

QUICKEN Essentials for Mac 2010®

Account Conversion Instructions

[Insert Your Logo Here]

As [Financial Institution A] completes its system conversion to [Financial Institution B], 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 sites of [Financial Institution A] and [Financial Institution B]. **This update is time sensitive and must be completed between [Beginning Date] and [End Date].**

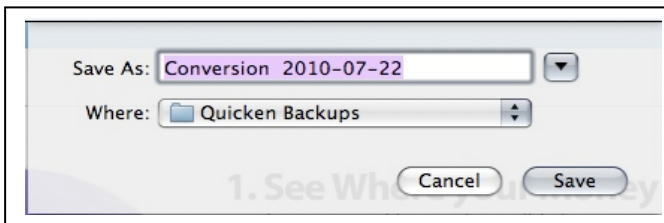
It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online service may stop functioning properly. This conversion should take 10 minutes.

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.

 Within this guide, this symbol displays to indicate that there are optional FAQs.

Back Up Your Data

1. Click on File at the top tool bar → Back Up → To Disk
2. Choose a file name and location, Click Save

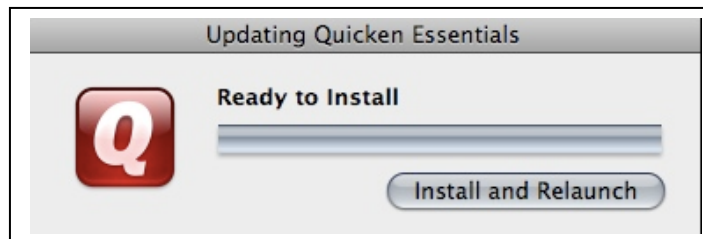


DOWNLOADING THE LATEST QUICKEN® UPDATE

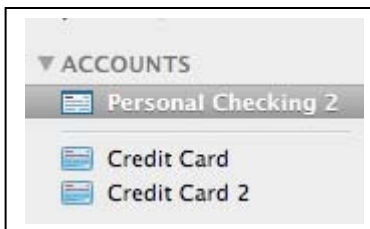
1. Click on Quicken at the top tool bar and select Check for Updates



2. If a software update is available, you will be prompted to download the update; select Install Update to proceed.



Get Your Latest Transactions



1. Select account to be updated
2. Click Update....
3. Enter your customer ID and PIN to log into [\[Financial Institution A\]](#)'s Web site: [\[Web address\]](#). Download your transactions through [\[Conversion Date\]](#) into Quicken.


Peercy, 's Finances

Credit Card 2 -\$4,272.51 Today's Balance Capital One Card Services Search

Last 12 Months Any Type Any Status Reset Filters 7 Items (-\$4,2

Date	Payee	Category	Tags	Charge	Payment	Balance
5/2/10	Opening balance adjustment			-4,217.44		-4,217.44
5/3/10	CANYON DENTAL, PLLC TUSC...			-99.00		-4,316.44
5/10/10	CAPITAL ONE ONLINE PYMT A...				50.00	-4,266.44
5/14/10	CAPITAL ONE ONLINE PYMT A...				78.00	-4,188.44
5/14/10	Returned Online ACH Payment			-78.00		-4,266.44
5/21/10	CAPITAL ONE ONLINE PYMT A...				78.00	-4,188.44
5/28/10	INTEREST CHARGE:PURCHASES			-84.07		-4,272.51

Spending Cloud
Category Summary
This Month
Last Month



Note: You may not be able to download these transactions after [\[End Date\]](#).

4. 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 → Search for reconcile → select Reconcile Account

Deactivate Your Accounts

1. Select the account you want to disable, and click Settings.

The screenshot shows the Quicken interface. On the left, under 'ACCOUNTS', 'Credit Card 2' is selected. The main window displays a transaction list for 'Credit Card 2' with a balance of -\$4,272.51. A callout box highlights the 'Settings' button in the bottom right corner of the transaction list.

