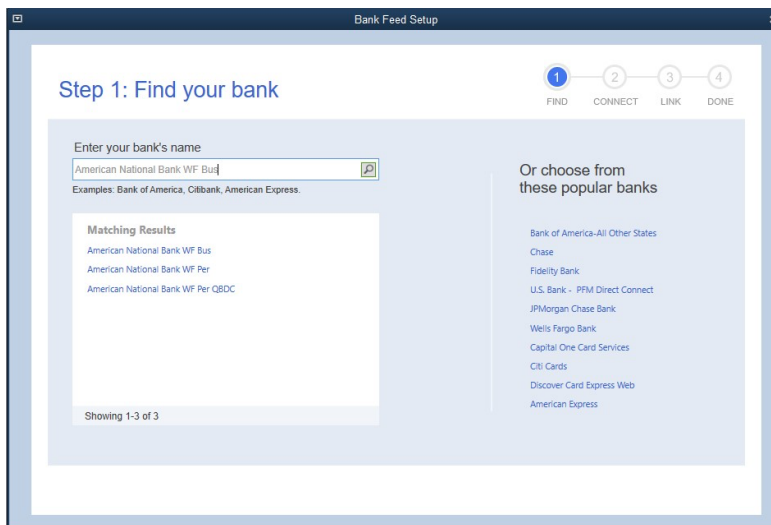


Direct Connect Setup Instructions for Business accounts

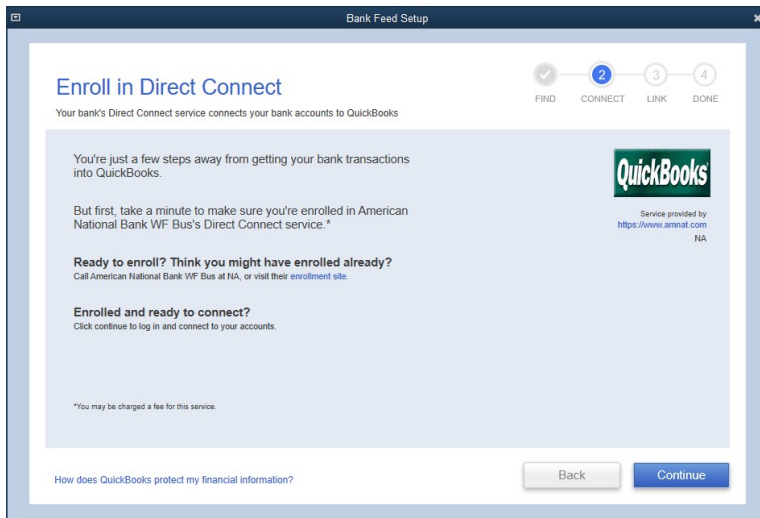
1. Open up Quickbooks Desktop to the main dashboard.
2. Select Banking – Bank Feeds – Set Up Bank Feeds for an Account.
3. If you receive the following popup, click Yes to proceed:



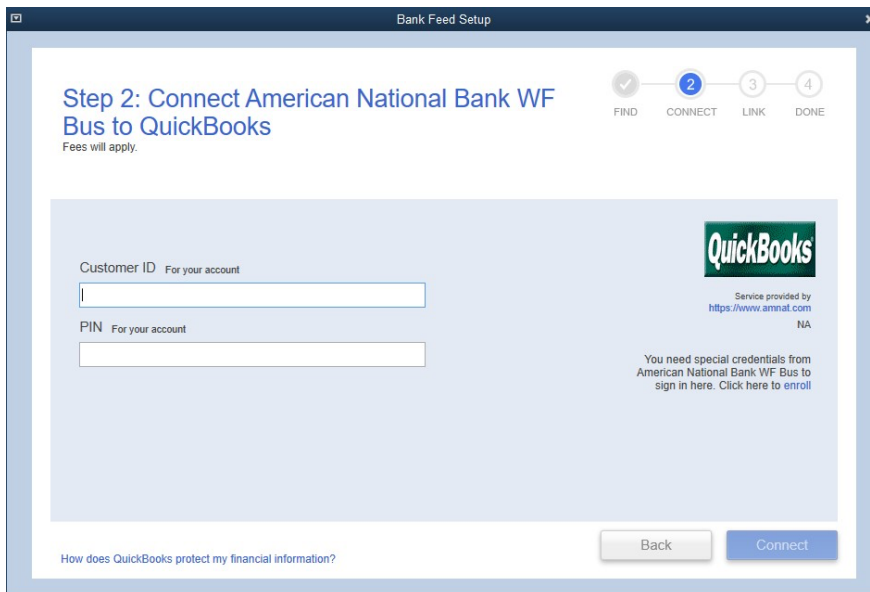
4. You will be brought to a *Find your bank* window. Search for American National Bank WF Bus and click on the first result that is titled the same.



