QuickBooks for Mac 2010-2012
Reactivating Your Accounts

www.woodforest.com

WOODFOREST® NATIONAL BANK

Banking your way...EVERY DAY AND NIGHT!®

STEPS TO REACTIVATE YOUR ACCOUNTS

The QuickBooks Online Services through Woodforest has been reactivated.

Use the following steps to reactivate your account. Please note, you must first ensure the account is deactivated before attempting to reactivate.

Tip: If you are using Firefox or Safari to download transactions, these browsers may add ".txt" to the end of the file name. If you encounter this issue, simply remove the ".txt" from the end of the file name.

Deactivate your Account(s) at Woodforest National Bank

Important: All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose **Lists** menu -> **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** on the menu -> **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the Download Transaction list and **Save.**
6. Click **OK** for any dialogue boxes that may appear with the deactivation.
7. In the **Edit Account** window, click **OK**.
8. Repeat steps 2 – 7 for each account at Woodforest National Bank.

Reactivate your Account(s) at Woodforest National Bank

1. Log in to Woodforest National Bank web site at www.woodforest.com.
2. Download your transactions into QuickBooks.

   Note: To avoid the possibility of creating duplicate records when downloading into Quick-Books, only download transactions that have not been previously downloaded.
3. The **Account Association** window will display during set up. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.
4. Click **Continue**.
5. Click **OK** to any informational prompts.
6. Add or match all downloaded transactions in the Download Transactions window.
7. Repeat steps 2 – 6 for each account at Woodforest National Bank.

For further assistance please contact Customer Care at 1-877-968-7962.