

# QuickBooks Online Conversion Instructions

As Bangor Savings Bank completes the migration from Treasury Online to Bangor Treasury Management, your QuickBooks Online settings will need to be modified to ensure that your data connectivity transfers smoothly to Bangor Treasury Management. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

**IMPORTANT:** Express Web Connect will not be available until Monday, July 20, 2026, so please utilize another connectivity type if you need transaction updates during this downtime.

To navigate this document, just click the link below that matches your product connectivity:

## Instructions for One-Step Update initiated from within QuickBooks Online

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## Instructions for Downloading a Web Connect file from your Online Banking Site

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# QuickBooks Online Express Web Connect

## BY 4:00 PM ON FRIDAY, JULY 10, 2026:

1. Complete a final transaction download
2. Complete last transaction update before the change to get all your transaction history up to date
3. Accept all new transactions into the appropriate registers

## STARTING 8:00 AM ON MONDAY, JULY 13, 2026:

### **Disconnect online banking connection for accounts connected to Bangor Savings Bank.**

1. Select Banking from the left column
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box
3. Click Edit Account Info
4. Check the box next to Disconnect this Account on Save
5. Select Save and Close
6. Repeat steps for any additional accounts that apply

## ON MONDAY, JULY 20, 2026:

### **1. Reconnect online banking connection for accounts that apply**

- a. On the Banking page, click Add Account in the upper-right side of the screen
- b. Type Bangor Savings Bank and choose the correct option from the results
- c. Enter your Bangor Savings Bank credentials and click Continue. Express Web Connect uses the same credentials you use for your Bangor Savings Bank online banking.
- d. Provide additional information, if requested
- e. Ensure you associate the accounts for Bangor Savings Bank 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

## 2. 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

## BY 4:00 PM ON JULY 10, 2026:

1. Complete a final transaction download
2. Complete last transaction update before the change to get all of your transaction history up to date
3. Accept all new transactions into the appropriate registers

## STARTING 8:00 AM ON JULY 13, 2026:

### 1. Disconnect online banking connection for accounts connected to Bangor Savings Bank

- 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. Download a Web Connect file (.qbo) from your Bangor Savings Bank online banking
- 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 account that you have connected to Bangor Savings Bank