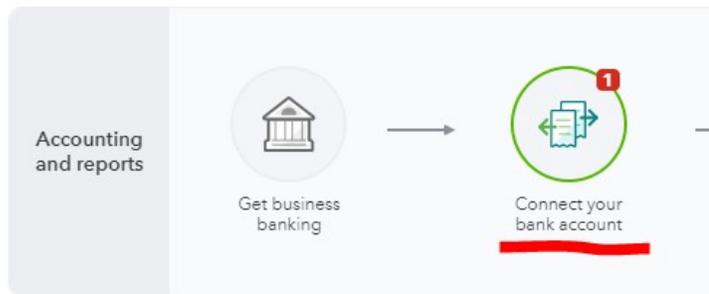
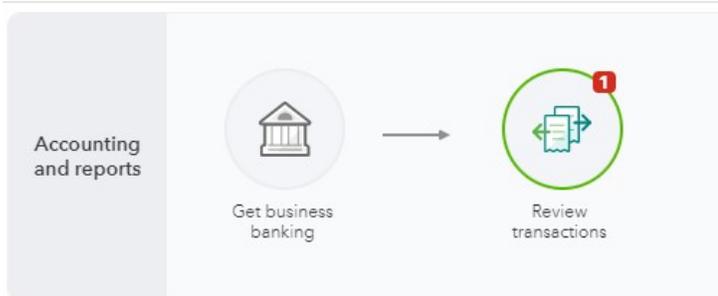


## Quickbooks Online – Connect and Upload your Data

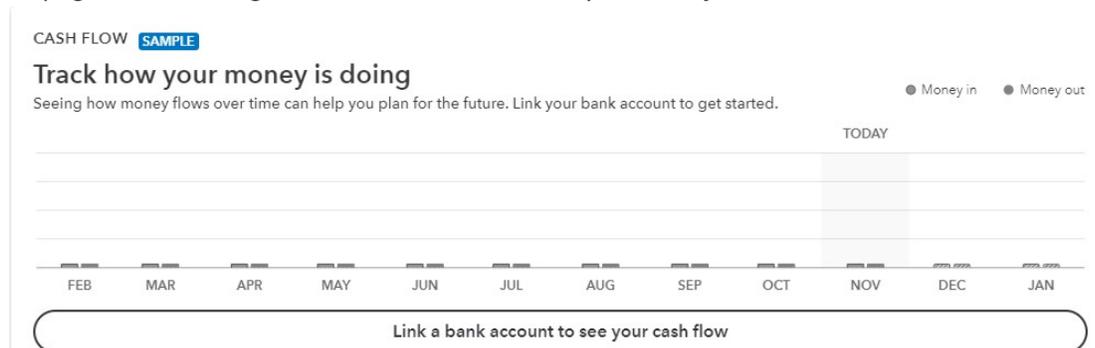
1. Open a web browser and log into Quickbooks Online via [quickbooks.intuit.com](https://quickbooks.intuit.com) using the Sign In drop down on the top right corner of the page. Sign in – Quickbooks Online.
2. On the Home screen for Quickbooks Online look for a *Connect your Bank Account* option under *Accounting and Reports*. If you don't see this, look for *Review Transactions*



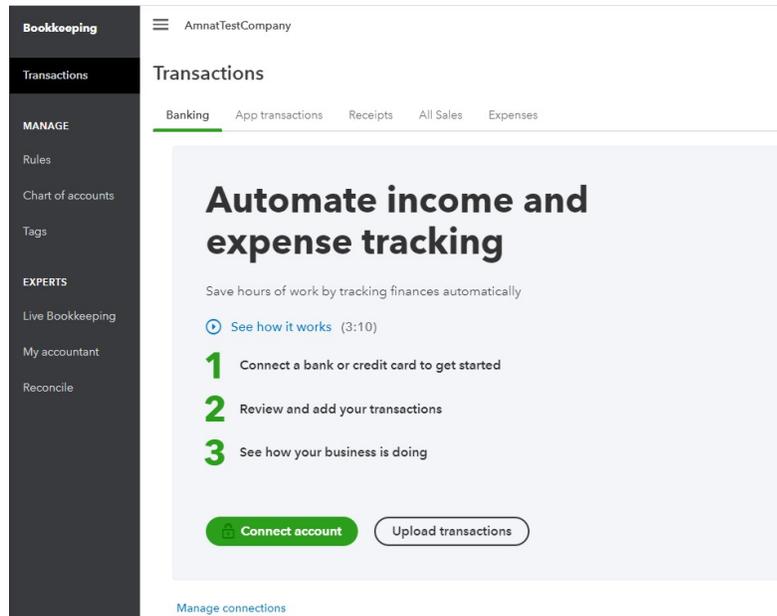
*Accounting and Reports*. If you don't see this, look for *Review Transactions*



