



QuickBooks® Online Upgrade Instructions

Opportunity Bank of Montana is updating our digital banking platform. To help make this transition as smooth as possible, there are a few simple steps you'll need to take on two specific dates:

- First action date: *prior to upgrade* - **before Thursday, August 21, 2025**
- Second action date: *post-upgrade* - **on or after Wednesday, September 3, 2025**

This guide includes:

- Instructions for both Online Express Web Connect and Online Web Connect methods

QuickBooks® for **Online Express Web Connect** – p2

QuickBooks® for **Online Web Connect** – p3

Please review the section that applies to you and note the action dates provided.

Prior to Thursday, August 21, 2025

1. **Complete a final transaction download** and match downloaded transactions.
 - a. Complete a final transaction update before the upgrade for complete, up-to-date transaction history.
 - b. Accept all new transactions into the appropriate registers (required).

On or after Wednesday, September 3, 2025

1. **Disconnect** the online banking connection to your Opportunity Bank of Montana accounts.
 - a. Select **Banking** from the left column.
 - b. Click the account you want to disconnect, then click the **Pencil** Icon on the corner of that account box.
 - c. Click **Edit Account Info**.
 - d. Check the box next to **Disconnect this Account on Save**.
 - e. Select **Save and Close**.
 - f. Repeat steps for any additional Opportunity Bank of Montana accounts.
2. **Reconnect** online banking connection for Opportunity Bank of Montana accounts.
 - a. On the Banking page, click **Add Account** in the upper-right side of the screen.
 - b. Type *Opportunity Bank of Montana* in the search and choose the correct option from the results.
 - c. Enter your Opportunity Bank of Montana online banking credentials and click **Continue**.
 - Express Web Connect uses the same credentials you use for Opportunity Bank of Montana online banking.
 - d. If requested, provide additional information.
 - e. Ensure you associate the accounts for Opportunity Bank of Montana to the appropriate account already listed under **Which accounts do you want to connect?** Choose the matching accounts in the drop-down menu.

Important: Do NOT select “+Add New” unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track in this QuickBooks Online Company, uncheck the box next to the Account Name.
 - f. After all accounts have been matched, click **Connect** and then click **Finish**.
3. **Exclude** duplicate transactions.
 - a. Select **Banking** from the left column.
 - b. In the For Review section, click the checkboxes for the transactions you want to exclude.
 - c. Choose **Batch Actions > Exclude Selected**.

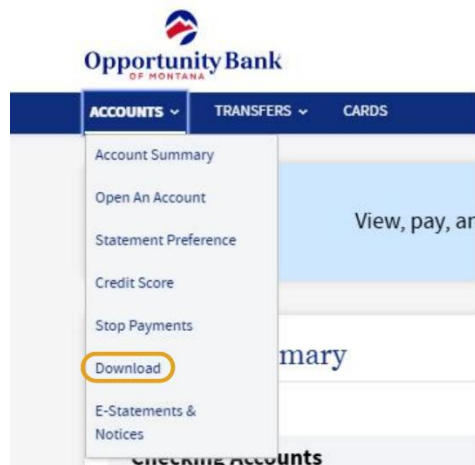
QuickBooks® Online Web Connect

Prior to Thursday, August 21, 2025

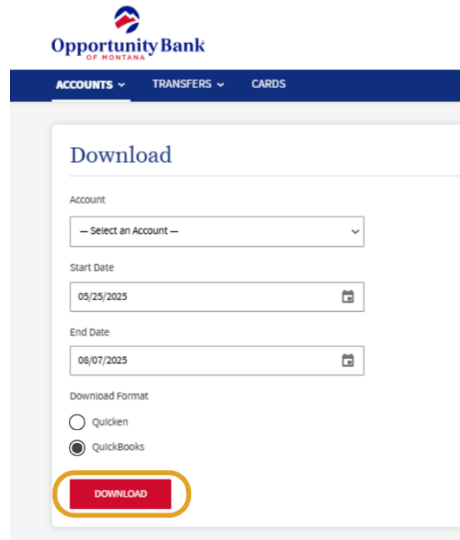
1. **Complete a final transaction download** and match downloaded transactions.
 - a. Complete a final transaction update before the upgrade for complete, up-to-date transaction history.
 - b. Accept all new transactions into the appropriate registers (required).

On or after Wednesday, September 3, 2025

1. **Disconnect** the online banking connection to your Opportunity Bank of Montana accounts.
 - a. Select **Banking** from the left column.
 - b. Click on the account you would like to disconnect, then click the **Pencil** icon on the corner of that account box.
 - c. Click **Edit Account Info**.
 - d. Check the box next to **Disconnect this Account on Save**.
 - e. Click **Save and Close**.
 - f. Repeat steps for any additional accounts that apply.
2. **Reconnect** online banking connection for accounts that apply.
 - a. Log in to your updated Opportunity Bank of Montana online banking and download your Web Connect file (qbo. or qfx.).
 - Login to Opportunity Bank of Montana online banking.
 - On the landing page, select **Accounts**.
 - From the drop-down menu, click on **Downloads**.



- On the Download landing page, select the account, start date, end date, and QuickBooks.



- Click **Download** and save the file to your computer.
- b. In QuickBooks Online, choose **Banking** from the left column.
- c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.
- d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.
Important: Do NOT choose “+Add New” in the drop-down menu unless you intend to add a new account to QuickBooks Online.
- e. When the import is finished, click **Let's go!**
- f. Review the **For Review** tab on the Banking page to view what was downloaded.
- g. Click **Next**, and then click **Done**.
- h. Repeat this step for each of your Opportunity Bank of Montana accounts.