

# QuickBooks Online

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*Simple Start / Essentials / Plus / Advanced*



1. In the upper-right area, click **Add Account**
2. Enter **Winchester Savings Bank**.
3. Click **Winchester Savings Bank** in the search results below.
4. Type your **login credentials**. Click **Continue**.
5. Provide any additional information requested to proceed.
6. Ensure you associate the account for **Winchester Savings Bank** to the appropriate account already listed under **Which accounts do you want to connect?** Select the matching accounts in the drop-down menu.

**IMPORTANT:** Do **NOT** select **+Add New**. If you are presented with accounts you do not want to track in this data file, **Uncheck** the box next to the **Account name**.

7. After all accounts have been matched, click **Connect**.
8. When the download is finished, you will return to the **Banking** page.