Date	Payee	Category	Tags	Charge	Payment	Balance
5/2/10	Opening balance adjustment			-4,217.44		-4,217.44
5/3/10	CANYON DENTAL, PLLC TUSC...			-99.00		-4,316.44
5/10/10	CAPITAL ONE ONLINE PYMT A...				50.00	-4,266.44
5/14/10	CAPITAL ONE ONLINE PYMT A...				78.00	-4,188.44
5/14/10	Returned Online ACH Payment			-78.00		-4,266.44
5/21/10	CAPITAL ONE ONLINE PYMT A...				78.00	-4,188.44
5/28/10	INTEREST CHARGE PURCHASES			-84.07		-4,272.51

2. In the At your financial institution section of the settings page, uncheck the “I want to download transactions” box. This will disable the online banking feature for this account. If you return to this screen you will see the financial institution is no longer listed

The screenshot shows the 'At your financial institution' settings dialog box. The 'I want to download transactions' checkbox is checked. The 'Reg On:' dropdown is set to 'United States'. The 'Financial Institution:' dropdown is set to 'Capital One Card Services'. The 'Connection Type:' dropdown is set to 'Web Connect'. There are 'Assist Me...', 'List...', 'Cancel', and 'Save' buttons.

3. After you have made changes click Save to complete the deactivation process

- Repeat steps 1 through 4 for each [\[Financial Institution A\]](#) online account (such as checking, savings, credit cards and brokerage).

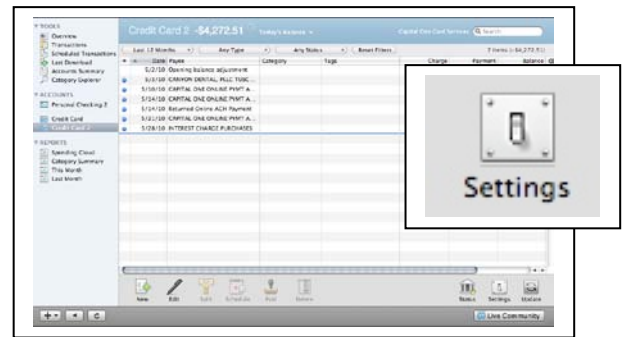
Reactivate Your Accounts

- **Please be advised that the aggregation feature in Quicken Essentials for Mac 2010 known as Quicken Connect will not be active for 2-3 business days after the conversion is complete. Please use Web Connect to download your transaction until that time.**

IMPORTANT: Complete the next on or after [\[Conversion Date\]](#).

- Select one of the accounts held at [\[Financial Institution A\]](#).

- Click Settings



- Check the “I want to download transactions” box.

- Click the List button to select [\[Financial Institution B\]](#).

- After selecting the proper financial institution from the list, select continue to complete the online banking activation process. Ensure you have selected the correct download method (Direct, Web Connect or Quicken Connect).

The screenshot shows the 'At your financial institution' dialog box. It has a title bar and a main area with the following fields and controls:

- I want to download transactions (with an 'Assist Me...' button to its right)
- Region: United States (dropdown menu)
- Financial Institution: (text input field with a 'List...' button to its right)
- Connection Type: Direct Connect (dropdown menu)
- Customer ID: (text input field)
- Download start date:
 - Download all available transactions
 - Download transactions starting: 7/26/2010 (calendar icon)
- Buttons: Cancel, Save

6. Enter the customer ID and PIN or password. Click OK.
7. Complete the remaining prompts as they relate to your financial institution and accounts.
8. Repeat steps 1 through 7 for each online account (such as checking, savings, credit cards and brokerage).

Thank you for making these important changes!

You may also contact us at [\[XXX-XXX-XXXX\]](#). A customer service representative will be available to assist you from [\[XX\]:00A.M.](#) to [\[XX\]:00P.M.](#) [\[DAY – DAY\]](#). You may also visit the [\[Financial Institution B\]](#) Web site at [\[www.FinancialInstitutionB.com\]](#).