5. After selecting the correct bank, you will be brought to an *Enroll in Direct Connect* window.



- If you already have an AMNAT Online Banking Login, click continue. If not, please contact Customer Service at 1-940-397-2400 to request Online Banking Credentials.
6. Enter your Online Banking username under *Customer ID* and your Online Banking password under *PIN*.



7. After logging in, you will be brought to a *Step 3: Link your Accounts* window. Here you will select each account that will be linked to Quickbooks.

Bank Feed Setup

Step 3: Link your accounts

FIND CONNECT LINK DONE

YOUR BANK ACCOUNTS	QUICKBOOKS ACCOUNTS
COMMERCIAL A/A: [REDACTED] XXX [REDACTED]	Select existing or create new
FREEDOM checking: [REDACTED] XXX [REDACTED]	Select existing or create new
Champion Premier: [REDACTED] XXX [REDACTED]	Select existing or create new
SAVINGS ACCOUNT: [REDACTED] XX [REDACTED]	Select existing or create new

QuickBooks Service provided by <https://www.ammat.com> NA

Back Connect

8. If there is an account that you do not want imported into Quickbooks, select *Do Not Add to Quickbooks* from the drop-down menu next to the account.
9. To add an account to Quickbooks, select *<create new account>* from the drop-down menu next to the account you want to add. Leave the account type as *Bank* at the top, and proceed to fill out the rest of the fields with the appropriate information.

Add New Account

Account Type: Bank

Account Name: [] Select from Examples

Subaccount of: []

OPTIONAL

Description: []

Bank Acct. No.: []

Routing Number: []

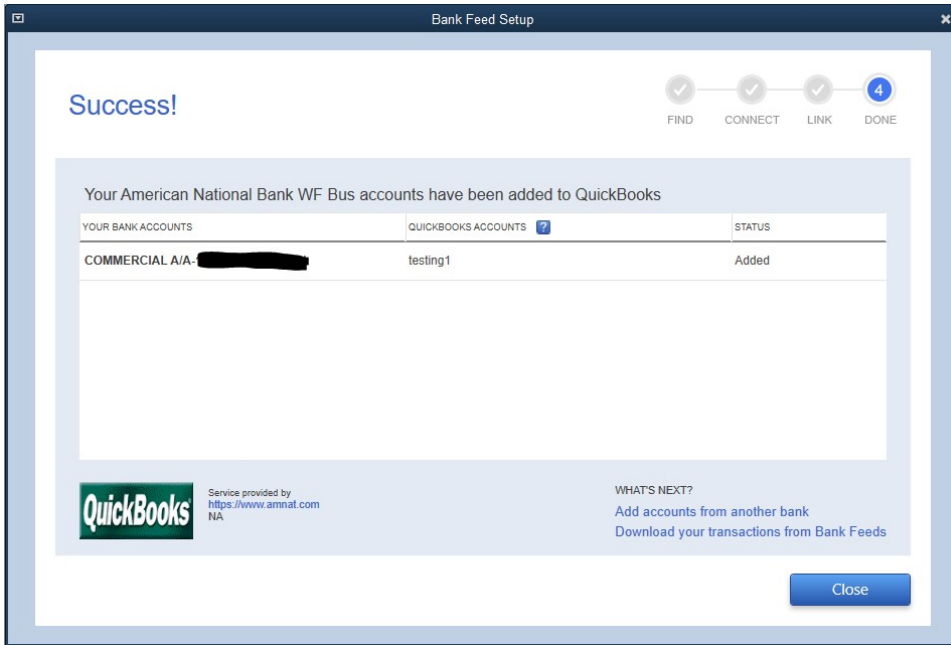
Enter Opening Balance... Should I enter an opening balance?

