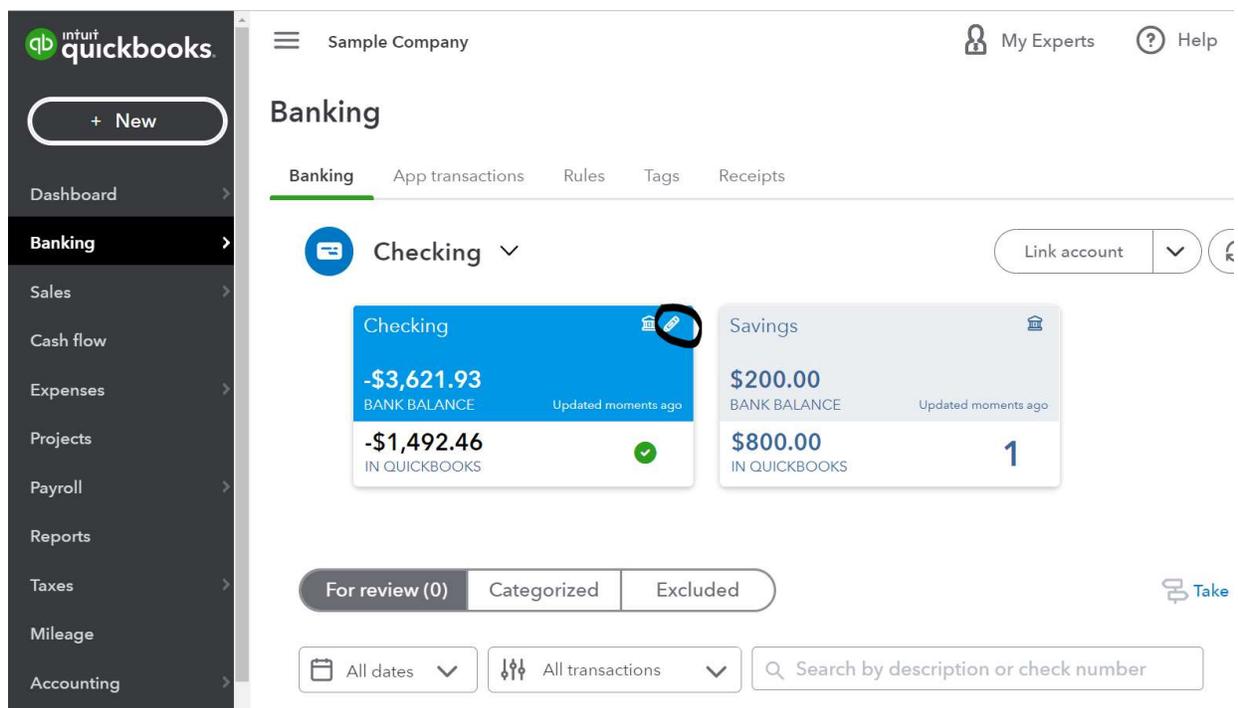# How to Reconnect Your Bank Account to QuickBooks Online

Step 1: Disconnect the previous bank feed connection

- ➢ Select Banking (Transactions) on the left menu
- ➢ Click the pencil icon from the highlighted bank account box

- ➢ Select "Edit account info"
- ➢ Check the box "Disconnect this account on save" and hit "Save and Close"
  - o Note that this does NOT delete your bank account data. It simply disables the old connection to the bank
  - o Perform this step for any bank accounts you need reconnected on the new platform

➢ The previous account(s) will no longer show up on the Bank Feed

Step 2: Link the account with the new connection

➢ Select "Link Account" from the Banking (Transactions) screen

    o If you only had a single account connected previously, your screen will look slightly different - select the green "Connect Account" button instead
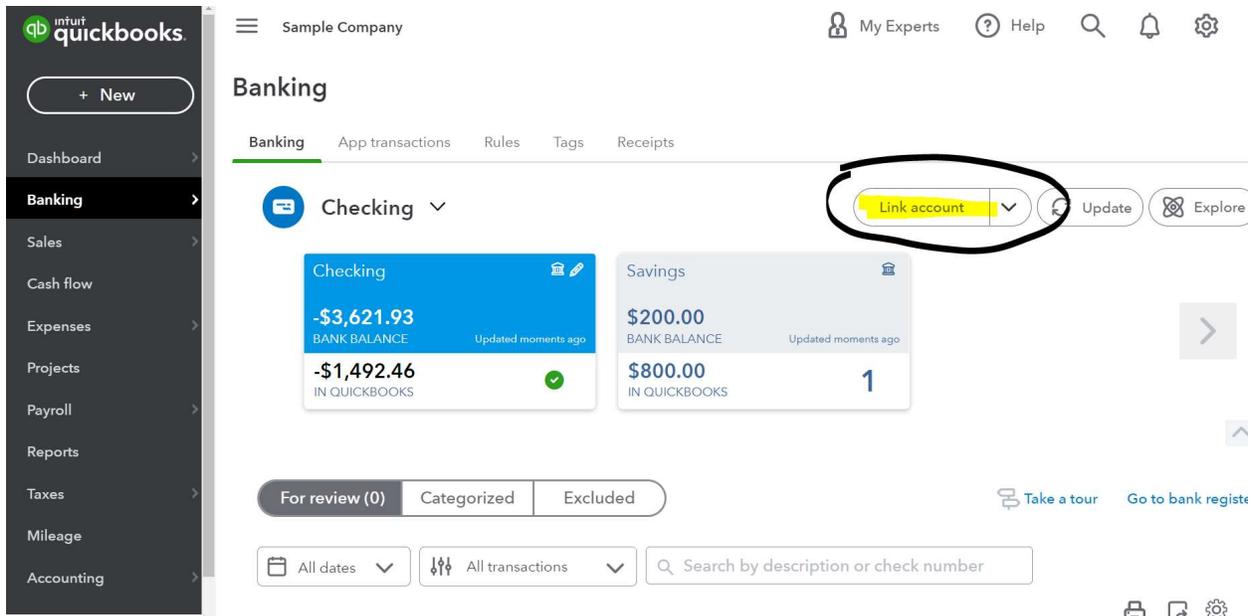
> ➤ If your bank account is through the business online platform (Net Teller),
> type in **"Glacier Family of Banks"** and select the first option that appears

➤ If your bank account is through the commercial online banking platform (TPS/Treasury), type in **"Glacier Family of Banks – Treasury Management"** and select the first option that appears

➤ You will then be directed to sign into your bank account. Type in your username, password, and company ID (if applicable)

➤ The next screen asks you which QuickBooks account you want the bank feed to be matched to. From the dropdown, select the **same account your previous bank feed was linked to.** This is vital to ensure your accounting data stays accurate

➤ Before hitting continue, select the drop down to specify the date you want transactions imported. **To avoid duplicate transactions, select the date your last transaction was entered**

➤ Select continue

➤ Your new bank connection will now be active