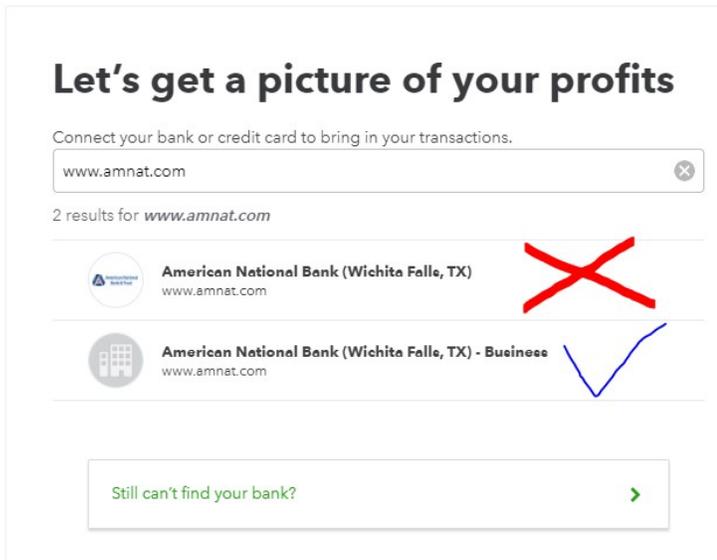
- Alternatively, this can be found by clicking *Business Overview* on the left hand menu of the page and selecting *Link a bank account to see your cash flow*.



- 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](http://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.

## Sign in to account

 **American National Bank (Wichita Falls, TX) - Business**  
<https://www.amnat.com/>

Company ID

Username

Password

[SHOW](#)

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

### Which accounts do you want to connect?

<b>COMMERCIAL A/A *6712</b> Balance: \$0.76	Checking	✓
<b>COMMERCIAL A/A *6704</b> Balance: \$19.65	Checking	✓
<b>FREEDOM checking *3782</b> Balance: \$0.00	Checking	✓
<b>SAVINGS ACCOUNT *9049</b> Balance: \$0.01	Savings	✓
<b>Champion Premier *1327</b> Balance: \$0.37	Choose account type	i

We will pull transactions from the selected accounts from 01/01/2021. Or you can select a different date to pull transactions from. Some bank limitations may apply.

Last year (01/01/2021) ▼

[Connect](#)

- 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!

The screenshot displays the QuickBooks Online interface for a user named 'AmnatTestCompany'. The left sidebar contains navigation options such as 'Get thing...', 'Business ...', 'Banking', 'Get paid ...', 'Customer...', 'Commerce', 'Payroll', 'Bookkee...', 'Taxes', and 'Apps'. The main content area is titled 'Transactions' and includes tabs for 'Banking', 'App transactions', 'Receipts', 'All Sales', and 'Expenses'. A promotional banner at the top right encourages users to 'Have more time for what matters' by letting a bookkeeper manage their books. Below this, a dropdown menu shows 'COMMERCIAL A/A (6704) - 1'. Three account cards are visible, each showing a balance and a link to review transactions:

- COMMERCIAL A/A (6712) ...**: Balance **\$0.76**, updated moments ago. [Review 11 transactions](#)
- COMMERCIAL A/A (670...)**: Balance **\$19.65**, updated moments ago. [Review 33 transactions](#)
- FREEDOM checking (3782...)**: Balance **\$0.00**, updated moments ago. [Review 2 transactions](#)