TACTICALPAY

INTUIT quickbooks | authorize.net

A Step-By-Step Guide

Overview: Have customers' credit and debit card payments import into your Quickbooks Online or Desktop version by connecting it with Authorize.net, to which your new merchant account is already connected.

1

Welcome Email

Once approved for a merchant account, you'll receive a welcome email with your **Authorize.net Login**, **API Login ID Key**, and **Transaction Key**. Save this information.

2

Ensure Pre-Requisites Are Met

Quickbooks Online:

- Know your Quickbooks Online Account Login / Password
- Add accurate Company Name, Services, Payment Methods and Clients to your Quickbooks, as these will be automatically imported.

Quickbooks Desktop:

- 2022 Version or Newer. Update your Quickbooks with latest updates.
- Add accurate Company Name, Services, Payment Methods and Clients to Quickbooks, as these will be automatically imported.
- Select **File > Sync**. Launch **Intuit Sync Manager**. Create Username and Password. Save this information.

3

Integrate Authorize.net with Quickbooks

Log in to Authorize.net using Welcome Email credentials.

- Select **'Sync for Quickbooks'** and approve all Terms.
- Select **'Connect to Quickbooks'** button.
- Sign in to Quickbooks using your Quickbooks Online login or Sync Manager Login (Desktop version). Click **Complete Registration**.

4

You're Done!

Transactions from your most recent batch will automatically link to your Quickbooks account. Adjust any settings or sync issues in the Sync for Quickbooks Dashboard.

Need Help?

Contact Your Customer Success Manager

888-281-5830 • support@tacticalpay.com