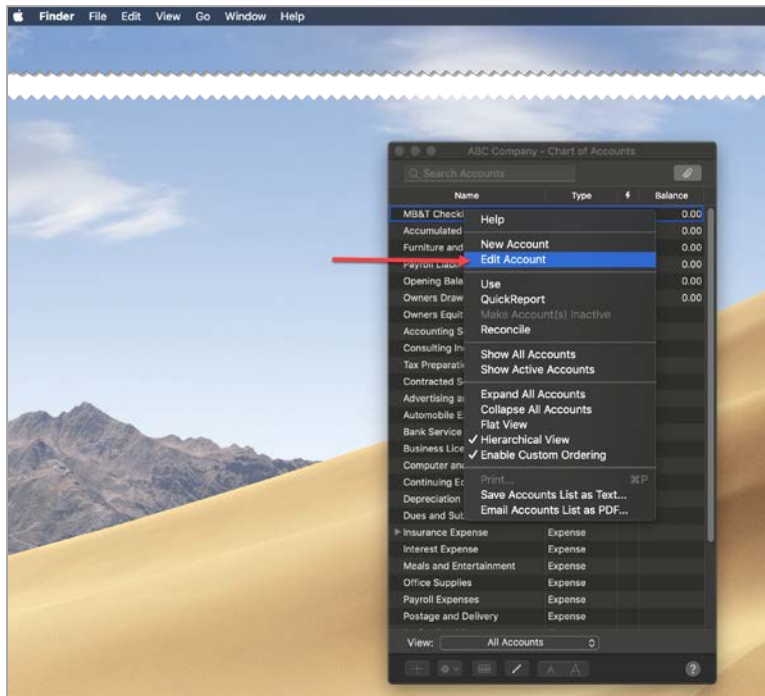


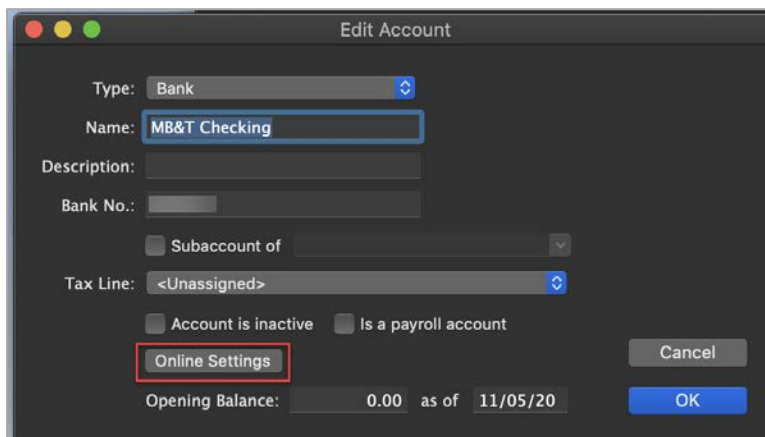
## Mac QuickBooks Reconnection Guide

Please follow the following steps to reconnect your MB&T online services in QuickBooks.

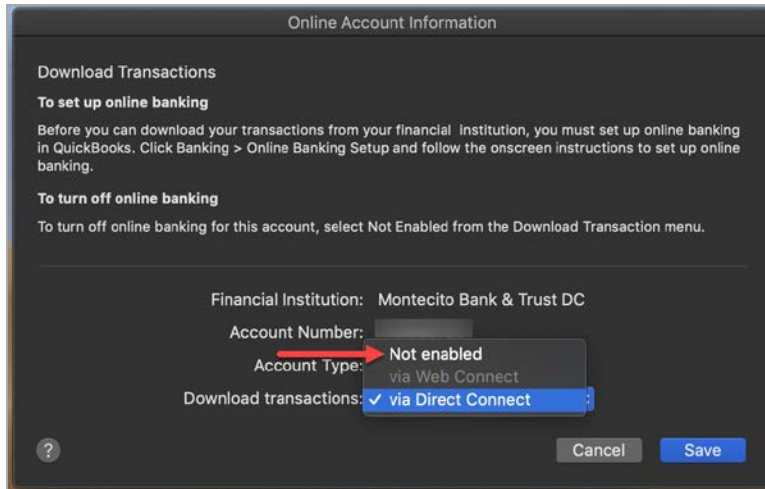
1. Right click on one of your MB&T accounts listed in your **Chart of Accounts**. Select **Edit Account**.



