QUICK REFERENCE:
QUICKBOOKS EXPORT / BREAKING THE CHAIN (Mac)

QuickBooks for Mac 2010–2013

Web Connect

Task 1:   Deactivate Your Account(s)

> **IMPORTANT:**   All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at Salin Bank**.**

Task 2:   Re-activate Your Account(s) at Salin Bank.

1. Log in to **Salin Bank's** web site at ***www.salin.com***.
2. Download your transactions into QuickBooks.

> **IMPORTANT:**   To avoid the possibility of creating duplicate records when downloading into QuickBooks, only download transactions that have not been previously downloaded.

3. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.
4. Click **Continue**.
5. Click **OK** to any informational prompts.
6. Add or match all downloaded transactions in the **Downloaded Transactions** window.
7. Repeat steps 1 – 6 for each account at Salin Bank.

Thank you for making these important changes!