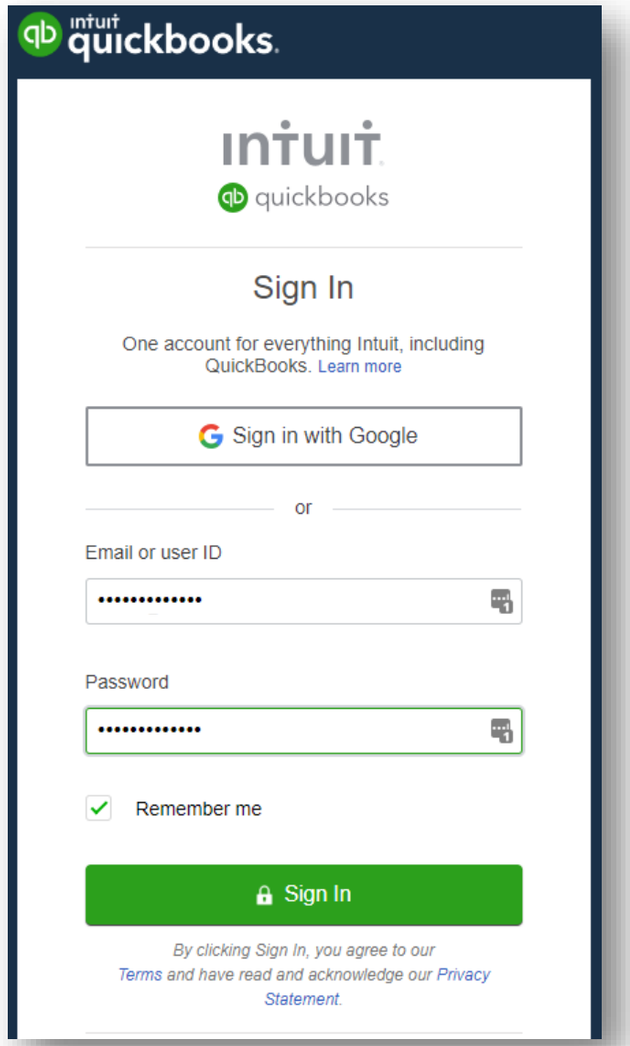
HOW TO CONNECT AN ACCOUNT TO QUICKBOOKS

One-time setup to streamline bookkeeping in Quickbooks

1. SIGN IN TO QUICKBOOKS

Sign in to Intuit Quickbooks

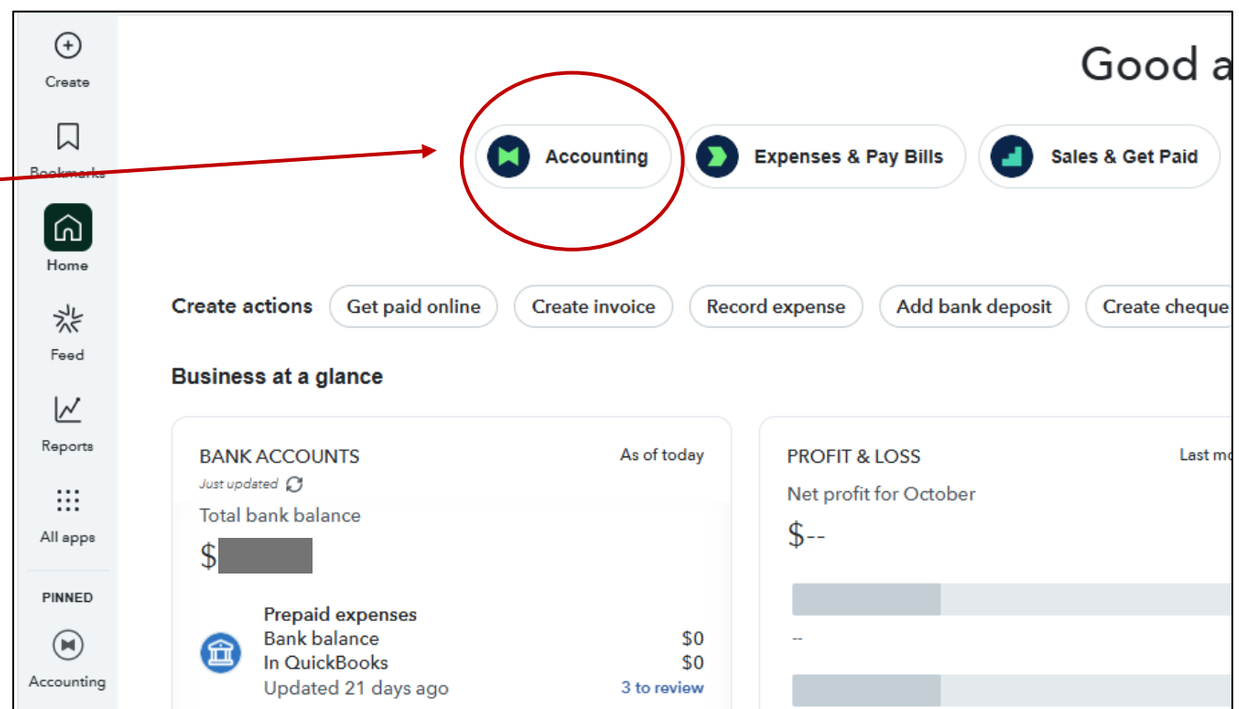
- ✓ Sign in with your Quickbooks email/user ID and password



