Quicken[®] for Mac Personal Finance Software 2005–2007 **Account Conversion Instructions for Web Connect**

s your financial institution completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need to be able to log in to the Web site of your financial institution.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online service may stop functioning properly. This conversion should take 10 minutes.

Note: In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.

In this document, Quicken 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

BACK UP YOUR CURRENT DATA

- **1.** *Quicken for Mac 2006 rightarrow 2007 customers:* $Choose File menu <math>\rightarrow$ Back Up \rightarrow To Disk.... *Ouicken for Mac 2005 customers:* Choose File menu \rightarrow Save a Copy....
- **2.** Complete the following prompts.



DOWNLOAD THE LATEST QUICKEN UPDATE

1. Quicken for Mac 2006 & 2007 customers: Choose Quicken 2006 or 2007 menu → Check for Updates.

Ouicken for Mac 2005 customers: Choose Quicken 2005 menu \rightarrow Check for Updates.

- **2.** If a software update is available, then you will be prompted to download the update from the Quicken Web site.
- **3.** Once the update is complete, restart Quicken.

1. Choose **Online** menu → **Download Transactions...**.

00	Download Transactions		
Old Town Bank Online balance as of 1		y County Employees FC	v For 2005 customers:
Date Number 5/21/04 DEP 5/22/04 DEP 5/23/04 ATM 8/14/05 2580 8/19/05 2589 6/12/05 2580 Accept Accept	Payee (Category) NTERNET BANKING FUNDS XFER ATM ACINM #0634 804 Check Check Check All Unmatch Delete		
Date Number 4/21/06	Payee/Category/Memo Opening Balance [Checking at Montgomery County] INTERNET BANKING FUNDS XFER Category INTERNET BANKING FUNDS XFER	Payment CIr Dep R R ♦ Payment 2 ▶ Open Split 2	Account: options. The Download button is positioned to the right.
Record Restr	ore) 📩		list.

Quicken for Mac 2005 customers: Click to select your financial institution and account from the dropdown lists. (The note in the graphic explains how your **Download Transactions** dialog will look a little different.)

3. Click Download....

4. Enter your customer ID and PIN to log in to you financial institution's Web site. Download your transactions into Quicken.

Note: You will not be able to download these transactions after the conversion.

Repeat steps **2** through **4** for each account (such as checking, savings, credit cards, and brokerage) that you will use for online banking and investing.

5. Once the transactions are downloaded, accept all the transactions into your Quicken account register.

Important: You will not be able to proceed to the next section until you accept all transactions in the Download Transactions tab.

▲ For help reconciling your account register, choose **Help** menu → **Quicken Help**. In the Ask a **Question** prompt, enter *Reconciling an account*.



DISABLE YOUR ACCOUNTS FROM WEB CONNECT

1. Choose Lists menu \rightarrow Accounts.

😸 😁 😁 🛛 Quicken Data T4.qdfm: Ace	ounts			
Account Type 0 hecking at Montgol. Checking 0 Checking 0		nt Name: Checking	Financial Institution:	Old Town Bank
Credit Card Oredit Card Oredit Card Money Market Oredit	59.18 0.00 0.00 Des	scription:	Customer ID:	00000000
	ccou	unt Type: Checking 🛟	Routing Number:	082900872 9 digits
	Cre	dit Limit: 0.00	Account Number:	11094542
Show hidden accounts Total	\$56,488.14	ax Status: 🔄 Tax-deferred or tax-exempt Account: 🗹 In lists	Download transactions:	via web site
New Edit Delete	Open //	In toolbar		Auto-Reconcile Options
	Notes:			
			Pay bills online:	not enabled
			Customer ID:	
			Routing Number:	
			Account Number:	
2. Select the account y	ou w:			Cancel OK
,		-		~

Number as needed.

- **3.** In the Download transactions: drop-down list, select **not enabled**. Click **OK** to the prompt, "You are about to disable..." (not shown)
- 4. Click **OK** to save your edits.

Repeat steps **2** through **4** for each online

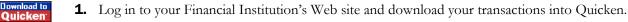
account (such as checking, savings, credit cards, and brokerage). As each online account is disabled, its blue online circle icon disappears. Verify that your account list does not display blue online circle icons for any accounts.

Account Name	Account Type	9	Balance	4
Checking	Checking		57,416.07	
Checking at Montgo	Checking		-868.75	
Credit Card	Credit Card		59.18	
Line of Credit	Line of Credit		0.00	
Money Market	Money Market		0.00	
Show hidden accord	unts	Total:	\$56,488.14	

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ENABLE YOUR ACCOUNTS FOR WEB CONNECT

IMPORTANT: Complete section **E** after the conversion date.



Important: To avoid the possibility of creating duplicate records when downloading into Quicken, select a "from" date that does not include records previously downloaded from your financial institution.

2. Click the **Use an existing Quicken account** radio button. In the corresponding drop-down list, select the Quicken account.



Repeat steps **1** and **2** for each account that you will use for online banking or investing with your financial institution.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!