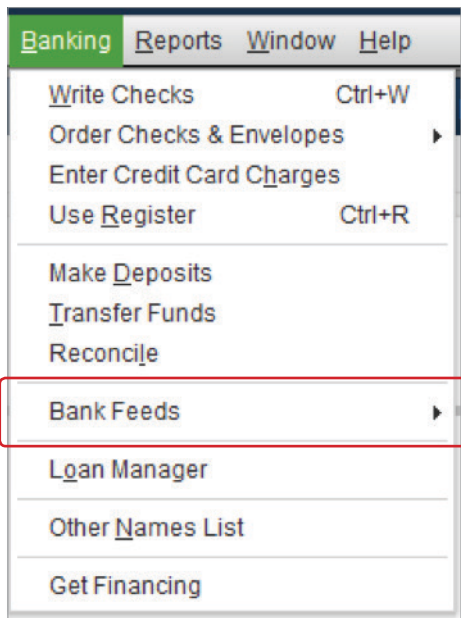


How to Direct Connect with QUICKBOOKS PRO

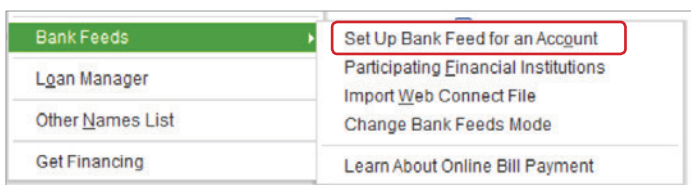


If you are a customer using **Express Deposit, ACH Origination Services, or Wire Services:** To protect your business, there are added security features on your account. Before you can use Direct Connect you must retain a **custom password**. Please contact the Cash Management Department at 866-372-1275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

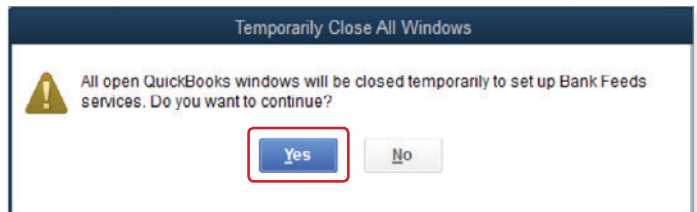
1. First launch QuickBooks Pro. This should be the desktop version of QuickBooks. *If you are utilizing QuickBooks Online, please see the document titled "How to Direct Connect with QuickBooks Online."*
2. Once you have opened the application, select "Bank Feeds" in the "Banking" menu located at the top of the screen.



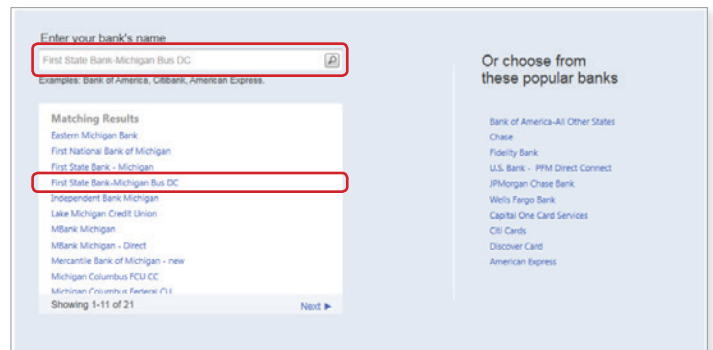
3. Select "Set Up Bank Feed for an Account" in the "Bank Feeds" submenu.



4. Select "Yes" when the warning message appears.



5. Enter "First State Bank-Michigan Bus DC" for the bank's name in "Step 1: Find your bank" and click on the same within the "Matching Results" field. If you do not select this exact bank name you will not be connecting to our Business Online Banking.



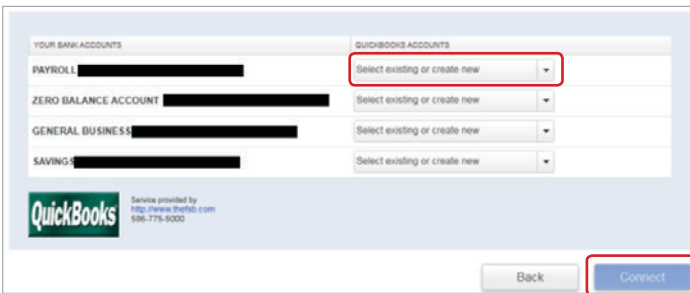
6. Enter your First State Bank Business Online Banking User Name and Password in the Access ID and Password fields respectively. Click "Connect."



