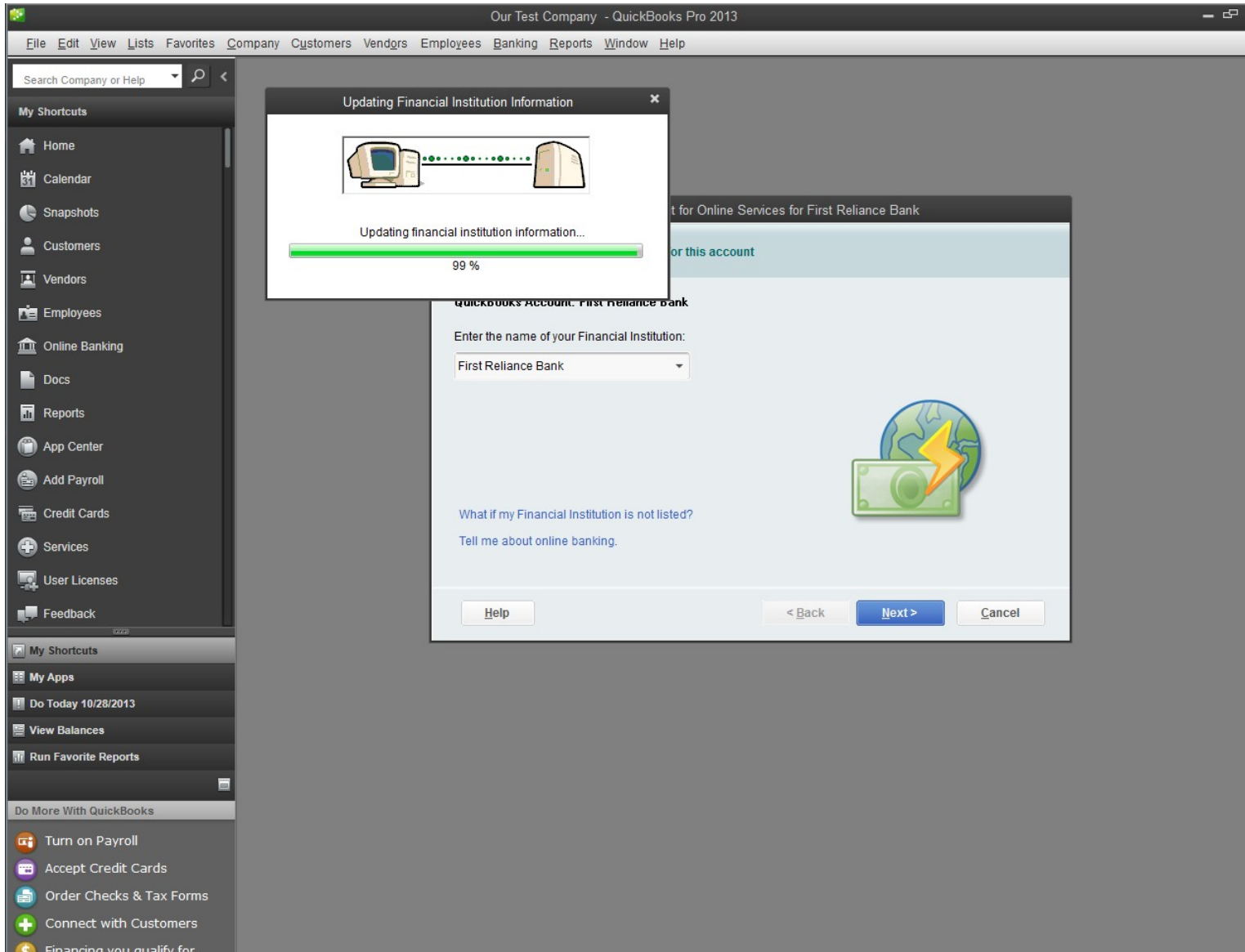


As the letters fill in - First Reliance Bank - will appear in the menu. Select this option and then 'Next':