2. NAVIGATE TO ACCOUNTING

Navigate to Accounting

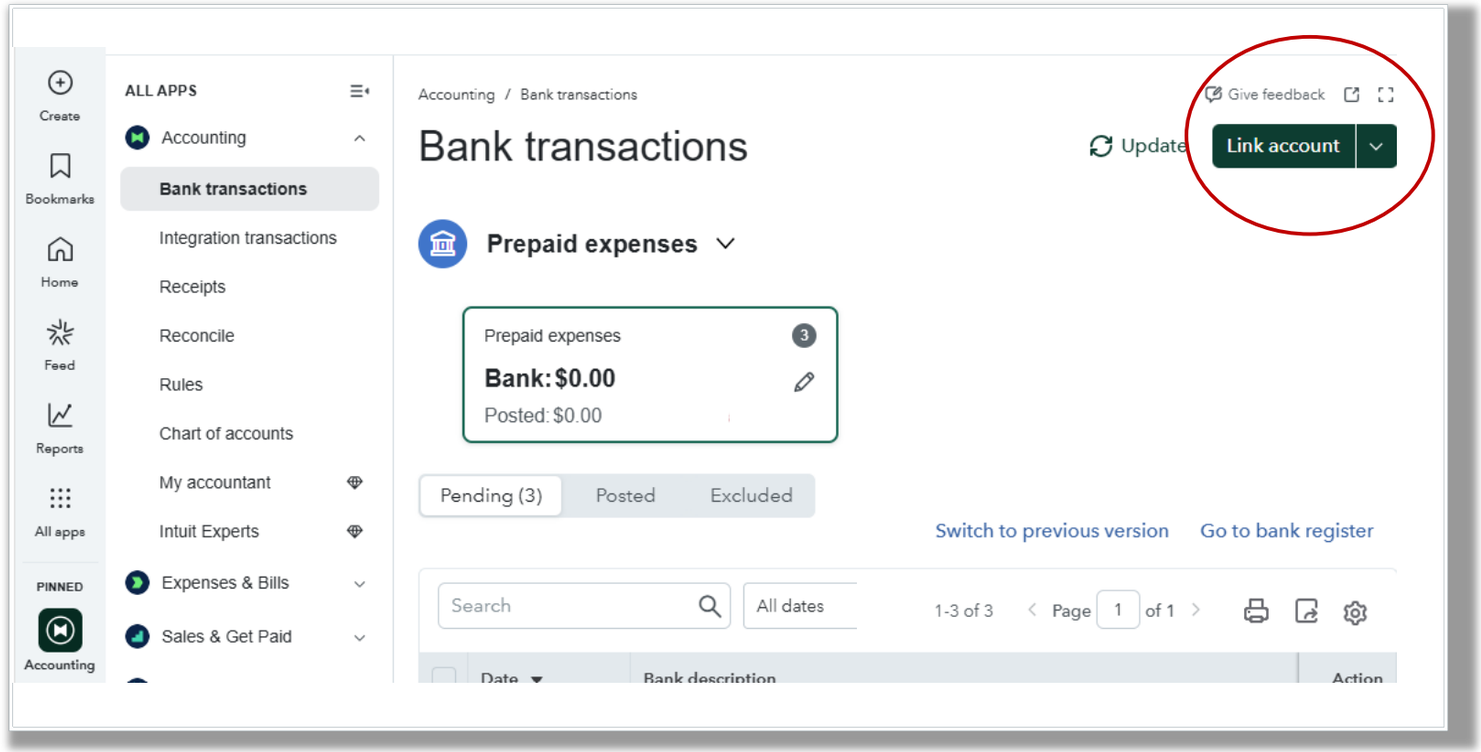
- ✓ Click **Accounting** on the home screen