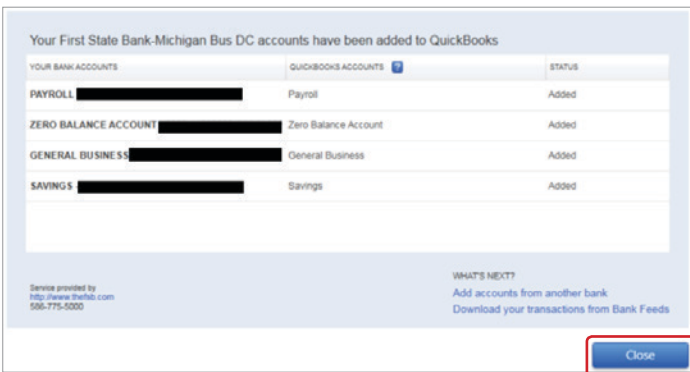
How to Direct Connect with QUICKBOOKS PRO



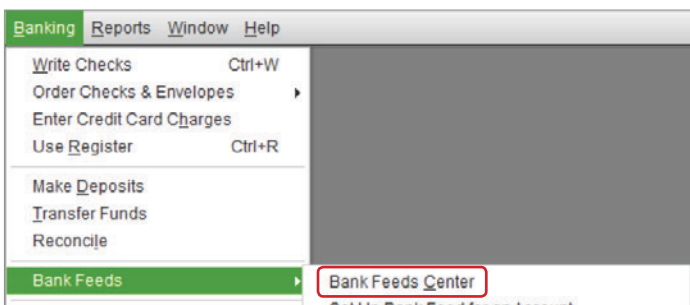
7. From the pulldown menu in the right hand column, select your QuickBooks accounts that correspond to your First State Bank Business Online Banking accounts on the left hand column. Once all of your accounts have been matched, click “Connect.”



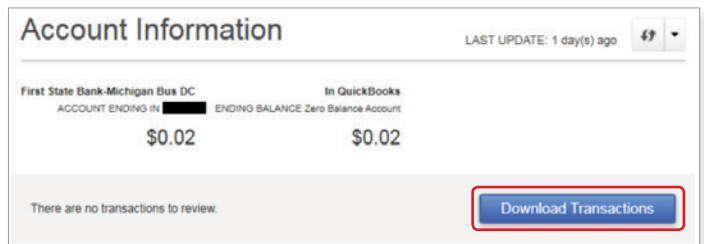
8. Once the Direct Connect with QuickBooks has been established with your First State Bank Business Online Banking accounts, a confirmation screen will appear. Click “Close.”



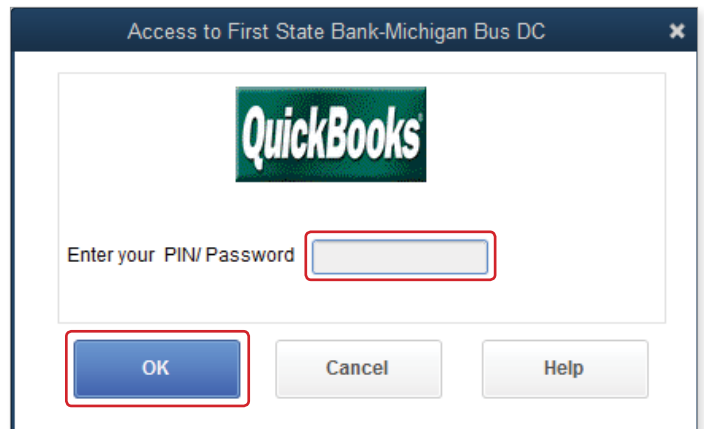
9. After you have successfully set up your bank feeds, to download your transactions select “Bank Feeds Center,” under the “Bank Feeds” submenu, under the “Banking” menu, located at the top of the screen.



10. Click on “Download Transactions.”



11. Enter your First State Bank Business Online Banking PIN/Password when requested.



12. Repeat steps 10 & 11 for each account.