Step 8

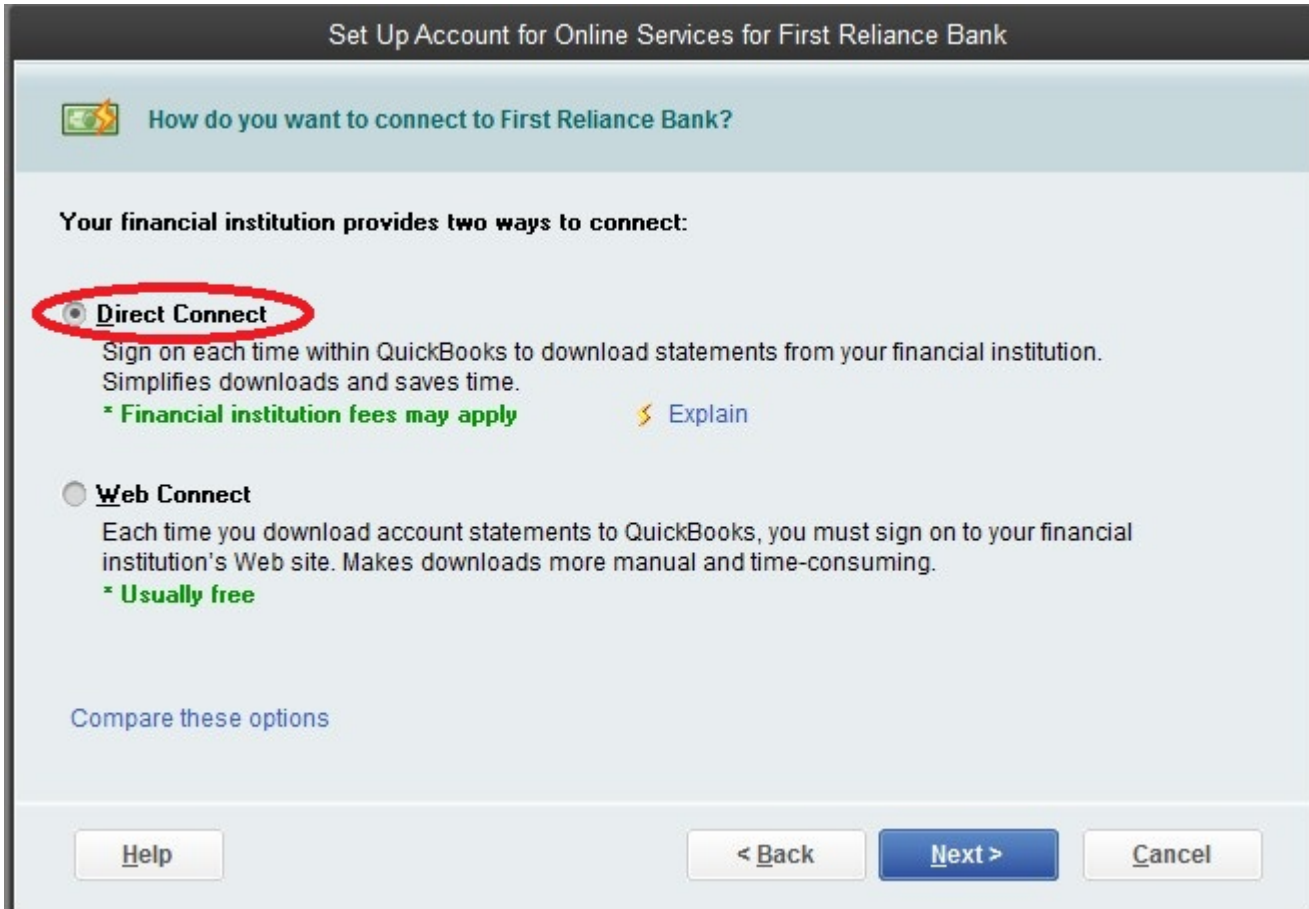
At this time Quickbooks may Update and Download additional information needed to move forward in the setup and configuration process (please wait):




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 [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 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

 **Account Activation Required by First Reliance Bank**

Your bank needs to activate your account for QuickBooks online services before you can complete Direct Connect setup.

Have you contacted your bank to activate your account for QuickBooks online services?

☒ Yes, my account has been activated for QuickBooks online services.

☐ No, I need to contact my bank to activate my account for QuickBooks online services.

If you need to contact your bank, you can view your bank's contact information by clicking **Next**.

[Help](#) [< Back](#) [Next >](#) [Cancel](#)

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)

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:

