How to Direct Connect with
QUICKBOOKS ONLINE

FirstState
Your Hometown Bank

**If you are a customer using Express Deposit, ACH Origination Services, or Wire Services:**
To protect your business, there are added security features on your account. Before you can use Direct Connect you must retain a **custom password**. Please contact the Cash Management Department at 866-372-1275 to get started.

1. First launch QuickBooks Online. *If you are utilizing QuickBooks Pro desktop, please see the document titled "How to Direct Connect with QuickBooks Pro."*

2. Once you have logged into the site, select "Banking" from the "Banking" menu located at the left of the screen.
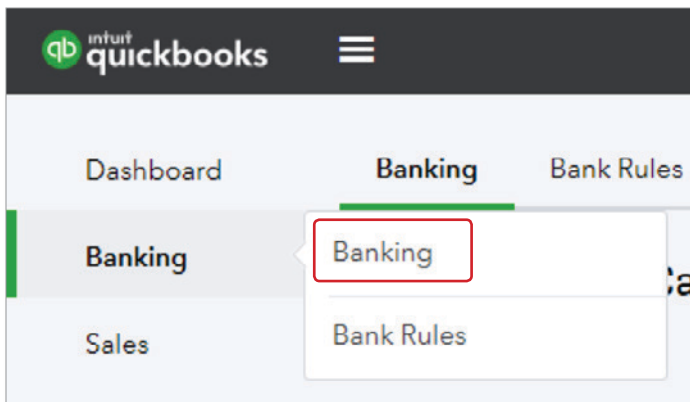

3. Click on the "Connect" or "Add account" button.

— or —
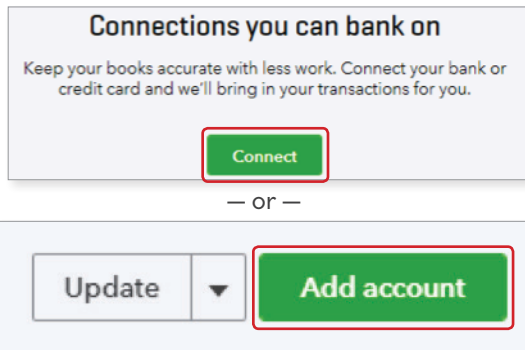
4. Enter "First State Bank-Michigan Business" for the bank's name and click on the same within the box below. If you do not select this exact bank name you will not be connecting to our Business Online Banking.
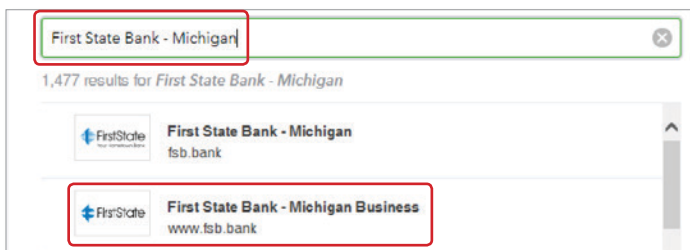

5. Enter your First State Bank Business Online Banking User Name and Password in the Access ID and Password fields, respectively. Click "Continue."
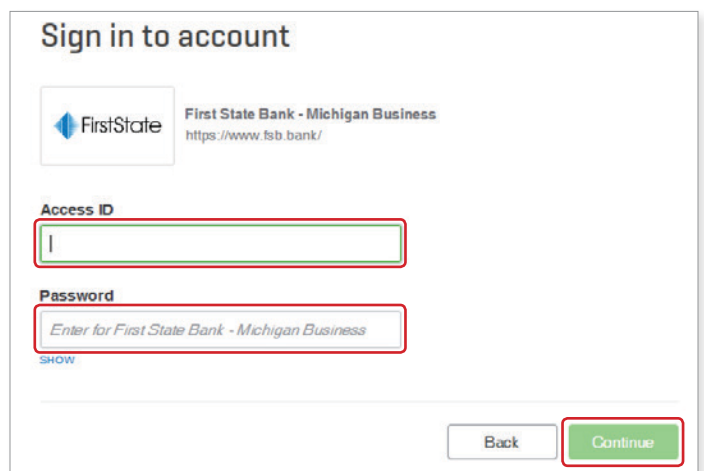
6. From the pulldown menu, select either your QuickBooks accounts that correspond to your First State Bank Business Online Banking accounts or select the type of account. Once all of your accounts have been matched, click "Connect."
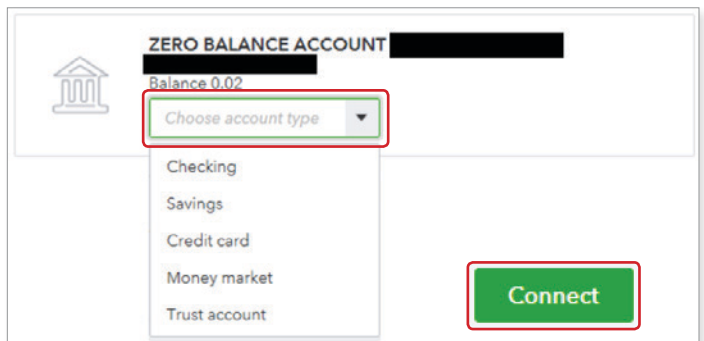
7. After you have successfully set up your bank feeds, to download your transactions select "Update", located at the top right of the screen.
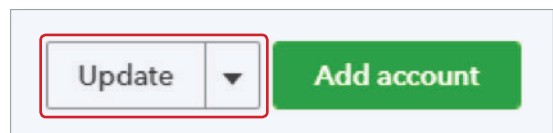
8. All First State Bank accounts will update at the same time.