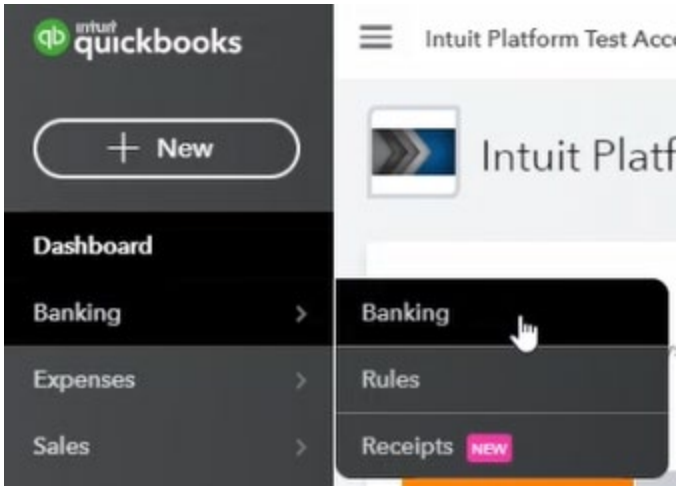
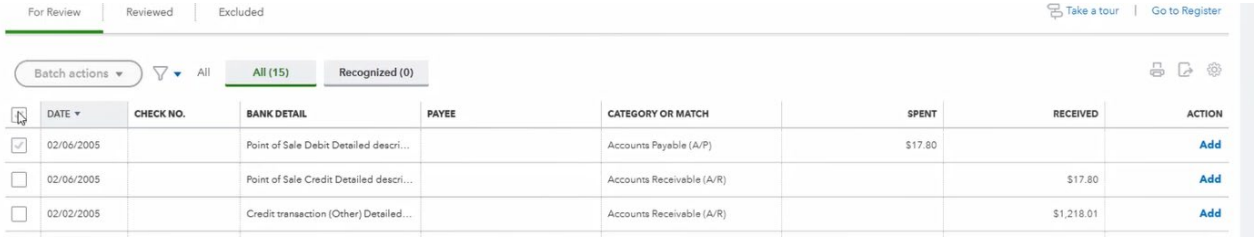
QuickBooks Online Disconnect

This document provides action needed and step by step instructions on how to disconnect your accounts on the current online banking connection within QuickBooks Online.

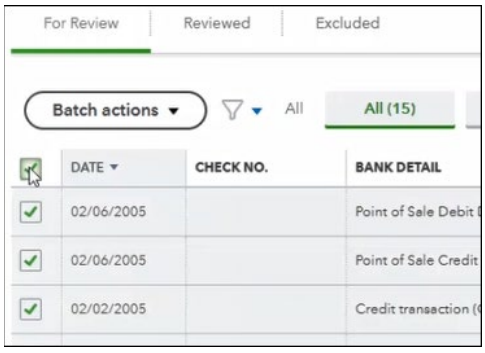
1. To get started, select **Banking** from the left column



2. Before completing the disconnect, accept or exclude any of the pending **For Review** items.

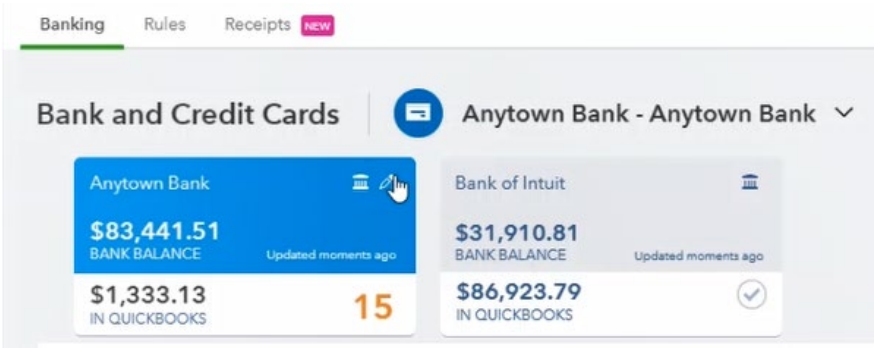


This can be done as a **batch action**, select multiple or all transactions:

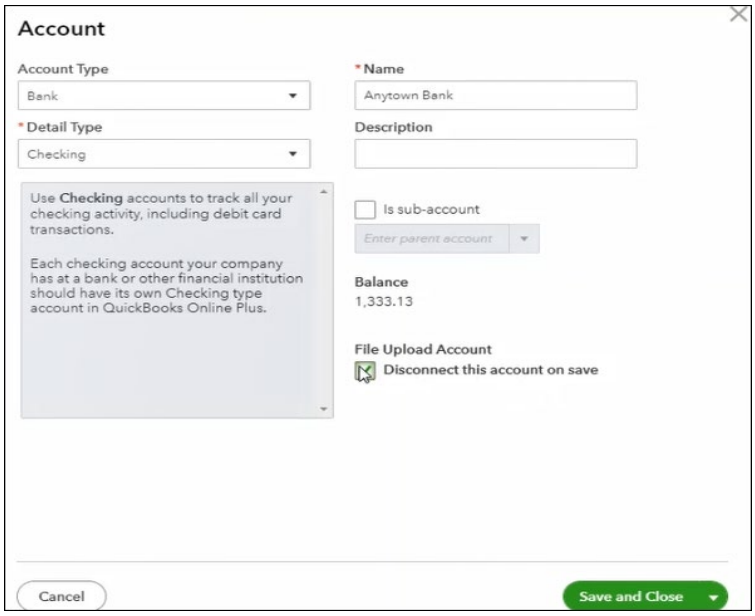


Select the action:

3. Next, **select the box for the account that you want to disconnect**, then **click the pencil** on the top right corner of the box. Choose edit account info if prompted:



4. On the account details page, choose the box next to **Disconnect this account on save**, then select **Save and Close**.



5. Repeat these steps for any accounts that apply.