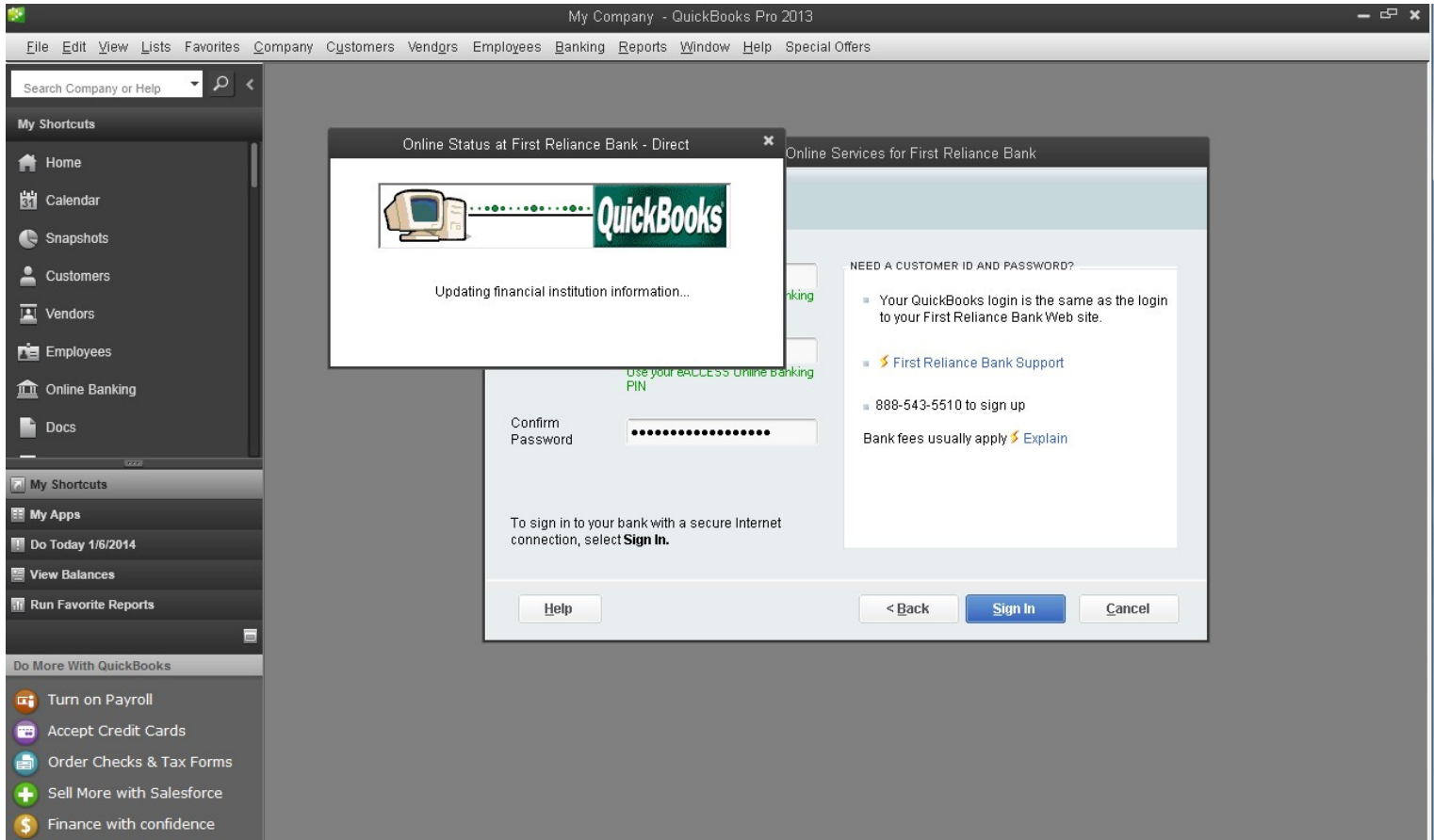
Customer ID: ourpizzaplace PizzaPie

Password: !welovepizza1 Number1

Confirm Password: !welovepizza1 Number1

