# Deactivate Online Banking Connection in QuickBooks for Mac

This document provides action needed and step by step instructions on how to deactivate your accounts from the current online banking connection within QuickBooks for Mac.

1. Create a QuickBooks data file backup: go to the **File** menu and select **Back Up…**
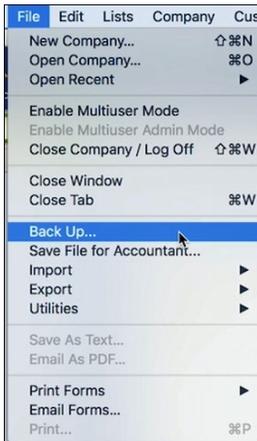


2. To check for updates, go to **QuickBooks** and select **Check for QuickBooks Updates…**
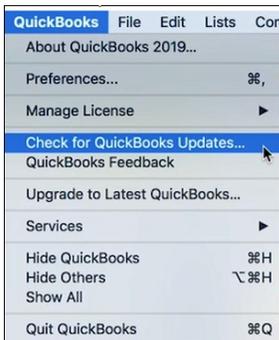


3. Follow these deactivate steps for each account that apply:

   a. Go to **Lists** menu then select **Chart of Accounts.**

b.  From Chart of Accounts list, select the first account you would like to deactivate, then go to **Edit** menu and select **Edit Account.**

    *Note*: To help identify the accounts that are currently connected to online banking, you will see a blue circle icon in the Online Banking Enabled column.





c.  Select **Online Settings** in the **Edit Account** window.

d. From the Online Account Information window, select **Not enabled** from the **Download transaction** list then select **Save.**



e. Click **OK** for any messages that ask to confirm the deactivation.
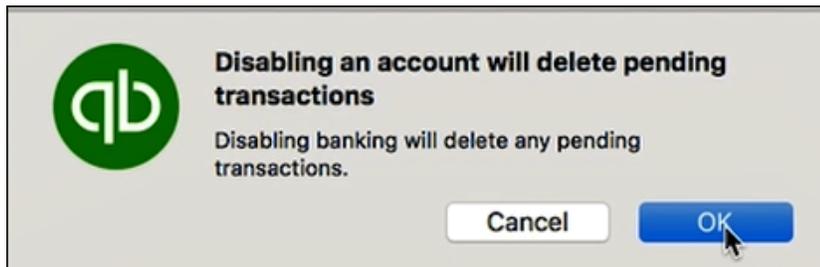


f. The blue circle icon should now be removed from the Online Banking Enabled column for that account.



g. Repeat these steps for any additional accounts that apply.