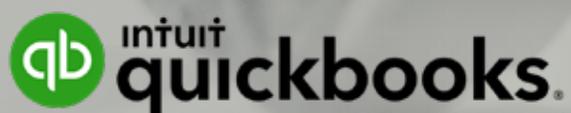




**FIRST STATE
BANK & TRUST**
COMPANY, INC.

Direct Connect Your
First State Bank & Trust accounts to



QUICK START GUIDE

Get an up-to-date view of your sales and expenses with virtually no data entry required, with our new Direct Connect option.

We're now offering our customers Direct Connect to Intuit Quickbooks, allowing you to integrate your online banking directly with Quickbooks in real-time so you can quickly and seamlessly

- **Track income**
- **Manage expenses**
- **Organize receipts**
- **Run reports**
- **No downloading/uploading required!**

Connect as many accounts as you need, including: bank accounts, credit cards and PayPal. Follow our quick start guide below for instructions on connecting your accounts to either **QuickBooks Online** or **QuickBooks Desktop**.

How to connect your bank and credit card accounts to QuickBooks Online



STEP

1

In your QuickBooks account, go to the **Banking** menu or **Transactions** menu.

STEP

2

Select **Connect** Account on the landing page, or select **Add account** or **Link account** if you have already created an account.

STEP

3

Search for FSBT by typing: **First State Bank & Trust Co.** or **First State Bank & Trust Co. (MO)** *Search for other institutions as needed.*

STEP

4

Select **Continue**. Then enter your FSBT online banking username and password in the pop-up window. It may take a few minutes to connect. You'll see on screen instructions if additional security steps need to be taken.

STEP

5

Select the accounts you want to connect to QuickBooks. You should see all of your accounts tied to FSBT and can connect as many as you need.

STEP

6

For each account, select the account type from the drop down.

STEP

7

Select the date range for the download. Some banks download the last 90 days of transactions others go back as far as 24 months.

STEP

8

Select **Connect**.

Don't see your account?

If you're new to QuickBooks Online or don't see the option in the dropdown menu, select + **Add New**. This creates a new account on your chart of accounts.

To create a new bank account: Select **Savings** or **Checking** for the Detail type. Fill out the rest of the form. Then select **Save and Close**.

To create a new credit card account: Change the Account type to **Credit Card**. Fill out the rest of the form. Then select **Save and Close**.

How to connect your bank and credit card accounts to QuickBooks Desktop



STEP
1

In your QuickBooks account, go to the **Banking menu** → **Bank Feeds** → **Set up Bank Feeds for an Account.**

STEP
2

Find your bank screen and search for FSBT by typing: **First State Bank & Trust Co.** or **First State Bank & Trust Co. (MO)** in the entry field. When FSBT appears as a result, **click it.** *Search for other institutions as needed.*

STEP
3

When the Direct Connect page loads, click **Continue.**

STEP
4

Enter your FSBT online banking username and password in the pop-up window. It may take a few minutes to connect. You'll see on screen instructions if additional security steps need to be taken.

STEP
5

Select the accounts you want to connect to QuickBooks. You should see all of your accounts tied to FSBT and can connect as many as you need.

STEP
6

For each account, select the account type from the drop down.

STEP
7

Select the date range for the download. Some banks download the last 90 days of transactions others go back as far as 24 months.

STEP
8

Select **Connect.**

Don't see your account?

If you're new to QuickBooks Online or don't see the option in the dropdown menu, select + **Add New.** This creates a new account on your chart of accounts.

To create a new bank account: Select **Savings** or **Checking** for the Detail type. Fill out the rest of the form. Then select **Save and Close.**

To create a new credit card account: Change the Account type to **Credit Card.** Fill out the rest of the form. Then select **Save and Close.**