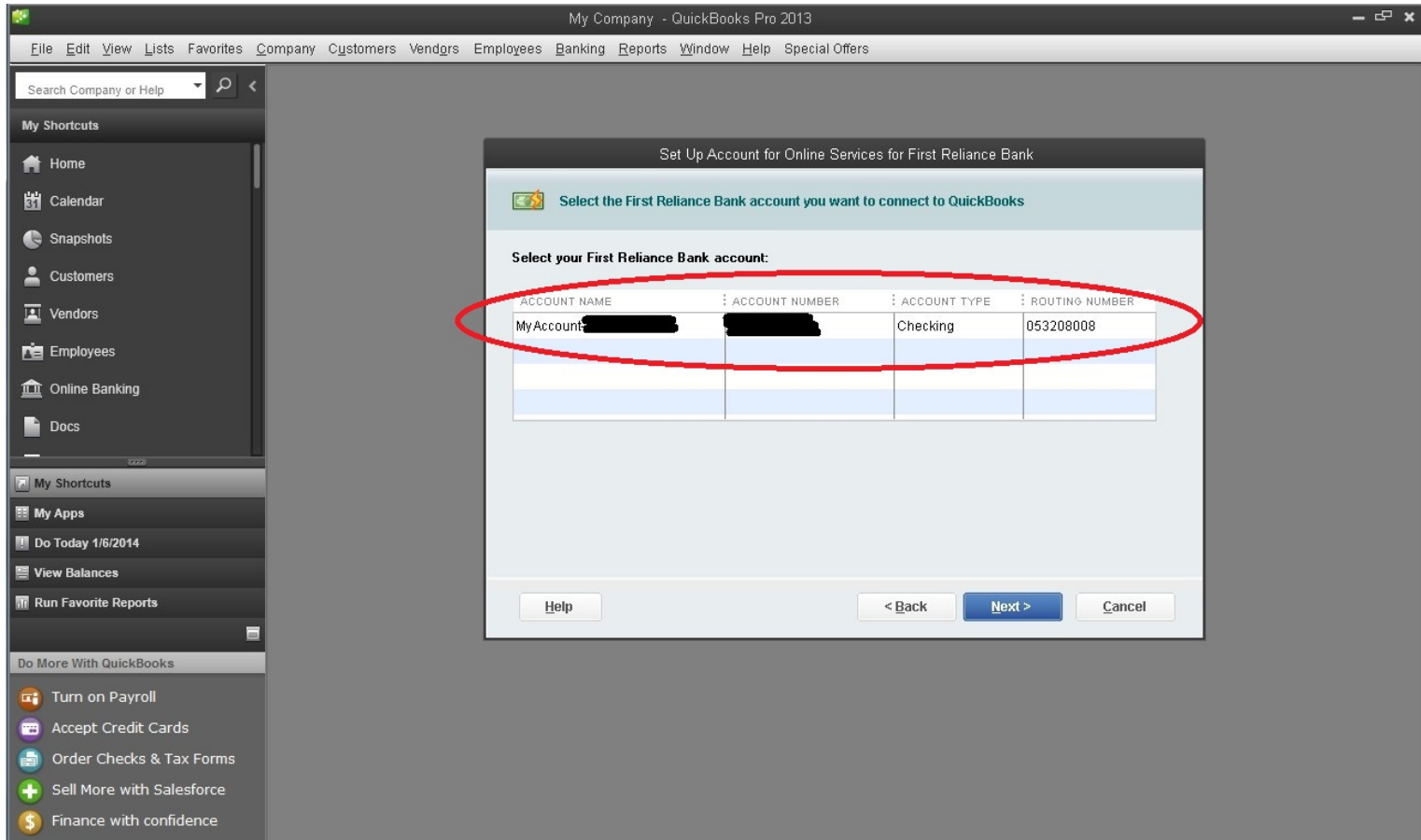
Step 13

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



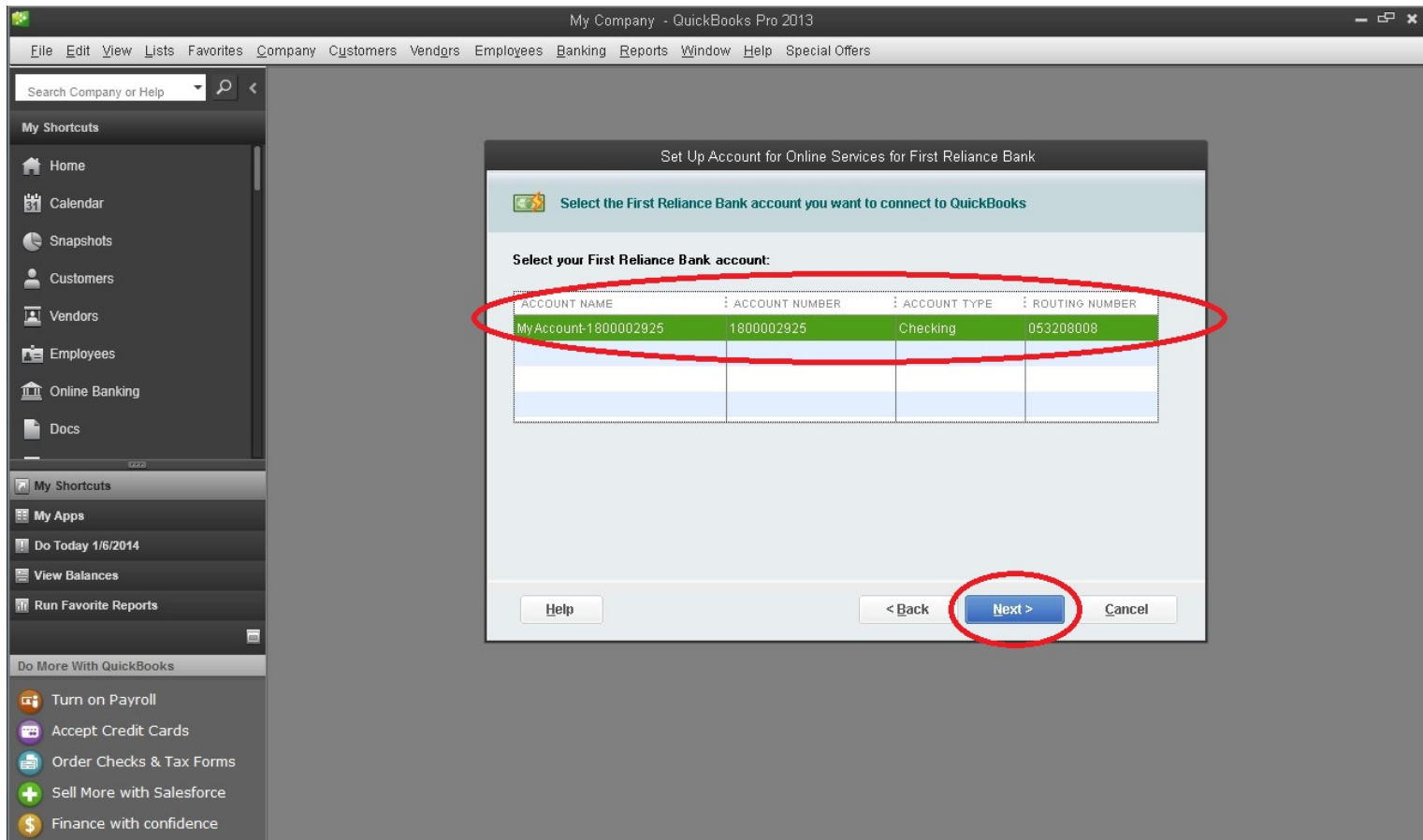
Step 14

