Quickbooks Desktop Reference Guide

Overview: Provident Bank made a security enhancement utilizing token at log in. Tokens provide enhanced security against unauthorized access and identity theft by adding a layer of authentication when logging in to your account. The procedures below provide how to link you bank accounts and using the Token.



Step	Action
1.	Within Quickbooks Desktop, select Bank Feeds from the left-hand menu.
	If you have no Online Accounts follow Step 2 If you already have Online Accounts follow Step 3 (page 2)
2.	 If you have <i>no</i> Online Accounts a. A pop-up will appear labeled "No Online Accounts" – Select <i>Yes</i>. b. An additional pop-up will appear labeled "Temporarily Close All Windows" – Select <i>Yes</i> again.



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Step	Action
3.	Within Quickbooks Desktop, select Bank Feeds from the left-hand menu.
	 If you <i>already</i> have Online Accounts a. Select + <i>Add Account</i> b. A pop-up will appear labeled "Temporarily Close All Windows" – Select <i>Yes</i>





Step	Action
4.	Type Provident Bank in the search bar
5.	Select Provident Bank NJ-Business DC





Step	Action
6.	Click Continue
	**NOTE: Users must first enroll in the Direct Connect Service with
	Provident Bank to be able to use this service within Quickbooks Desktop**



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Step	Action
7.	Enter Company ID-UserID (ex: "123456-testuser")
	Company ID = ProvidentConnect Company ID User ID = ProvidentConnect User ID
8.	Enter Password
	If you log into ProvidentConnect with a PASSWORD enter your Password OR
	If you log into ProvidentConnect with a TOKEN enter your Personal 8 Digit PIN Number + Token Code with no dashes or spaces between your PIN and the Token Code
	**NOTE If you use a Soft Token, the 8 Digit Token Code is provided on your device. Open the RSA Secure ID app to obtain the Token PIN OR
	<i>If you use a Hard Token, the 6 Digit Hard Token Code is provided on your personal Hard Token fob.</i>
9.	Select <i>Connect</i>



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🕎 View Balances			
M Run Favorite Reports			
Open Windows	Service provided by http://www.providentnj.com 800-448-7768		
COVID-19 Resources			
👜 Turn on Payroll		Back Connect	
Accept Credit Cards			
Order Checks & Tax Forms			
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Step	Action
10.	Select which <i>Accounts</i> you want to connect by selecting the appropriate
	option from the Quickbooks Account drop down
11.	Select Connect



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Step	Action
12.	Bank Account Set Up Complete!