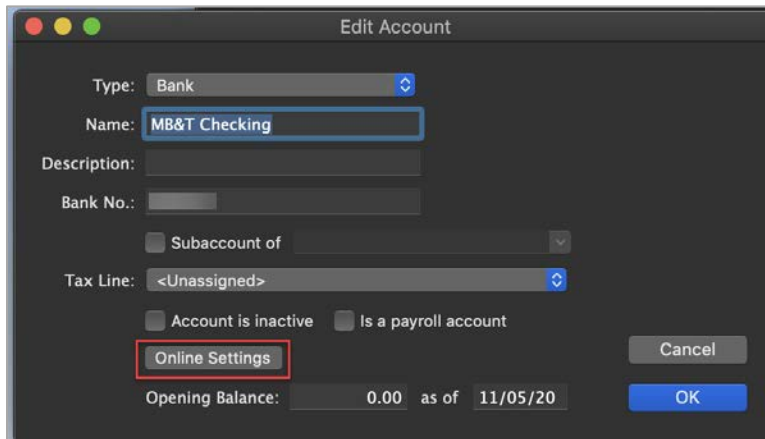
2. Click the **Online Settings** button.



3. Change the **Download Transaction** setting to **Not Enabled** to temporarily disable Online Services. Click **Save**. Repeat this step for every MB&T account in QuickBooks.



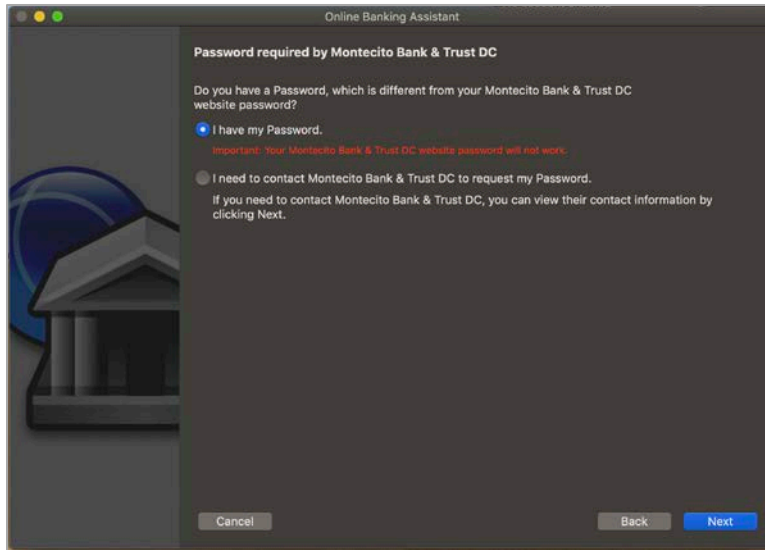
4. After all MB&T accounts have been deactivated from Online Services, return to the **Chart of Accounts** and right click on any MB&T account. Click the **Online Settings** button again.



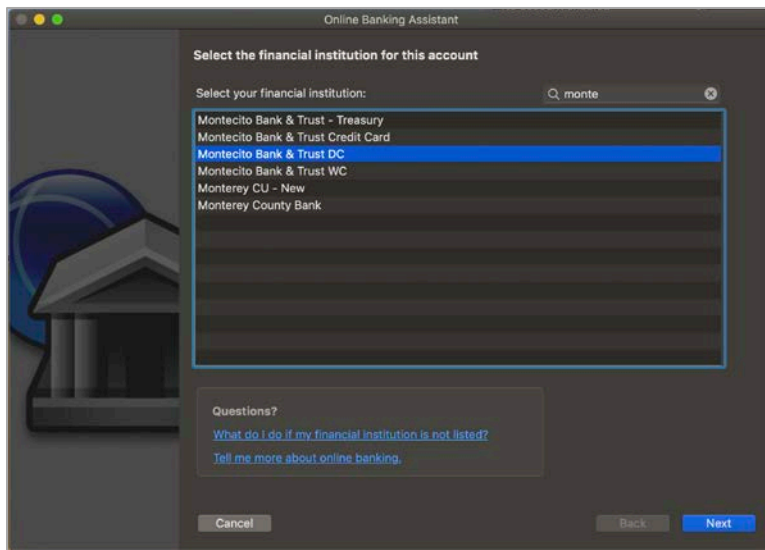
5. The system will prompt you to set up Online Settings. Click **Set Up**.



