

Manual Export of Transactions from M1st

1. Navigate to <https://myonline.members1st.org>.
2. Log into Members 1st Online Banking.
3. Click on whichever account (if more than one account) that you wish to export transactions from.
4. Under each sub-account (e.g. Checking, Regular Savings, etc.), use the Search Criteria form to gather the transactions you wish to export.
 - a. For a more advanced search, click + advanced search. This will allow you to search for a specific date range, check range, and amount.
 - b. You may search several years back, but you can only search 6 months or 150 transactions at a time. To be safe, try searching 1-2 months at a time.
5. Once you have your desired transactions, click Export and select whichever program you wish to export your transactions to.
 - a. Most times you will be asked if and where you want to save the file. Save it somewhere you will remember, such as on your Desktop.

Quicken:

1. Click File > File Import > Web Connect File... and select the file you downloaded from Members 1st.
2. From here Quicken will prompt you to Import Downloaded Transactions.
 - a. If these transactions are from a new account that you have never added into Quicken, select Create a new account and select the account type and nickname and click Import.
 - b. If these transactions are from an account that already exists in your Quicken account, select Link to an existing account and select the appropriate account and click Import.

QuickBooks:

1. Click File > Utilities > Import > Web Connect Files... and select the file you downloaded from Members 1st. (This should be a .QBO file)
2. From here QuickBooks will start importing your downloaded transactions.