

Quicken for Mac Conversion Instructions

Quicken™ for Mac 2007

Web Connect

Introduction

As **United Community Bank** completes its system conversion to **the new Online Banking system**, 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 the **old and new Online Banking systems**.

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 > **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: Connect to **the old Online Banking site** for a final download **two business days before you are converted to the new Online Banking system**

1. Choose **Online** menu > **Download Transactions**.
2. Select your account from the drop-down list.
3. Click **Download** to access **the old Online Banking system**.
4. Enter your **User ID** and **Password** to login to the website. Download your transactions through **the current date** into Quicken.
5. Repeat the download process for each account you have (such as checking, savings, credit cards, and brokerage).

6. Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

Task 3: Deactivate Your Accounts at *the old Online Banking site after you perform Task 2 above*

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 *on the old Online Banking site*.
7. Verify your account list does not display a blue online circle icon for the accounts you are deactivating.

Task 4: Reactivate Your Accounts *on the new Online Banking site* on or after *you are converted to the new Online Banking system*

1. Download your Quicken Web Connect file from *Financial Institution B system*.

IMPORTANT: 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 you are reactivating.
6. Choose **Lists** menu > **Accounts**. Verify each account *on the new Online Banking system* has a blue online circle indicating it has been reactivated for online services.

Thank you for making these important changes!