3. NAVIGATE TO BANK TRANSACTIONS

Navigate to Bank transactions

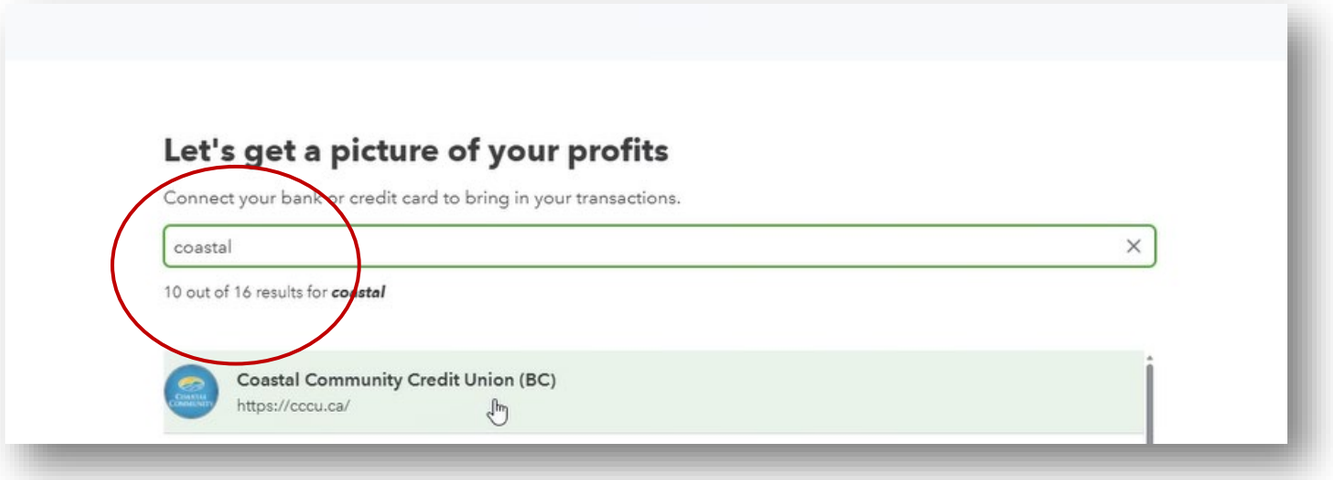
- ✓ Click **Bank transactions**
- ✓ Click **Link account** in the top left corner



