

# Coast Capital – QuickBooks Guide

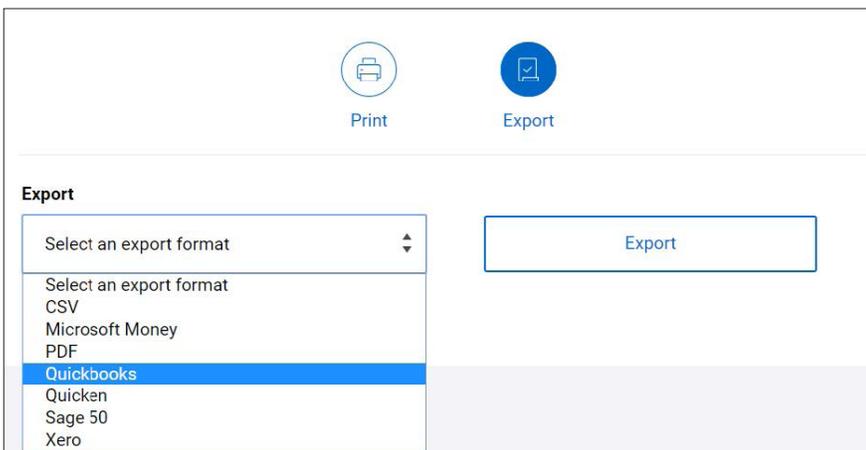
Downloading the QuickBooks (QBO) file

**Step-by step instructions on how to download the QuickBooks (QBO) file, for members using the QuickBooks software (downloaded on a PC).**

**In the new Coast Capital digital banking platform:**

Download the QuickBooks (QBO) File from Coast Capital Savings:

1. Log in to Coast Online Banking
2. Select Account **Overview**> **My Accounts**
3. Click on the correct account to export to QuickBooks
4. Scroll to the bottom of the transaction list for the account
5. Select **Export**
6. From the drop down, select **QuickBooks** as the file type
7. Your PC will prompt you to download a QBO file, save it somewhere it can be located again



For steps to take within your QuickBooks software please reference this Intuit [article](#).