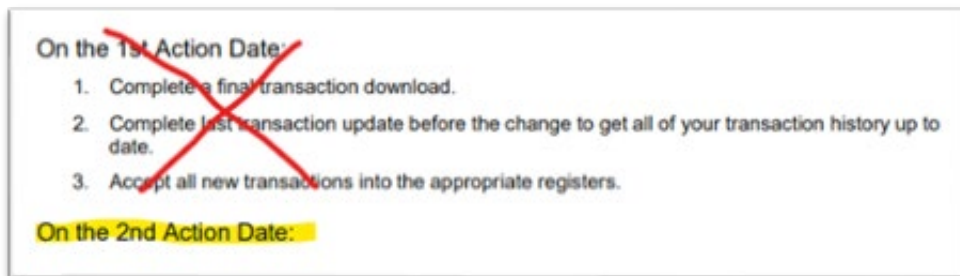


CONNECTING QUICKBOOKS TO FCNB ONLINE BANKING

- Determine your QuickBooks product: QuickBooks Online or QuickBooks Desktop.
- If QuickBooks Online, determine if it's Express Web Connect or just Web Connect.
- Access the Conversion Guide for your product on our website:
<https://www.firstcoloradobank.com/quickbooks/quicken/mint-conversion-guides>
 - Follow the Conversion Guide starting at the **2nd Action Date**.

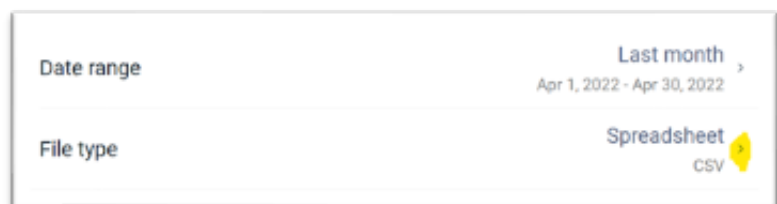


- Log into your QuickBooks account.
- Follow the instructions in the Conversion Guide to complete the disconnect process within your QuickBooks account. In summary, you will disconnect from the old FCNB online banking platform and re-connect to the new FCNB online banking platform.
- When reconnecting to the new platform inside First Colorado National Bank's online banking, use the below screenshots to find the QBO file type.
 - Navigate to the account you'd like to connect to QuickBooks.

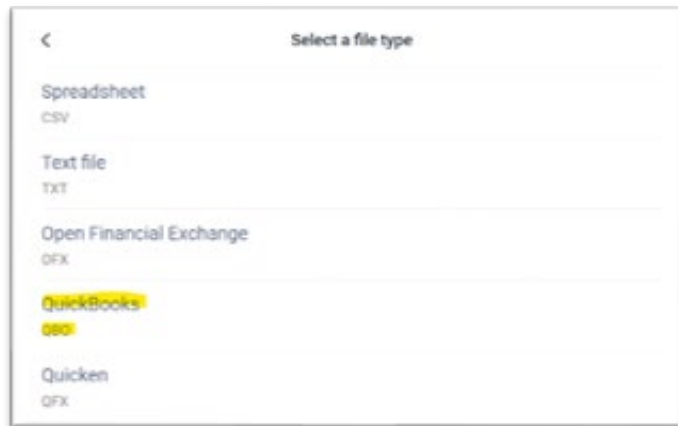
- In the Transactions window, click the download button.



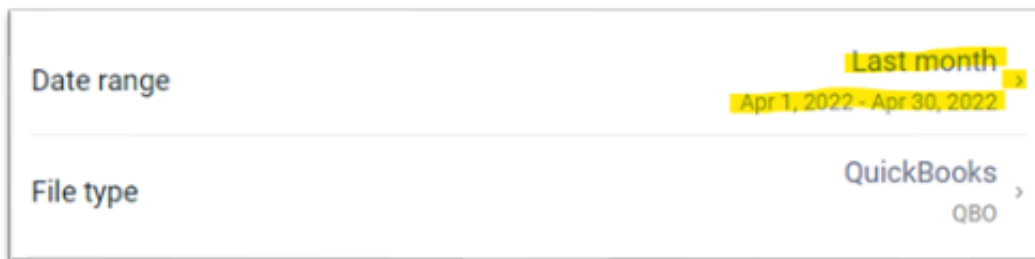
- In the Download Activity window, click the arrow to change the file type.



- o Select QuickBooks (QBO).



- o Confirm or modify the date



range:

- o Select Download and save the file to your computer.
- o Follow the Conversion Guide to import this QBO file to your QuickBooks product.

In summary:

- 1) Determine which QuickBooks product you use.
- 2) Disconnect your bank account from QuickBooks.
- 3) Download a QuickBooks file from your FCNB online banking (if necessary)
- 4) Reconnect your bank account to QuickBooks.

If you have any questions, please call us at 970-527-4141 or 970-874-0100.

Thank you!