4. CONNECT TO CREDIT UNION

Connect Coastal Community Credit Union to Quickbooks

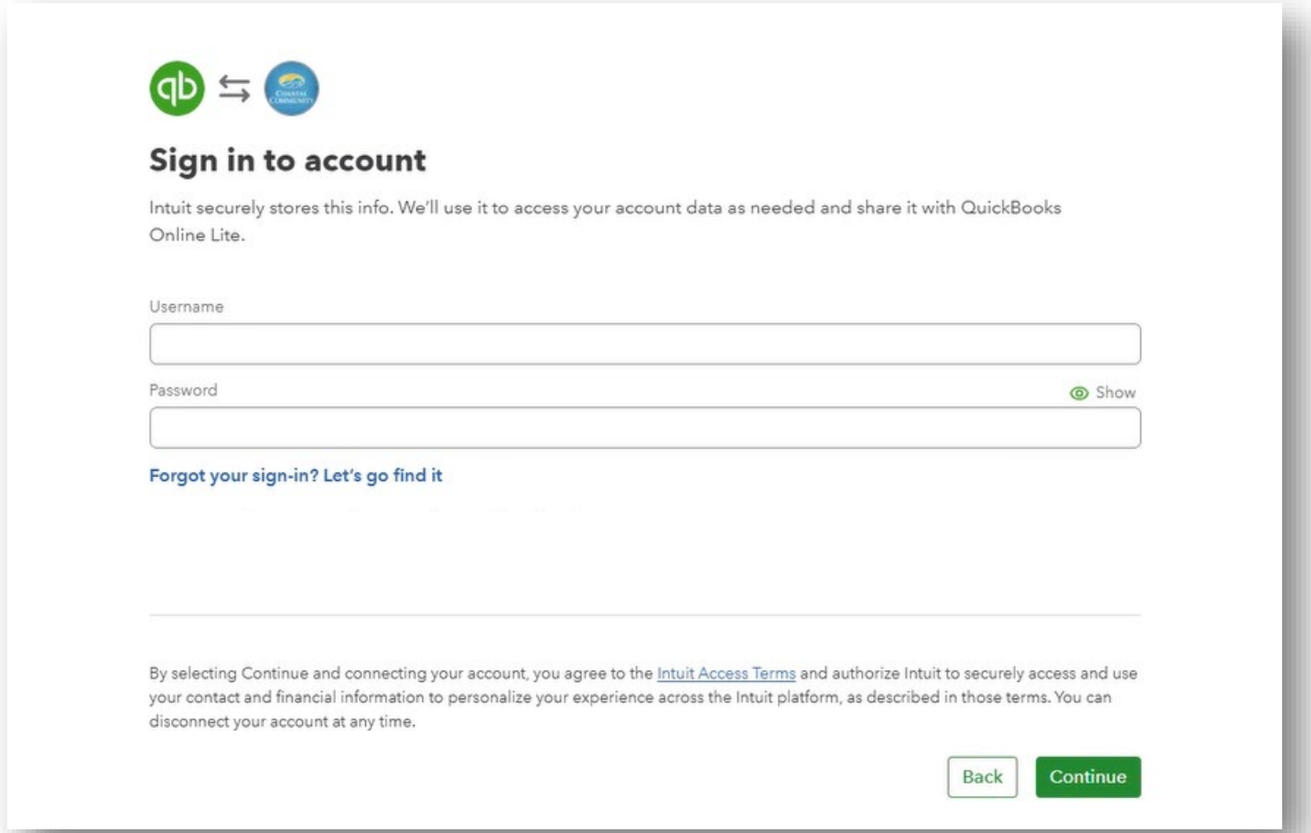
- ✓ Type “coastal” in the search field
- ✓ Click on Coastal Community Credit Union (BC)