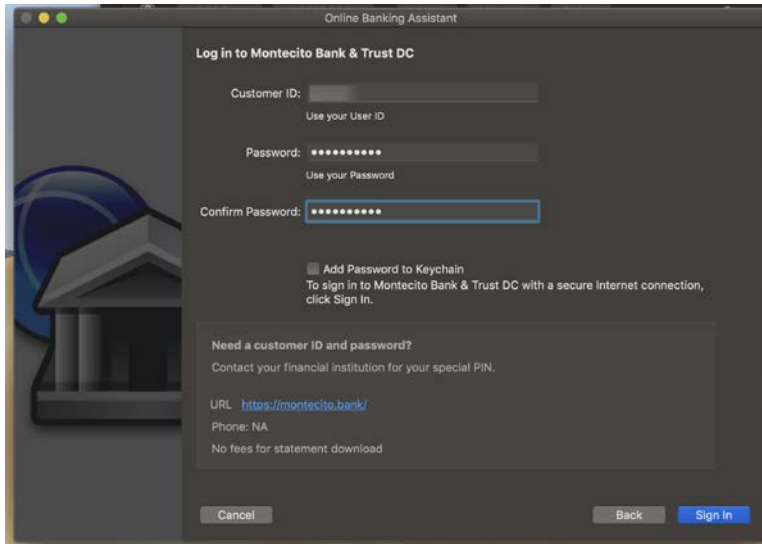
6. When prompted, select **I have my Password** and click **Next**.



7. Type **Montecito Bank and Trust** in the Financial Institution search and click **Montecito Bank and Trust DC**. Click **Next**.



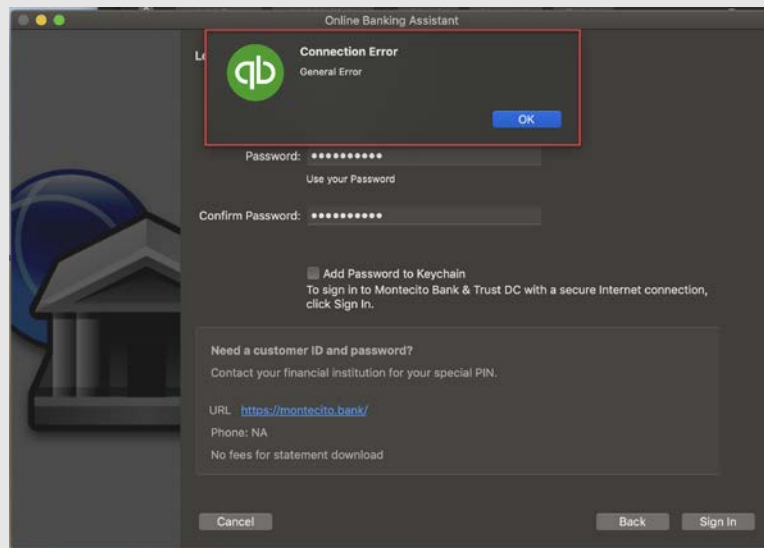
8. Enter your Online Banking credentials for Montecito Bank and Trust and click **Sign In**.



**\*\*\*Authorize QuickBooks Connection in Online Banking\*\*\***

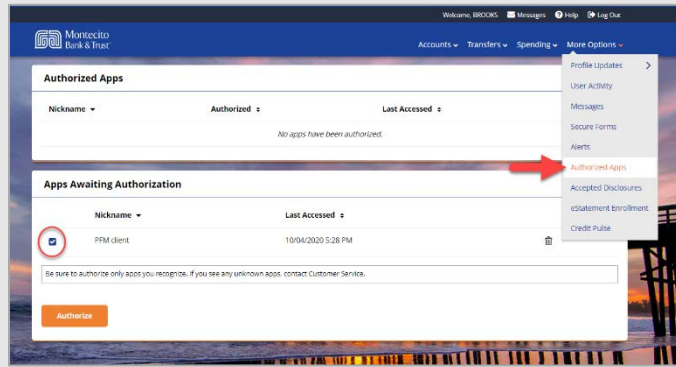
Direct Connect has to be authorized by you in Online Banking before QuickBooks can be linked.

