## How to link your Bank of Hawaii account to QuickBooks

## Updated as of April 3, 2025

Please see below for instructions provided to reconnect your Bank of Hawaii accounts to QuickBooks.

- 1. Log into QuickBooks.
- 2. On the Left Navigation Menu, select Transactions → Bank transactions.



- 3. Identify the Bank of Hawaii account tile.
- 4. De-link the Bank of Hawaii account.
  - a. Select the "Pencil" (edit) icon on the Bank of Hawaii account tile.

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b. Select "Edit account info"

- i. **IMPORTANT:** Please note the **name of your existing account** by referring to the "Name" field (e.g., "Bank of Hawaii 01" in this walkthrough). You will need to add this account back after relinking your Bank of Hawaii account.
- c. Select "Disconnect this account on save"
- d. Select "Save and Close"

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## 5. Re-link the Bank of Hawaii account.

a. On the right-hand side, select "Link account"

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b. Search and select "Bank of Hawaii"



c. Authenticate with your Bank of Hawaii login credentials.



- d. Select your **bank region (Hawaii or Guam/Saipan/Palau)** and complete **verification process** by sending a one-time code to your phone number via call/text.
- e. Select the **Bank of Hawaii account** you would like to connect.
  - i. In the "Enter account type" dropdown, **select your existing account** (e.g., "Bank of Hawaii 01" in this walkthrough).



ii. **Do NOT** choose "Add new" unless you intend to add a new account to QuickBooks.

- f. Select date range "This year (01/01/2024)"
- g. Select **Connect** and then complete final verification process if prompted.

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After completing these steps, the system automatically syncs up with the account transactions.

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The Bank of Hawaii account will sync on the home/dashboard page as well.

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