Intuit Migration Instructions
Non-Cash Management Clients

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QuickBooks for Mac Conversion Instructions

Direct Connect to Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your ***User ID and Password*** for the ***MainSource Bank*** and ***First Financial Bank*** websites.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at top. Search for **Back Up** and follow the instructions. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at top. Search for ***Update QuickBooks***, select **Check for QuickBooks Updates** and follow the instructions

Task 2: Deactivate Your Account(s) at ***MainSource Bank***

NOTE: All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.

2. Select the account you want to deactivate.

3. Choose **Edit** menu > **Edit Account**.

4. In the **Edit Account** window, click the **Online Settings** button.

5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps 2 – 6 for each account at ***MainSource Bank.***

Task 3: Re-activate Your Account(s) at ***First Financial Bank-NEW*** on or after ***05/29/2018***

1. Log in to ***www.bankatfirst.com*** and download your QuickBooks Web Connect File.

> **IMPORTANT:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Click **File** > **Import** > **From Web Connect**.

3. If prompted for connectivity type, select **Web Connect**.

4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

> **IMPORTANT:** Do **NOT** select "**New**" under the action column.

5. Click **Continue**.

6. Click **OK** to any informational prompts.

7. Add or match all downloaded transactions in the **Downloaded Transactions** window.

8. Repeat steps 1 – 7 for each account at ***First Financial Bank.***

Thank you for making these important changes!

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

QuickBooks for Mac Conversion Instructions

Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose the **Help** menu **and use the Search bar available at the top.** Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu and use the Search bar available at the top. Search for ***Update QuickBooks***, select **Check for QuickBooks Updates** and follow the instructions.

Task 2: Disconnect Accounts at **MainSource Bank** on or after ***05/21/2018***

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit** menu > **Edit Account**.
4. In the **Edit Account** window, click the **Online Settings** button.
5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transaction** list and click **Save**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected.

Task 3: Reconnect Accounts to ***First Financial Bank-NEW*** on or after ***05/29/2018***

1. Log in to ***www.bankatfirst.com*** and download your QuickBooks Web Connect File.

> **NOTE:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Click File > Import > From Web Connect.
3. If prompted for connectivity type, select Web Connect.
4. The **Account Association** window displays during setup. For each account you wish to download into QuickBooks, click **Select an Account** to choose the appropriate existing account register.

> **IMPORTANT:** Do NOT select "New" under the action column.

5. Click **Continue**.
6. Click **OK** to any informational prompts.
7. Add or match all downloaded transactions in the **Downloaded Transactions** window.
8. Repeat steps for each account to be reconnected.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

QuickBooks for Windows Conversion Instructions

Direct Connect to Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your ***User ID and Password*** for the ***MainSource Bank*** and ***First Financial Bank*** websites.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

This detour symbol indicates section instructions that are using bill pay within QuickBooks only. If you do **not** use QuickBooks to make online bill payments, you can skip these sections or steps.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help menu > QuickBooks Help**. Search for **Back Up** and follow the instructions.

2. Download the latest QuickBooks update. For instructions to download an update, choose **Help menu > QuickBooks Help**. Search for **Update QuickBooks**, then select **Update QuickBooks** and follow the instructions.

> **NOTE:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help menu > QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

> **NOTE:** If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).

5. For instructions to enable Classic Mode (Register Mode), choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Task 2: Cancel Outstanding Payments by ***05/17/2018***

If you are **not** a bill pay user within QuickBooks, please skip this section.

> **IMPORTANT:** This step must be completed by ***05/17/2018*** to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after ***05/17/2018,*** then it is possible that these payments will still be processed.

1. Open the **Register** of the account you made the payment from.
   a. Click **Company** > **Chart of Accounts**.
   b. **Double-click** the account to use.
2. In the register, locate the transaction you want to cancel.
3. Click the transaction to select it.
4. Go to **Edit** menu and then click **Cancel Payment**.
5. The cancellation appears in the **Items to Send** list of the **Online Banking Center (Bank Feeds Center)**. When you send and receive transactions, it is sent to the financial institution.

Task 3: Deactivate Your Account(s) at ***MainSource Bank*** on or after ***05/21/2018***

> **NOTE:** All transactions must be matched or added to the register prior to deactivating your account(s).

