

## Quicken® for Mac Personal Finance Software 2005–2007 Account Conversion Instructions for Web Connect

As 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, the red icon numbers match the stepped number instructions. All financial institution and register information is fictitious and is for illustration only.

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

### A.

### BACK UP YOUR CURRENT DATA

1. *Quicken for Mac 2006 & 2007 customers:* Choose File menu → Back Up → To Disk....  
*Quicken for Mac 2005 customers:* Choose File menu → Save a Copy....
2. Complete the following prompts.

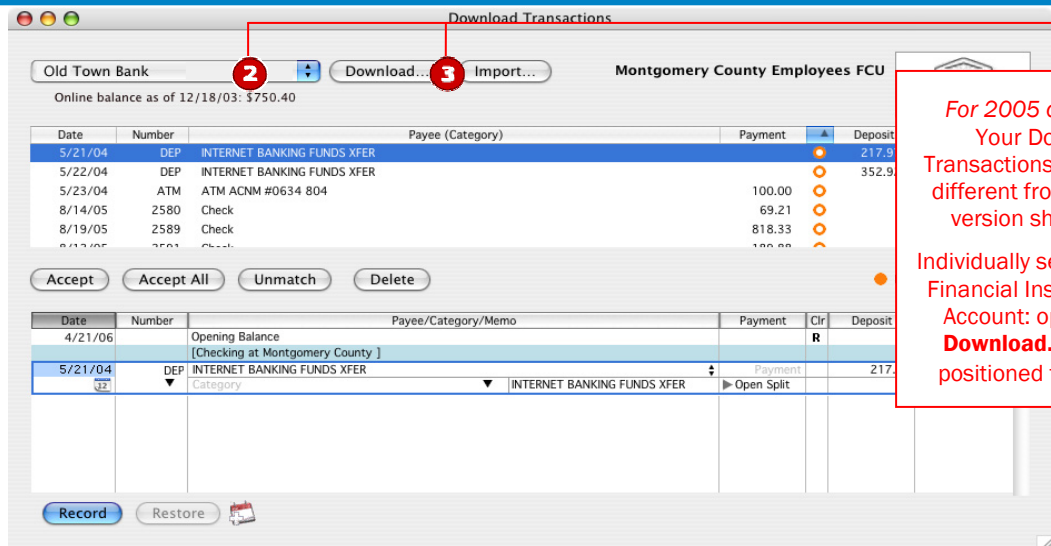
### B.

### DOWNLOAD THE LATEST QUICKEN UPDATE

1. *Quicken for Mac 2006 & 2007 customers:* Choose Quicken 2006 or 2007 menu → Check for Updates.  
*Quicken for Mac 2005 customers:* Choose Quicken 2005 menu → Check for Updates.
2. If a software update is available, you will be prompted to download the update from the Quicken Web site.
3. Once the update is complete, restart Quicken.

C.

## GET YOUR LATEST TRANSACTIONS



2. *Quicken for Mac 2006 & 2007 customers:* Click to select your account from the drop-down list.  
*Quicken for Mac 2005 customers:* Click to select your financial institution and account from the drop-down lists. (The note in the graphic explains that the appearance of your Download Transactions dialog is a little different.)



3. Click Download....
4. Enter your customer ID and PIN to log in to your 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.

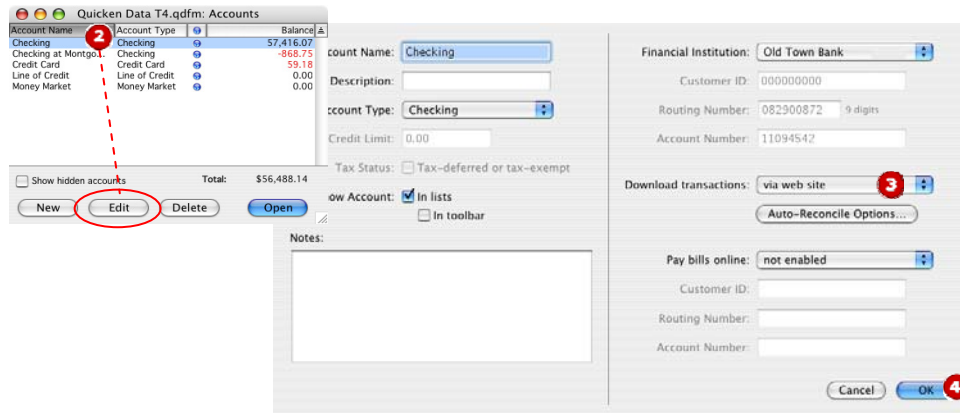
5. When the transactions are downloaded, **accept all of the transactions into your Quicken account register.**

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

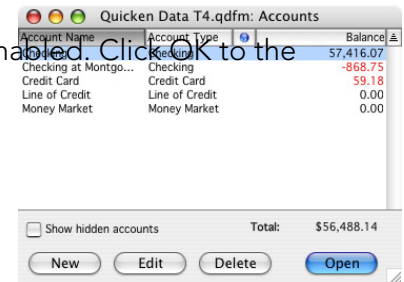
⚠ For help with reconciling your account register, choose Help menu → Quicken Help. In the Ask a Question prompt, enter *Reconciling an account*.

## D. DISABLE YOUR ACCOUNTS FROM WEB CONNECT

1. Choose Lists menu → Accounts.



2. Select the account you want to disable, and click Edit. **Update Account Number and Routing 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.

E.

ENABLE YOUR ACCOUNTS FOR WEB CONNECT

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



1. Log in to your financial institution's Web site and download your transactions into Quicken.

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

Select Account to Enable

You are downloading transactions for the following account:

Financial Institution: 1st National Bank & Trust  
Account Type: Checking  
Account Number: 11094542

Quicken does not have an associated account to handle these transactions. Select an existing account or enter a new account name, and click OK.

**2**  Use an existing account: Checking at Old Town Bank

Create a new account: Checking at 1st National Bank

Cancel OK

Select your existing account here.

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!