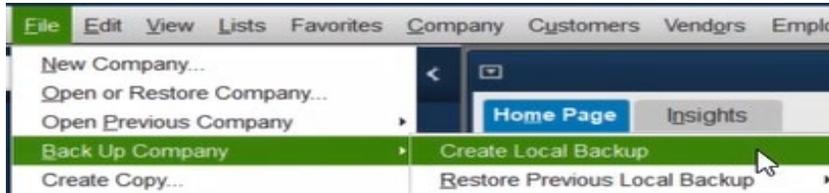


Deactivate Online Banking Connection in QuickBooks for Windows/Desktop

This document provides action needed and step by step instructions on how to deactivate your accounts on the current online banking connection within QuickBooks Windows/Desktop.

1. Create a QuickBooks data file backup: go to **File menu >Back Up Company >Create Local Backup**

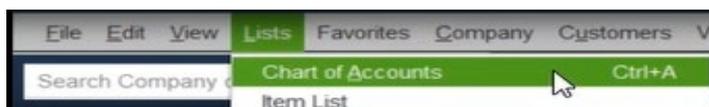


2. Choose the location to save your backup file:



3. Deactivate all online services steps:

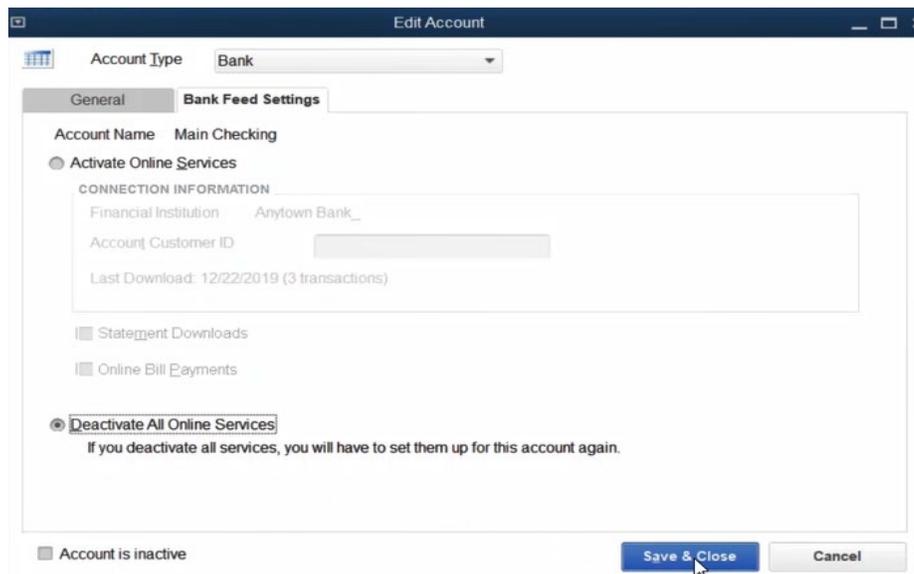
- a. Go to **Lists menu >Chart of Accounts**



- b. From Chart of Accounts list, **right click on the account** then click on **Edit Account**
Note: To help identify the accounts you need to take actions on, look for the lightning bolt in the connectivity column. A lightning bolt represents account that is currently connected to online banking.



- c. Go to **Bank Feed Settings** tab, choose **Deactivate All Online Services** then click on **Save & Close**



- d. Repeat steps for any additional accounts that apply.