5. ENTER BANKING CREDENTIALS

Enter your Coastal Community credentials

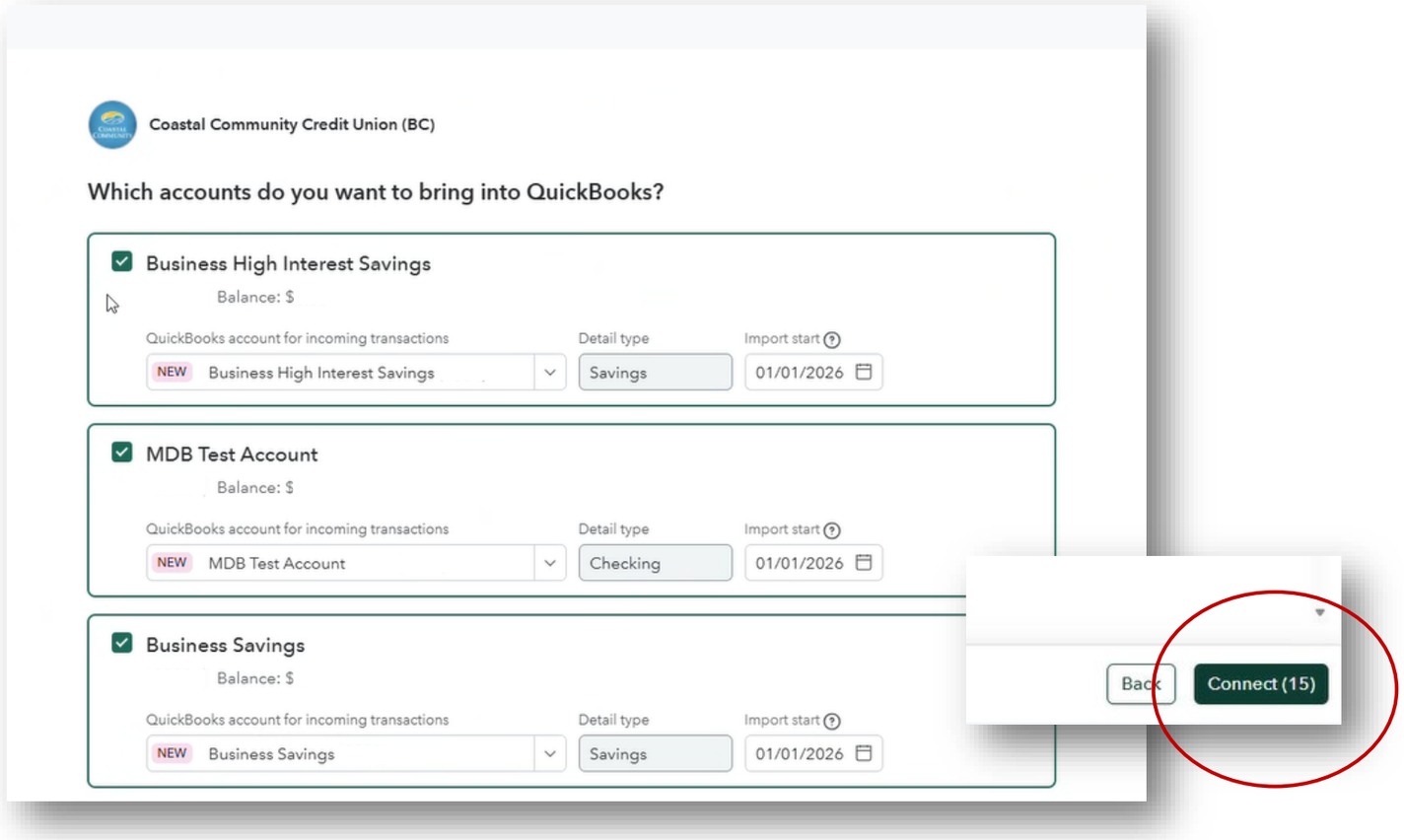
- ✓ Enter the username and password you use for digital banking at Coastal Community
- ✓ Click **Continue**



6. CHOOSE WHICH ACCOUNTS TO LINK

Choose the accounts you want to link to Quickbooks

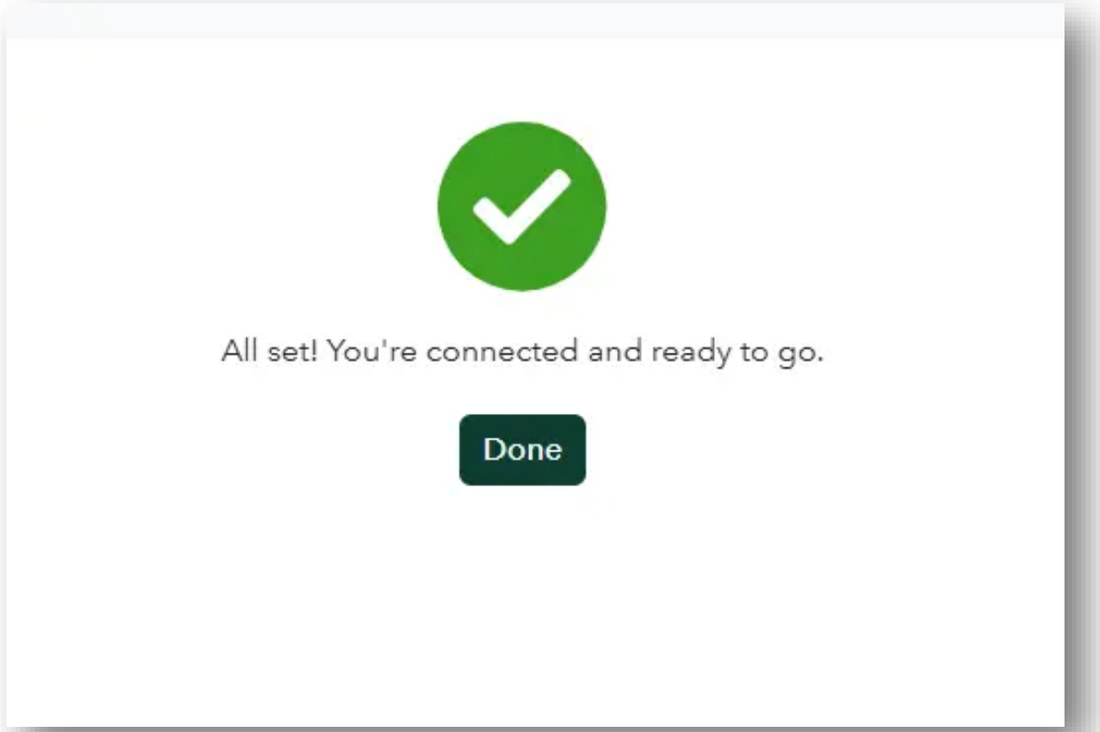
- ✓ Check the box beside the accounts you want to link
- ✓ Un-check the box beside the accounts you **do not want** to link
- ✓ Choose the **Import start** – the start date of the bank account activity you want displayed in Quickbooks
- ✓ Click **Connect**