**The first time you try to connect with your Online Banking credentials, you will receive a connection error – this is expected. A request for authentication will be sent to your Online Banking account.**



To authorize:

1. Go to **montecito.bank** and log into Online Banking with your credentials.
2. In Online Banking, go to **More Options**, then **Authorized Apps**.
3. Check **PFM Client**, and then click **Authorize**.



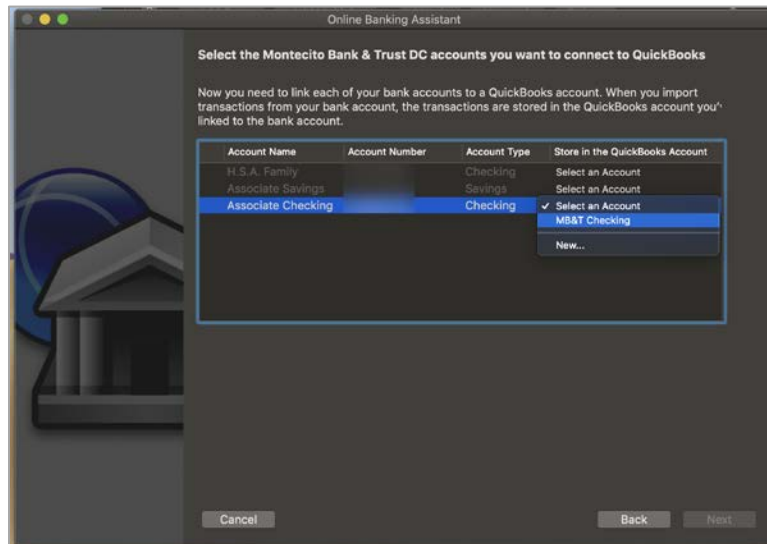
Once the authorization is complete, you can return to Quicken and try connecting again.

9. Choose an action in the **Store in the QuickBooks Account** column for each account listed before you click **Next**. To link your existing QuickBooks accounts, select the appropriate QuickBooks account from the drop-down for each account in Online Banking.

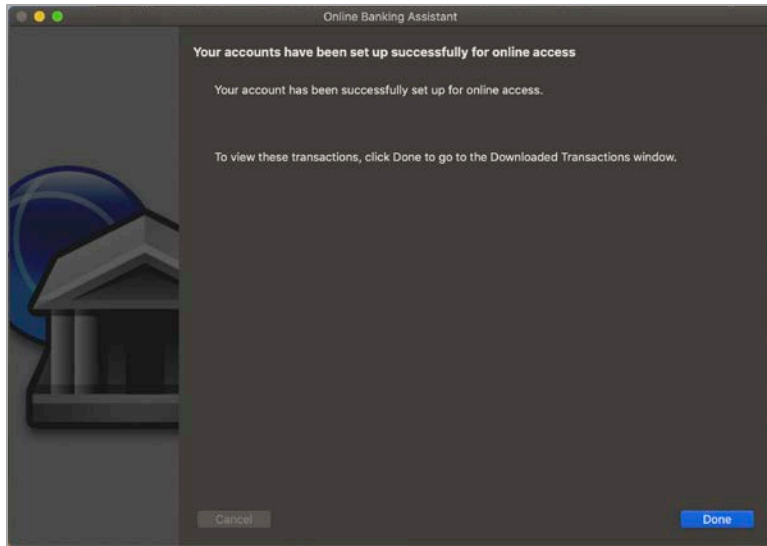


**Note:** It is critical that you choose the correct action for each account displayed. To link to an existing account in QuickBooks, select the appropriate QuickBooks account from the drop-down for each account found in Online Banking.

Selecting "New..." will create a new account in QuickBooks. Leave blank to ignore.



10. A confirmation will display when the connection is complete. Click **Done**.



11. Your downloaded transactions should now be available in the **Downloaded Transactions** window.

