



QuickBooks for Mac **“ Web Connect”**

To ensure connectivity to download transactions from your **Farmers & Merchants Bank MeBanking** account(s), you will need to perform the following tasks on the dates indicated below in order to maintain proper functionality. Please follow the instructions exactly as described and in the order presented. This process takes approximately 15-30 minutes.

Quickbooks Backup – Please complete before May 31, 2018

1. Backup your data file. For instructions to back up your data file, choose the **Help** menu and use the Search bar available at the top. Search for **Back Up**, and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.
2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select “**Check for QuickBooks Updates**,” and follow the instructions.

Disconnect Accounts at Farmers & Merchants Bank – **<https://www.mebanking.com/> - Please complete on or after June 4, 2018**

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 for each account to be disconnected.

ReConnect Accounts to Farmers & Merchants Bank (AR) Retail or Farmers & Merchants Bank (AR) Biz – Please complete on or after June 4, 2018

1. Log in to <https://www.mebanking.com/> and download your QuickBooks Web Connect File.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect process, you may end up with duplicate transactions.

2. Click File > Import > From Web Connect.
3. If prompted for connectivity type, select Web Connect.
4. 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.

IMPORTANT: Do **NOT** select “New” under the action column.

5. Click **Continue**.
6. Click OK to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.

Thank you for making these important changes!