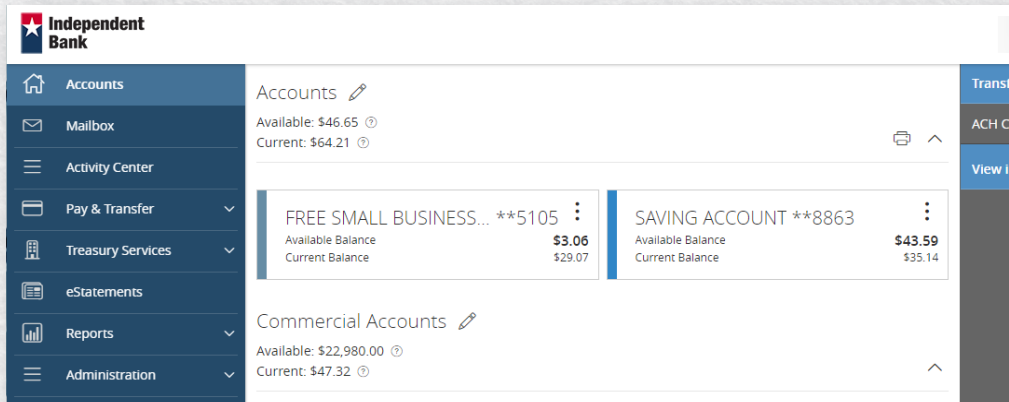


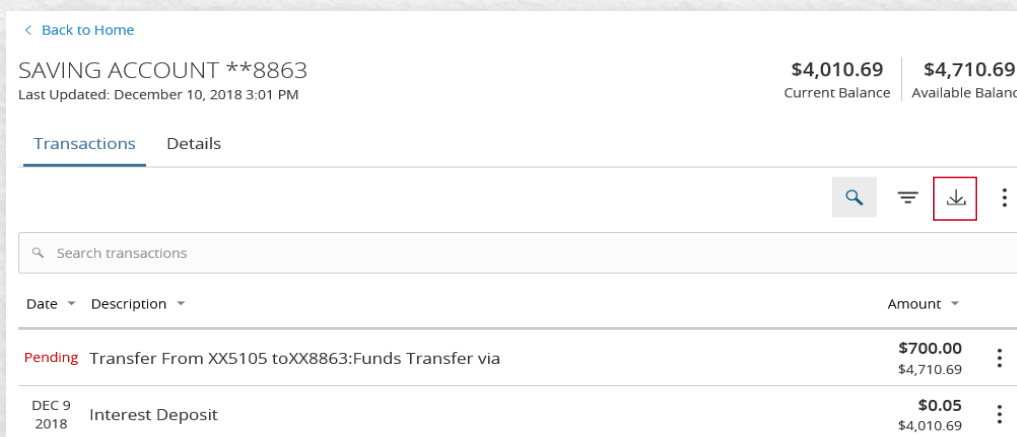
How To Export Transaction History to a Quickbooks (.qbo) File

This guide provides instructions to export your account activity to a Quickbooks (.qbo) file.

1. Once logged into Online Banking, from the **Home** screen, click on the account you wish export data from.



2. If you are only wanting to export certain transactions or a specific date range, click on the **Filters** option next to the search bar to apply your criteria.
3. Click on the **Export** icon at the top right of the screen and choose the **Quickbooks (qbo)** option.



4. A file download bar will appear at the bottom of your browser that will allow you to choose where you wish to save the file on your computer, to then upload into Quickbooks.

Do you want to open or save **AccountHistory.qbo** (102 KB) from **secure.onlineaccess1.com**?

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