1. Choose **Lists menu > Chart of Accounts**.
2. Select the account you want to deactivate.
3. Choose **Edit menu > Edit Account**.
4. Click on the **Bank Feed Settings** tab in the Edit Account window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps 2 – 6 for each account at ***MainSource Bank.***
8. Backup your data file.

Task 4: Re-activate Your Account(s) at ***First Financial Bank-NEW*** on or after ***05/29/2018***

1. Log in to ***www.bankatfirst.com and download your QuickBooks Web Connect file.***
2. Click **File** > **Utilities** > **Import** > **Web Connect Files**.

IMPORTANT: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. Link your bank account with the existing QuickBooks account and click **Continue**.

Task 5: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

Thank you for making these important changes!

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

QuickBooks for Windows Conversion Instructions

Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **QuickBooks Help**. Search for **Back Up** and follow the instructions.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help** menu > **QuickBooks Help**. Search for ***Update QuickBooks***, then select **Update QuickBooks** and follow the instructions.

> **NOTE:** If multiple computers do not use the same QuickBooks data file, skip step 3. QuickBooks activities such as **Online Banking** cannot be performed in multi-user mode because of the way the activities interact with a company data file.

3. Switch to single user mode. For instructions to switch to single user mode, choose **Help** menu > **QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

> **NOTE:** If you are not using Classic Mode (Register Mode), enable it for the conversion. You can change it back after the conversion is complete.

4. Enable Classic Mode (Register Mode).

5. Fr instructions to enable Classic Mode (Register Mode), choose **Help menu > QuickBooks Help**. Search for **Banking Feed Modes**, select **Bank Feeds Modes overview**, scroll down, and follow the instructions.

Task 2: Disconnect Accounts at ***MainSource Bank*** on or after ***05/21/2018***

1. Choose the **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.
3. Click **Edit** menu > **Edit Account**.
4. Click on the **Bank Feed Settings** tab in the **Edit Account** window.
5. Select **Deactivate All Online Services** and click **Save & Close**.
6. Click **OK** for any dialog boxes that may appear with the deactivation.
7. Repeat steps for each account to be disconnected***.***

Task 3: Reconnect Accounts to ***First Financial Bank-NEW*** on or after ***05/29/2018***

1. Log in to ***www.bankatfirst.com and download your QuickBooks Web Connect file.***
2. Click **File** > **Utilities** > **Import** > **Web Connect Files**.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

3. If prompted for connectivity type, select **Web Connect**.
4. Click the **Import new transactions now** radio button, then click **OK**.

NOTE: If you previously removed the check from the “Always give me the option of saving to a file...” option, then this dialog will not display.

5. In the **Select Bank Account** dialog, click **Use an existing QuickBooks** account.
6. In the corresponding drop-down list, select your QuickBooks account, and click **Continue**.
7. Confirm the prompt by clicking **OK**.
8. Repeat steps for each account to be reconnected.

IMPORTANT: Verify that all transactions downloaded successfully into your account registers.

Task 4: Re-enable Express Mode (if necessary)

NOTE: If you prefer Classic Mode (Register Mode), you are finished with your conversion. If you use Express Mode for online banking, you may now re-enable the mode.

For instructions to enable Express Mode, choose **Help** > **QuickBooks Help**. Search for **Banking Feed Modes**, then select **Bank Feed Modes overview**, and follow the instructions.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

Quicken for Mac 2015-2017 Conversion Instructions

Direct Connect to Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

> **NOTE: Direct Connect** may require registration. Please contact ***MainSource Bank*** to verify your Direct Connect login information. **Web Connect** uses the same User ID and Password as the ***First Financial Bank*** website.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken *(Not available in Quicken for Mac 2015).*** If you do **not** use Quicken to make bill payments, skip that Task.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for ***Backing Up***, select **Backing up data files**, and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for ***Updates***, select "Check for Updates," and follow the instructions.

Task 2: Cancel Outstanding Payments before ***05/17/2018 (Not available in Mac 2015)***

If you are **not** a Bill Pay user within Quicken, skip this Task.

> **IMPORTANT:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after ***05/17/2018,*** these payments may still be processed.

1. Highlight a Bill Payment transaction on the account register.

> **IMPORTANT:** While on the account register, go to **File** > **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

2. Click on the **Edit** button located on the action bar at the bottom of the account register window.
3. Click on the **Edit Details** tab located below the highlighted transaction.
4. Click on the **Online Payment** tab.
5. Click on **Cancel Payment**.
6. Repeat steps for each outstanding payment transaction you have with your financial institution.

