

QUICKEN FOR MAC

WEB CONNECT CONVERSION INSTRUCTIONS

INTRODUCTION

As First Madison Bank & Trust completes its system conversion to United Community 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 login credentials for online banking.

It is important that you 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. Go to **File > Save a Backup**.
2. Download the latest Quicken Update. Go to **Quicken > Check for Updates**.

Task 2: Optional task – Complete a final download **before 5:00pm EST on August 16, 2019**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Sign into online banking and download transactions for an account.
4. Import the transactions.
5. Repeat steps for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Connect Accounts at **UCBI – United Community Bank** on or after **August 19, 2019**

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 **UCBI - United Community Bank** in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Log in to **www.ucbi.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.

QUICKEN FOR WINDOWS

EXPRESS WEB CONNECT CONVERSION INSTRUCTIONS

INTRODUCTION

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To complete these instructions, you will need your login credentials for online banking.

NOTE: Express Web Connect uses the same User ID and Password as your financial institution's website.

It is important that you 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. Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**.

Task 2: Optional task – Complete a final download **before 5:00pm EST on August 16, 2019**

1. Choose **Tools** menu > **One Step Update**.
2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the One Step Update dialog.
3. In the **One Step Update Settings** dialog, make sure all items are checked and click **Update Now**.
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE: If you need assistance matching transactions, chose Help Menu > Quicken Help. Search for Matching Transactions and follow the instructions.

Task 3: Disconnect Accounts in Quicken on or after **August 19, 2019**


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

Task 4: Reconnect Accounts to **UCBI – United Community Bank** on or after **August 19, 2019**

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to activate.
3. In the **Account Details** dialog, click the **Online Services** tab.
4. Click **Set up Now**.
5. Use **Advanced Setup** to activate your account.
6. Enter **UCBI - United Community Bank** in the search field, select the name in the list and click **Next**.
7. If presented with the Select Connection Method screen, select **Express Web Connect**.
8. Enter your **User ID** and **Password**. Click **Connect**.

NOTE: You may be presented with a security question from your Financial Institutions prior to receiving your accounts.

9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching accounts in the drop-down menu.



IMPORTANT: Do NOT select “Add to Quicken” 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”.

10. After all accounts have been matched, click **Next**. You will receive confirmation that your accounts have been added.

11. Click **Done** or **Finish**.

QUICKEN FOR WINDOWS

WEB CONNECT CONVERSION INSTRUCTIONS

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To complete these instructions, you will need your login credentials for online banking.

It is important that you 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. Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**

Task 2: Optional Task – Complete a final download **before 5:00pm EST on August 16, 2019**

1. Download your Quicken Web Connect file from **www.firstmadisonbank.com**
2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.
3. Repeat this step for each account (such as checking, savings, credit cards and brokerage) that you use for online banking or investing.
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE: If you need assistance matching transactions, choose Help menu > Quicken Help. Search for Matching Transactions and follow the instructions.

Task 3: Disconnect Accounts in Quicken **on or after August 19, 2019**

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

Task 4: Reconnect Accounts to **UCBI – United Community Bank** on or after **August 19, 2019**

1. Download your Quicken Web Connect file from **www.ucbi.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.

MINT

MINT.COM CONVERSION INFORMATION

INTRODUCTION

As First Madison Bank & Trust completes its system conversion to United Community Bank, Mint aggregation services may be interrupted for up to 5 business days.

NOTE: You will be able to access online banking information by directly logging into your financial institution website during the interrupted time.

MINT CONVERSION INFORMATION

Mint.com data is stored on Intuit cloud servers. Data is updated with every change and cannot restore data to a previous point in time.

For a successful account update, do not login into Mint.com for United Community Bank until five (5) business days following **August 19, 2019**.

During this time, the Mint.com server will automatically make the system conversion for your activated accounts. If you log into Mint.com during this time, you may see duplicate accounts or an error displayed. Please do not attempt to change the status or make any changes in Mint.com during this time. After five (5) business days, the accounts should reconcile showing your transaction history available.

In the event your accounts do not display current transactions after five (5) business days, you may log back into Mint.com and click refresh to update the account. After the download completes, click the **Transactions** tab to view up to 90 days of transaction history.

Thank you for your patience during these changes!