

2021

RE-LINKING BANK/CREDIT CARD ACCOUNTS IN QUICKBOOKS ONLINE

EASY AS 1, 2, 3...

4, 5



Step by step guide

01. Login to your QuickBooks Online account + on the left hand side click on **“Banking”** + **“Banking”** to bring up the bank feed.

02. Click on the account (rectangle shape) that shows an orange error marked on the bottom right hand side.

03. You should now see an error message (outlined in orange or red) below the bank account. Error messages can either mean the account stopped syncing or sign-in info needs to be updated. Click on **“Update my sign-in info”** or **“Update now.”**

04. You will then be directed to your online bank or credit card login site. Login using your bank or credit card login + follow the steps to update.

05. After updating the account, if you do not see transactions that have now come into QBO, then refresh your screen or click on **“Update”** in the top right hand corner of the bank feed within QuickBooks Online.