Task 3: Disconnect Accounts At ***MainSource Bank*** on or after ***05/21/2018***

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads.**
4. Repeat steps for each account to be disconnected***.***

Task 4: Reconnect Accounts to ***First Financial Bank*** on or after ***05/29/2018***

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select Set up transaction download.
4. Enter ***First Financial Bank-New*** in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Log in to ***www.bankatfirst.com.*** **Download** a file of your transactions to your computer.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

6. Drag and drop the downloaded file into the box **Drop download file**.

NOTE: Select "Web Connect" for the "Connection Type" if prompted.

7. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link"** to pick your existing account.

IMPORTANT: Do **NOT** select "**ADD**" under the action column unless you intend to add a new account to Quicken.

8. Click **Finish**.

9. Repeat steps for each account to be reconnected.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

Quicken for Mac 2015-2017 Conversion Instructions

Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for ***Backing Up***, select **Backing up data files**, and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for ***Updates***, select “Check for Updates,” and follow the instructions.

Task 2: Connect Accounts at ***First Financial Bank*** on or after ***05/29/2018***

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Select Set up transaction download.

4. Enter ***First Financial Bank-New*** in the **Search** field, select the name in the **Results** list and click **Continue**.

5. Log in to ***www.bankatfirst.com.*** **Download** a file of your transactions to your computer.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

6. Drag and drop the downloaded file into the box **Drop download file**.

NOTE: Select “Web Connect” for the “Connection Type” if prompted.

7. In the “**Accounts Found**” screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select “**Link”** to pick your existing account.

IMPORTANT: Do **NOT** select “**ADD**” under the action column unless you intend to add a new account to Quicken.

8. Click **Finish**.

9. Repeat steps for each account to be connected.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

Quicken for Mac 2007 Conversion Instructions

Direct Connect to Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

NOTE: Direct Connect may require registration. Please contact MainSource Bank to verify your Direct Connect login information. Web Connect uses the same User ID and Password as the First Financial Bank website.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken**. If you do **not** use Quicken to make online bill payments, skip that Task.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for ***Backing Up***, select "**Backing up data files**," and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for ***Updates***, select "Check for Updates," and follow the instructions.

Task 2: Cancel Outstanding Payments before ***05/17/2018***

If you are **not** a Bill Pay user within Quicken, skip this Task.

IMPORTANT: This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after ***05/17/2018,*** these payments may still be processed.

1. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after ***05/17/2018***.

2. Choose **File** menu > **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.

NOTE: You will use this list later to recreate your payments.

3. Click to select the first pending transaction in your account register. Choose **Online** menu > **Payments** > **Cancel Payment**. Quicken determines if there is enough time to cancel the payment.

4. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.

5. If there is enough time to cancel, then click **Put In Outbox** in the Cancel Payment dialog.

6. Repeat step 3 for each additional pending transaction.

7. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.

8. Click **Send Now**.

9. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.

10. Click **OK** to close the **Online Transmission Summary**.

11. Repeat steps for each account to be deactivated that is enabled for bill payment services.

Task 3: Disconnect Accounts At ***MainSource Bank*** on or after ***05/21/2018***

1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. Write down your account information (account number, routing number, and customer ID).

NOTE: You will need this information to re-enable your account.

4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.
5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
6. Remove the information within the **Account Number** and **Routing Number** fields.
7. Click **OK** to save your edits.
8. Repeat steps for each account to be disconnected.
9. Verify that your account list does not display a blue online circle icon for any accounts at ***MainSource Bank.***

Task 4: Reconnect Accounts to ***First Financial Bank-New*** on or after ***05/29/2018***

1. Download your Quicken Web Connect file from ***www.bankatfirst.com***.

NOTE: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

2. Import your transactions to Quicken.

3. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.

4. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.

5. Repeat steps for each account to be reconnected.

6. Choose **Lists** menu > Accounts. Verify each account at ***First Financial Bank*** has a blue online circle indicating it has been reconnected for online services.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

Quicken for Mac 2007 Conversion Instructions

Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for ***Backing Up***, select “**Backing Up Your Data**,” and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for ***Updates***, select “**Checking for Updates to Quicken**,” and follow the instructions.

