

Quicken for Mac Conversion Instructions

Quicken™ for Mac 2015/2016

Express Web Connect to 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 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 to **the old Online Banking site** for a final download **two business days before your conversion to the new Online Banking system**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) *on the old Online Banking site after you perform Task 2 above*

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 at *Financial Institution A*.

Task 4: Re-activate Your Account(s) at *the new Online Banking site* on or after *you have been converted to the new Online Banking*

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 *United Community Bank* in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Log in to *the new Online Banking system*. **Download** a file of your transactions to your computer.
6. 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.
7. Drag and drop the downloaded file into the box **Drop download file**.

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

8. 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.

9. Click **Finish**.
10. Repeat steps for each account you are reactivating in Quicken.

Thank you for making these important changes!