Remind me to order checks when I reach check number []

Order checks I can print from QuickBooks Learn more

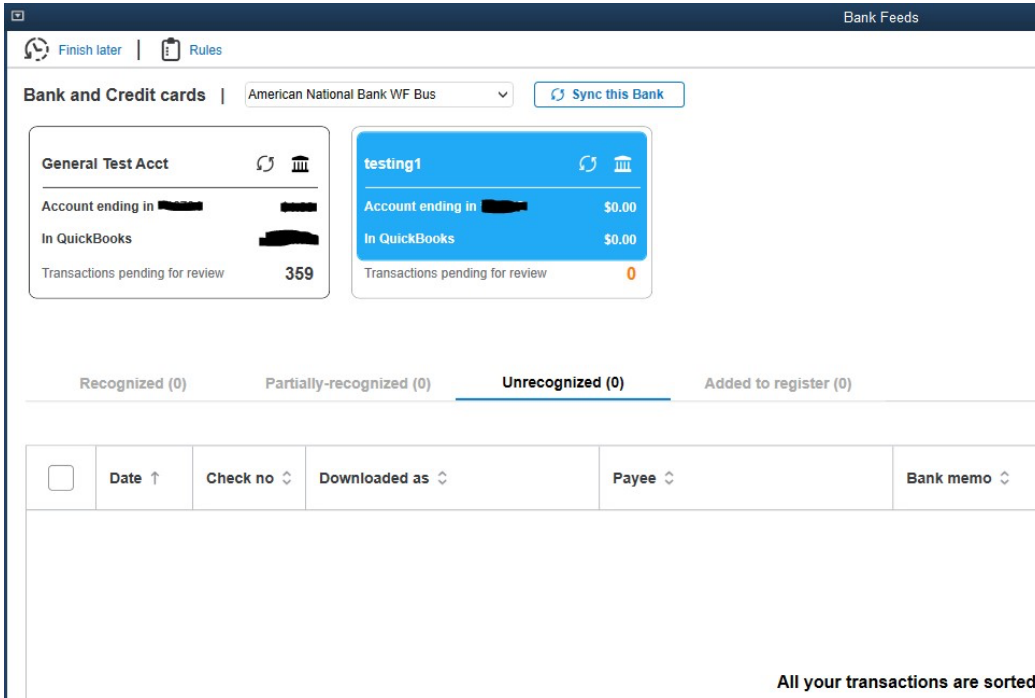
Save & Close Cancel

10. After you have added the accounts you want connected to Quickbooks, click *Save & Close* and then *Connect*.
11. You should be brought to a window that says *Success* and shows you the accounts successfully linked to Quickbooks.



Download Transactions/Update Accounts in Quickbooks

1. From the Quickbooks main dashboard select Banking – Bank Feeds – Bank Feeds Center
2. You will be brought to a page that looks like the one below:



3. Click the *Sync* button at the top right of the Account card. The button looks like a Refresh symbol. You will be prompted to enter your Online Banking password.



Access to American National Bank WF Bus

QuickBooks

Enter your PIN/ Password

OK Cancel Help

4. After entering the correct Online Banking password, all transactions for that specified account should populate on Quickbooks.