

QuickBooks for Windows

Conversion Instructions—Direct Connect

Northwest offers Direct Connect for QuickBooks, which gives you the ability to seamlessly integrate your account information, pay bills, and quickly and easily download transactions. As MutualBank completes its conversion to Northwest, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task, as this information is time sensitive. To complete these instructions, you will need your Northwest User ID and Password.

It's important you perform the following instructions exactly as described and in the order presented. **If you do not, your service may stop functioning properly.** This conversion should take 15–30 minutes.

Task 1: Conversion Preparation

1. Backup your data file by choosing the **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.
2. Download the latest QuickBooks update. To download an update, choose the **Help** menu > **QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

IMPORTANT: If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as Online Banking cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

IMPORTANT: If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).
5. For instructions to enable Classic Mode (Register Mode), choose **Help** menu > **QuickBooks Help**. Search for **Banking Feeds Mode**, select **Bank Feeds Modes Overview**, scroll down and follow the instructions.

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Task 2: Optional Task- Complete a final download before **Close of Business on April 24, 2020**

1. Download your Quicken Web Connect file from <https://www.bankwithmutual.com>
 2. Click **File > Utilities > File Import > Web Connect File**.
 3. Link your bank account with the existing QuickBooks account and click **Continue**.
 4. Repeat steps for each account.
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Task 3: Match Downloaded Transactions

If new transactions were received for your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help** menu > **QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

NOTE: All transactions must be matched or added to the register prior to disconnecting your accounts.

Task 4: Disconnect Accounts in QuickBooks on or after **April 24, 2020**

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the Edit Account window.
5. Click **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear.
7. Repeat steps 2-6 for each MutualBank account to be disconnected.

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Task 5: Reactivate your accounts at Northwest on or after **April 27, 2020**.

1. Choose **Banking** menu > **Bank Feeds** > **Set up Bank Feed for an Account**.
2. Enter, then select **Northwest** and click **Next**.
3. If prompted for connectivity type, select **Direct Connect**.
4. Link your bank account with the existing QuickBooks account and click **Connect**.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 6: Re-enable Express Mode (if necessary)

NOTE: If you prefer classic mode, you are finished with your conversion. If you use the Express mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes Overview**, and follow the instructions.

IMPORTANT: You don't need to download a transaction file from Online Banking using Direct Connect.

Thank you for making these important changes!