7. WAIT FOR CONFIRMATION

Wait for confirmation the account is linked

- ✓ Quickbooks will let you know when your Coastal Community account has been linked
- ✓ Once complete, your Coastal Community bank account activity will automatically update in Quickbooks



HOW TO UPLOAD ACCOUNT TRANSACTIONS TO ACCOUNTING SOFTWARE

Manual upload for bookkeeping with other software such as Sage, Quicken, Plaid, Yodlee/ Xero and others

MANUAL METHOD

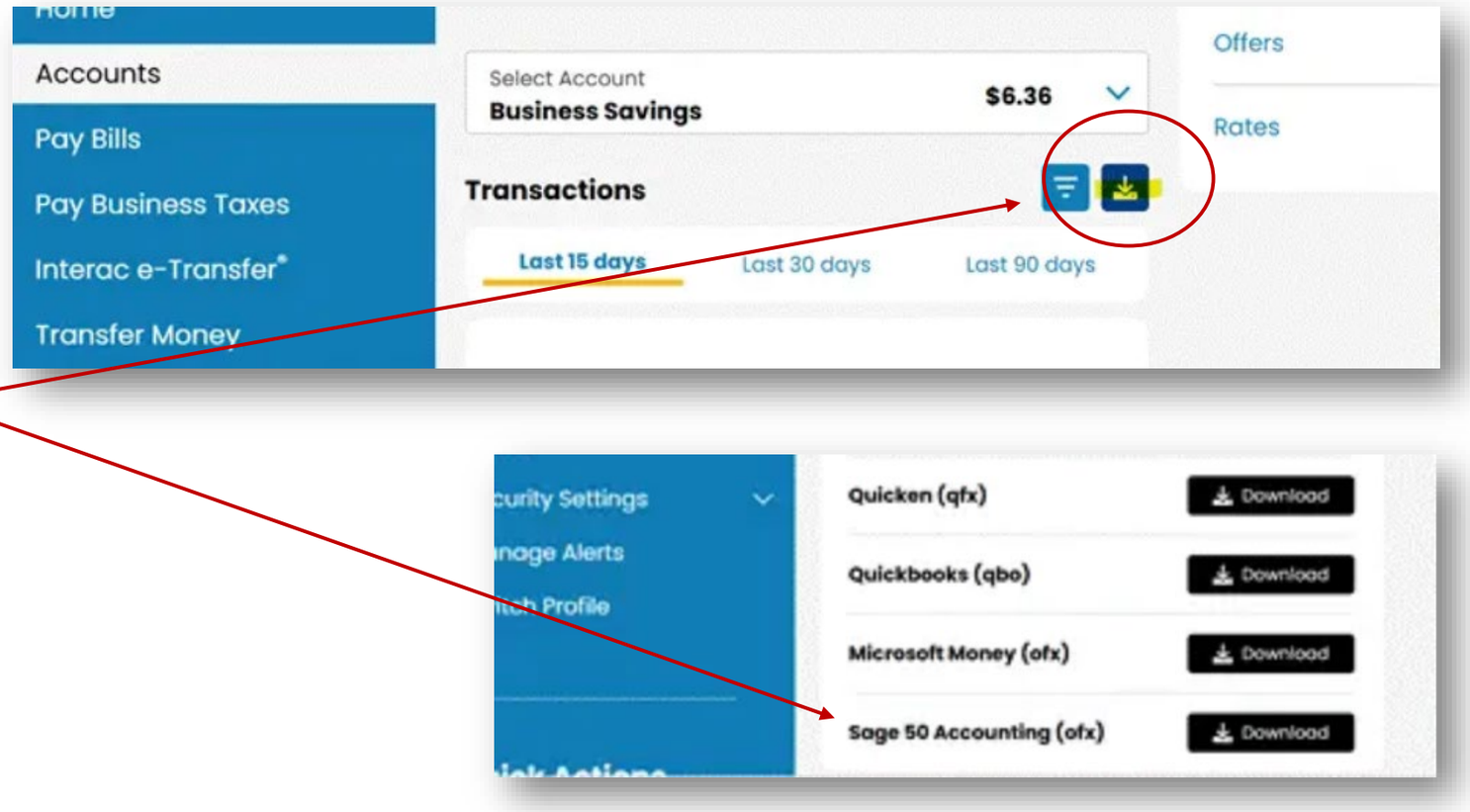
This manual method requires that you upload files to your accounting software on a regular basis for accurate bookkeeping.

