Quickbooks Online – Connect and Upload your Data

1. Open a web browser and log into Quickbooks Online via quickbooks.intuit.com using the Sign In drop down on the top right corner of the page. Sign in – Quickbooks Online.

2. On the Home screen for Quickbooks Online look for a *Connect your Bank Account* option under *Accounting and Reports*. If you don't see this, look for *Review Transactions*
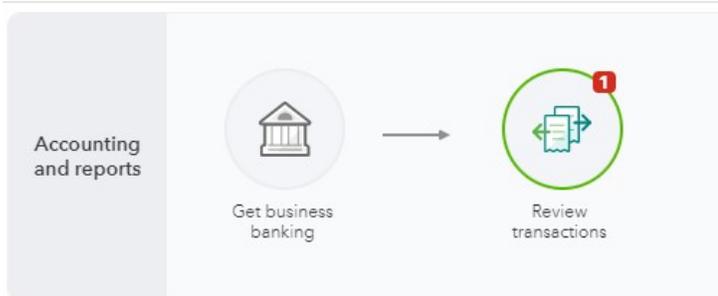
- Alternatively, this can be found by clicking *Business Overview* on the left hand menu of the page and selecting *Link a bank account to see your cash flow.*
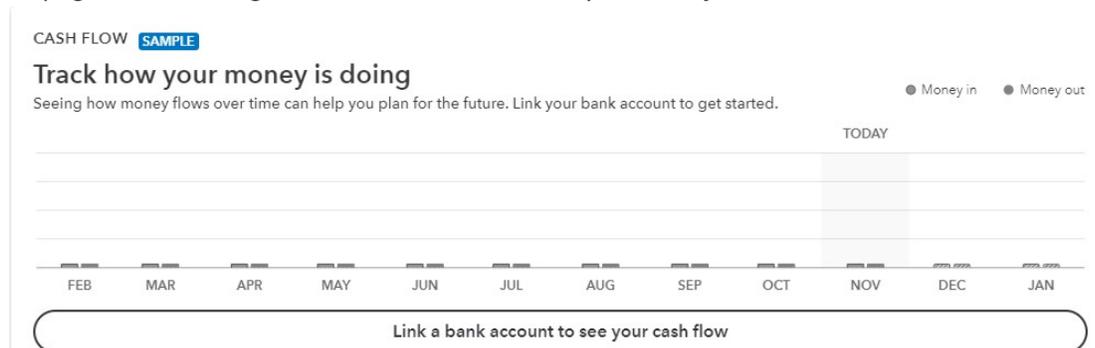
- If you still cannot find where to link accounts, select Bookkeeping on the left hand menu. This will bring you to a new window where it gives the option to connect your accounts to Quickbooks.
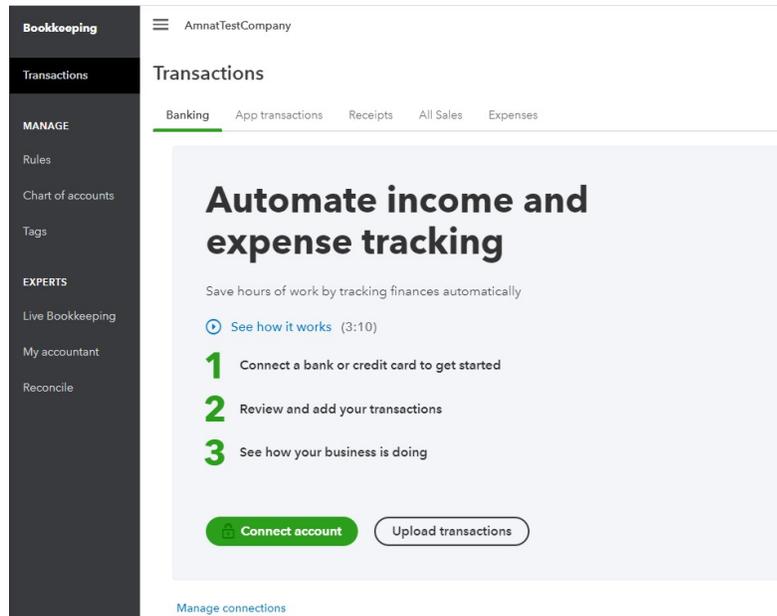
3. You will be brought to a Connect an Account page, where you are able to search for American National Bank & Trust to connect. Specifically, search for AMNAT's website, www.amnat.com.
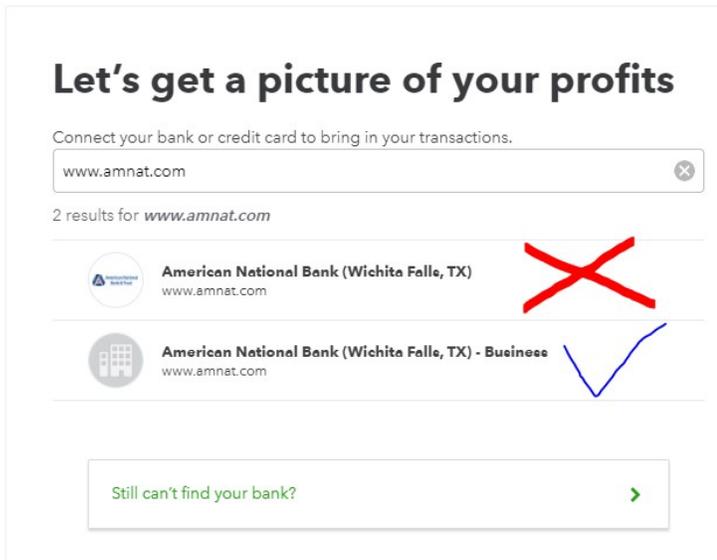
4. Select the second option that shows up, *American National Bank (Wichita Falls, TX) – Business* • Be careful not to select the first option titled *American National Bank (Wichita Falls, TX)* or the account linking process will not work. That option is for Personal accounts only.

5. You will be prompted to fill in 3 sign in criteria to link your account. This is the same information you would use to sign in to your business Online Banking profile.

6. Once you've logged in, Quickbooks will show all the accounts you have with AMNAT.
7. Select the accounts you want to connect to Quickbooks Online and assign them an account type (checking or savings) with the drop down menu.

8. After selecting the accounts you want to link and assigning an account type, click *Connect* at the bottom right of the window and your accounts will now be linked to Quickbooks Online.

9. Congratulations! If you can see your accounts linked like in the screenshot below, you have completed the process and are now linked to QuickBooks Online!