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



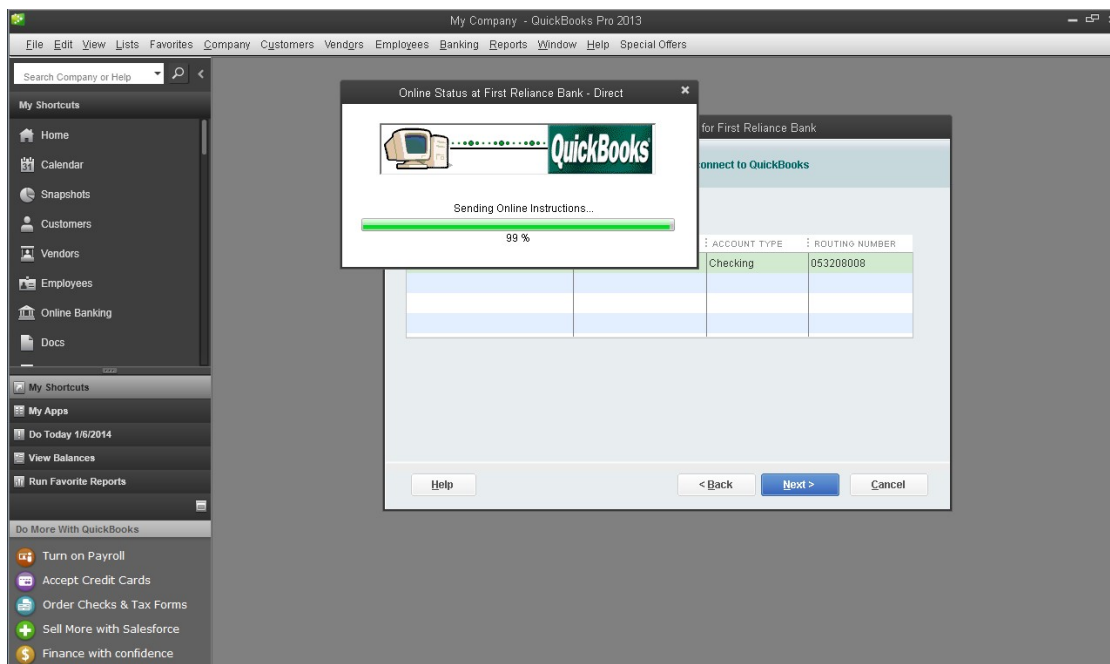
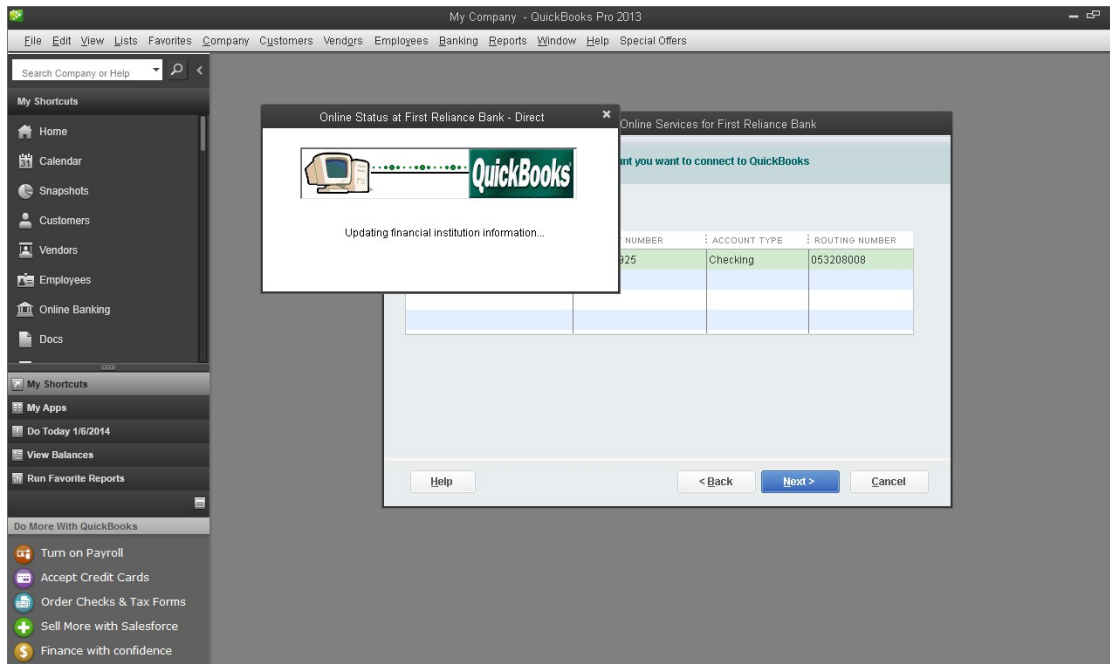
Step 15