Task 2: Disconnect Accounts at ***MainSource Bank*** on or after ***05/21/2018***

1. Choose **Lists** menu > **Accounts**.

2. Select the account to deactivate and click **Edit**.

3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

4. Remove the information within the **Account Number** and **Routing Number** fields.

5. Click **OK** to save your edits.

6. Repeat steps 2 – 5 for each account to be disconnected.

7. Verify your account list does not display a blue online circle icon for the accounts you are disconnecting.

Task 3: Connect Accounts at ***First Financial Bank-NEW*** on or after ***05/29/2018***

1. Download your Quicken Web Connect file from ***www.bankatfirst.com***.

> **NOTE:** Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, you may end up with duplicate transactions.

2. Import your transactions to Quicken.

3. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.

4. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.

5. Repeat steps for each account to be reconnected.

6. Choose **Lists** menu > Accounts. Verify each account at ***First Financial Bank*** has a blue online circle indicating it has been reactivated for online services.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

Quicken for Windows Conversion Instructions

Direct Connect to Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

NOTE: Direct Connect may require registration. Please contact ***MainSource Bank*** to verify your Direct Connect login information. **Web Connect** uses the same User ID and Password as the ***First Financial Bank*** website.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken**. If you do **not** use Quicken to make online bill payments, skip that Task.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for ***Backup Data File*** and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for ***Update Software*** and follow the instructions.

Task 2: Cancel Outstanding Payments before ***05/17/2018***

If you are **not** a Bill Pay user within Quicken, skip this Task.

> **IMPORTANT:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after ***05/17/2018,*** these payments may still be processed.

1. Choose **Tools** menu > **Online Center**.

2. Select ***MainSource Bank*** from the **Financial Institution** drop-down list.

3. On the **Payments** tab, select an account from which a payment is scheduled in the future.

> **NOTE:** Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

4. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after ***05/17/2018.*** To do this, select the first payee and click **Cancel Payment**.

5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after ***05/17/2018***.

6. On the toolbar, choose **Repeating**.

7. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.

8. Repeat step 7 for each repeating payment instruction you have with your financial institution.

Task 3: Disconnect Accounts At ***MainSource Bank*** on or after ***05/21/2018***

1. Choose **Tools** menu > **Account List**.

2. Click the **Edit** button of the account you want to deactivate.

3. In the **Account Details** dialog, click on the **Online Services** tab.

4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.

5. Click on the **General** tab.

6. Remove the financial institution name and account number. Click **OK** to close the window.

7. Repeat steps for each account to be disconnected.

Task 4: Reconnect Accounts to ***First Financial Bank-NEW*** on or after ***05/29/2018***

1. Download your Quicken Web **Connect** file from ***www.bankatfirst.com***.

NOTE: Take note of the date you last had a successful connection in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.

3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

IMPORTANT: Do **NOT** select **Create a new account unless you intend to add a new account to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click **Cancel**.

4. Repeat steps for each account to be reconnected.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers.

Quicken for Windows Conversion Instructions

Web Connect

Introduction

As ***MainSource Bank*** completes its system conversion to ***First Financial Bank,*** you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for ***Backing Up Your Data*** and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for ***Update Software*** and follow the instructions.

Task 2: Disconnect Accounts at ***MainSource Bank*** on or after ***05/21/2018***

1. Choose **Tools** menu > **Account List**.

2. Click the **Edit** button of the account you want to deactivate.

3. In the **Account Details** dialog, click on the **Online Services** tab.

4. Click **Deactivate**. Follow the prompts to confirm the deactivation.

5. Click on the **General** tab.

6. Remove the financial institution name and account number.

7. Click **OK** to close the window. Repeat steps for each account to be disconnected.

Task 3: Reconnect Accounts to ***First Financial Bank-NEW*** on or after ***05/29/2018***

1. Download your Quicken Web Connect file from ***www.bankatfirst.com***.

NOTE: Take note of the date you last had a successful connection in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.

3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

IMPORTANT: Do **NOT** select **Create a new account unless you intend to add a new account to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click the **Cancel** button.

4. Repeat steps for each account to be reconnected.

If you have any questions or need assistance, through Friday, May 25, 2018, you may continue contacting the MainSource Bank Customer Service Center at 800.713.6083. Beginning Saturday, May 26, 2018, please contact the First Financial Bank Client Service Center at 877.322.9530 or stop by one of our convenient banking centers