We recommend you check with the software company to see if they can provide a permanent link between your Coastal Community Credit Union account and their accounting software.

1. CHOOSE ACCOUNT & DOWNLOAD FILE

Download your account transactions from Coastal Community

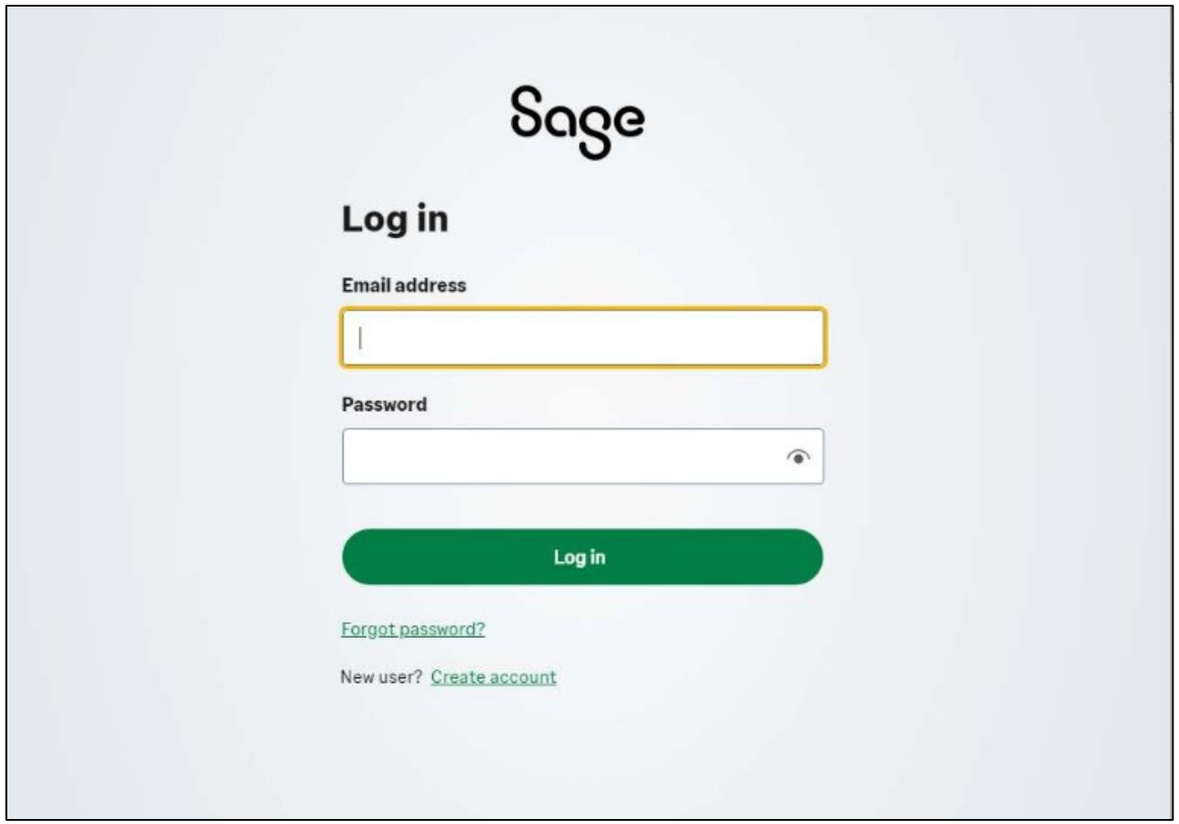
- ✓ Login to digital banking at **cccu.ca** and choose your account.
- ✓ Click the download icon to see a list of file types you can download.
- ✓ Save the downloaded file to your computer.