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



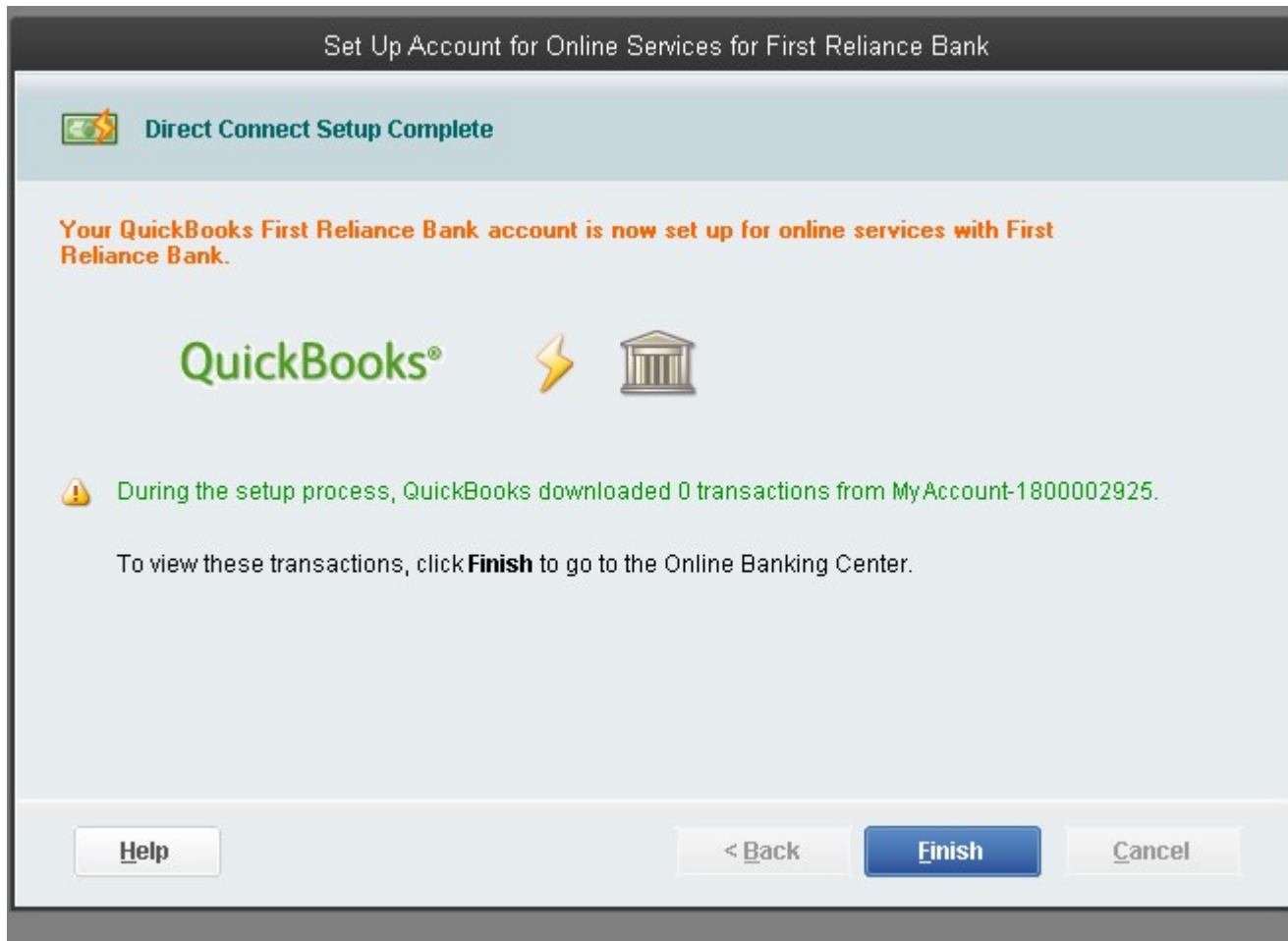
Step 16

Please wait while Quickbooks updates information:



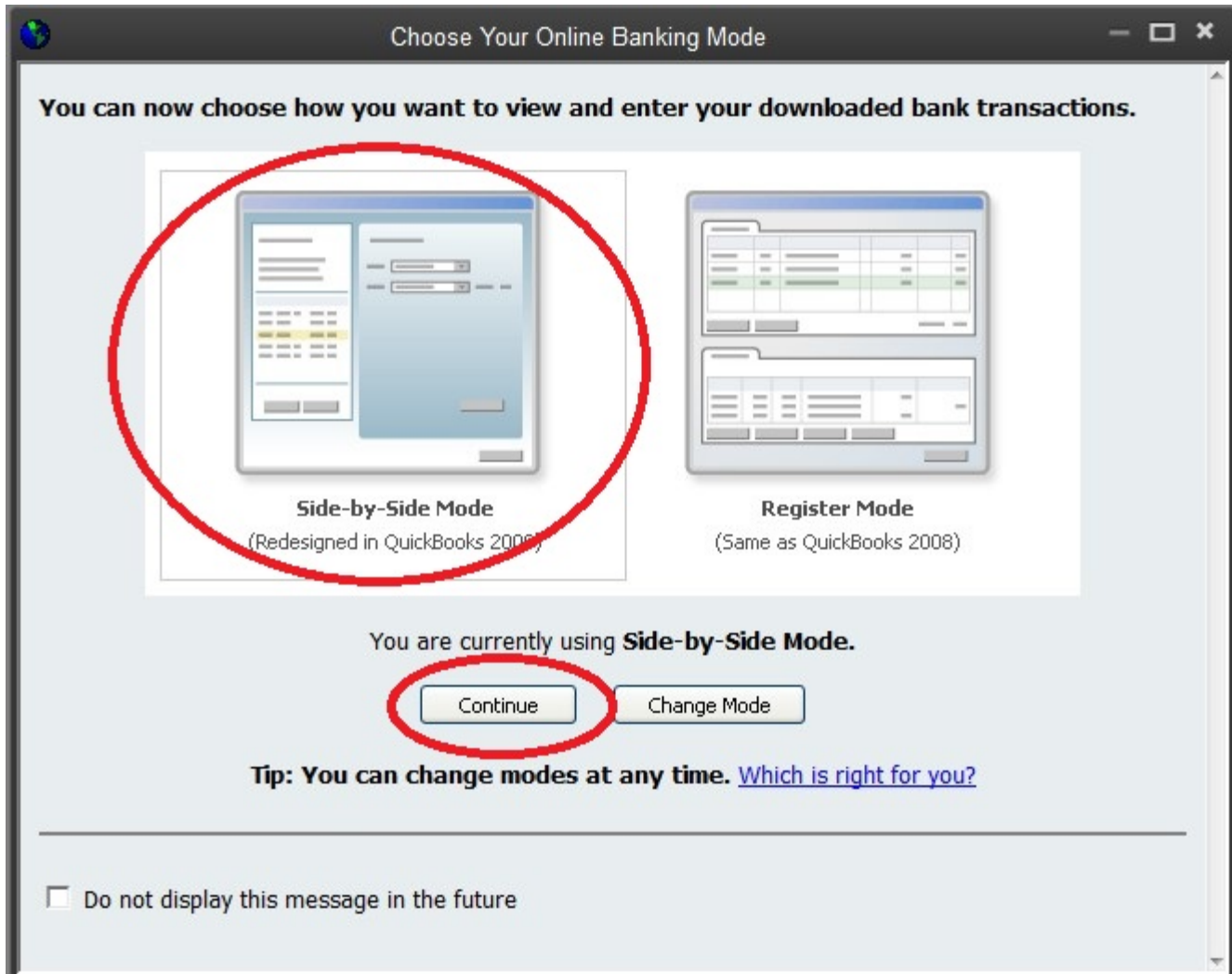
Step 17

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



Step 18

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



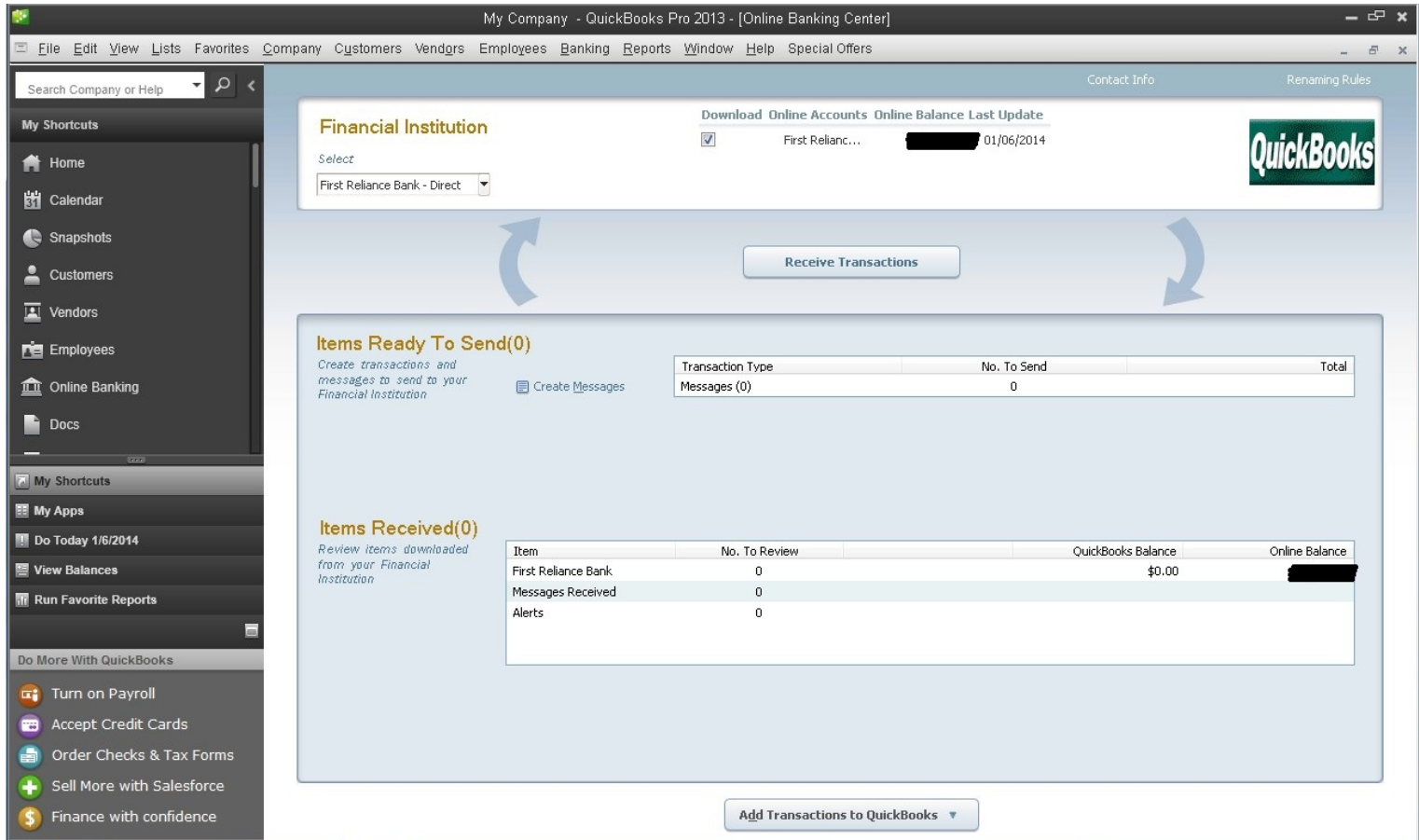
Step 19

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

The screenshot shows the 'Online Banking Center' window. At the top, there are tabs for 'Contact Info' and 'Renaming Rules'. Below these, there's a section for 'Financial Institution' with a dropdown menu currently set to 'First Reliance Bank - Direct'. To the right, there's a 'Download' checkbox which is checked, and a table showing 'Online Accounts' and 'Online Balance Last Update'. The table has one entry: 'First Relianc...' with a last update date of '01/06/2014'. A 'QuickBooks' logo is visible on the right side of this section. In the center, there's a large blue button labeled 'Receive Transactions' with curved arrows pointing to the sections above and below it. Below this, there's a section titled 'Items Ready To Send(0)' with a description 'Create transactions and messages to send to your Financial Institution' and a 'Create Messages' button. To the right of this is a table with columns 'Transactio...', 'No. To Send', and 'Total'. It shows 'Messages (0)' with '0' in the 'No. To Send' column. At the bottom, there's a section titled 'Items Received(0)' with a description 'Review items downloaded' and a table with columns 'Item', 'Nr. To Re...', 'QuickBooks...', and 'Online Bala...'. A large blue button at the bottom center is labeled 'Add Transactions to QuickBooks' with a dropdown arrow.

Step 20

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



The screenshot shows the QuickBooks Online Banking Center interface. The top navigation bar includes options like File, Edit, View, Lists, Favorites, Company, Customers, Vendors, Employees, Banking, Reports, Window, Help, and Special Offers. The left sidebar contains 'My Shortcuts' with links to Home, Calendar, Snapshots, Customers, Vendors, Employees, Online Banking, and Docs. The main content area is titled 'Financial Institution' and shows a 'Download' button, 'Online Accounts' section, and 'Online Balance Last Update' (01/06/2014). A 'Receive Transactions' button is prominently displayed. Below this, there are sections for 'Items Ready To Send(0)' and 'Items Received(0)'. The 'Items Received(0)' section includes a table with columns for Item, No. To Review, QuickBooks Balance, and Online Balance.

Item	No. To Review	QuickBooks Balance	Online Balance
First Reliance Bank	0	\$0.00	
Messages Received	0		
Alerts	0		

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

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