2. LOG INTO ACCOUNTING SOFTWARE

Log into accounting software

- ✓ Login to **Sage** or other accounting software.

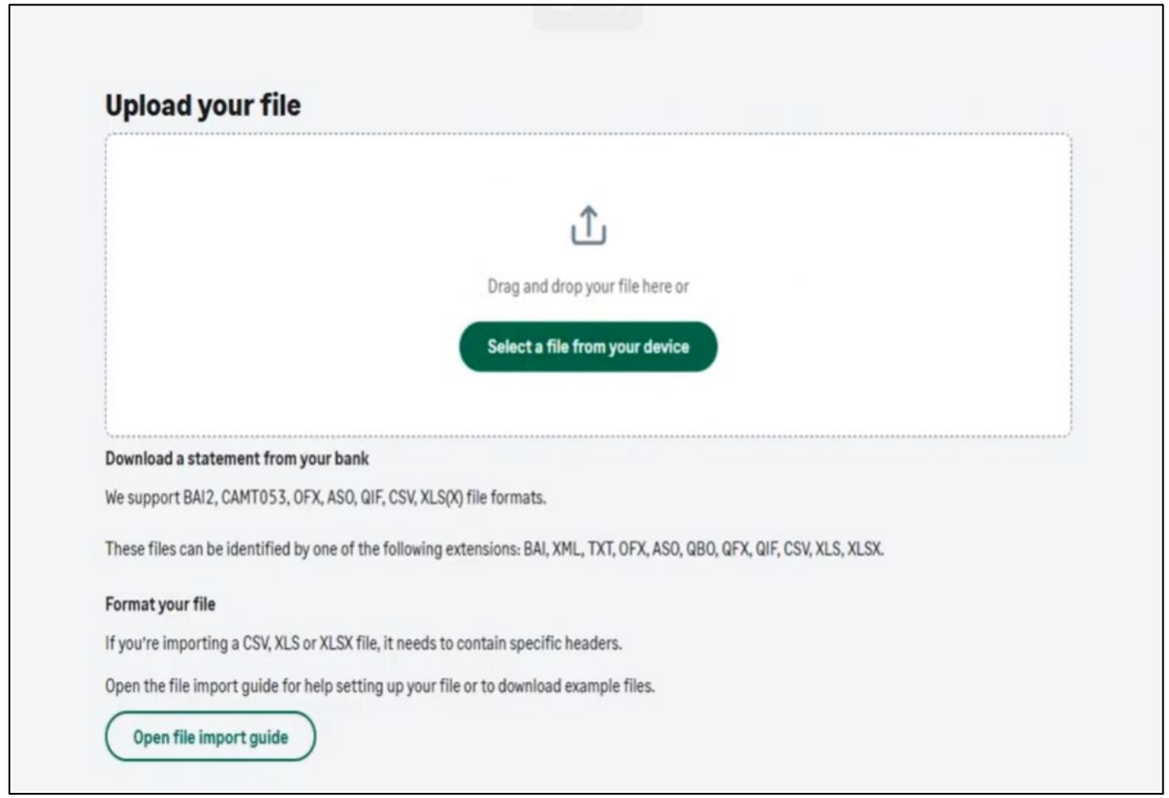


3. UPLOAD FILE TO ACCOUNTING SOFTWARE

Upload the file containing your account transactions

- ✓ In Sage, go to File > Import/Export > Import Online Statements from the main menu, as an example*
- ✓ Follow the prompts on the screen to import the file you had downloaded from Coastal Community.

*Steps may vary depending on which accounting software you use. Please contact the software company for instructions.



4. REPEAT MANUAL UPLOAD

Repeat this manual method to do your bookkeeping for subsequent months

- ✓ Repeat steps 1-3 each time you want to update the banking information in Sage or other accounting software.

- ✓ We recommend you check with the software company to see if they can provide a permanent link between your Coastal Community account and their accounting software.