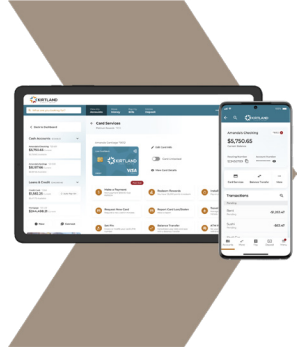


Digital Banking Upgrade

Quicken Conversion Instructions



As we complete our digital banking upgrade, you will need to modify your Quicken settings to ensure that your data transfers smoothly to our new system. This document contains instructions for both Windows and Mac users.

Important: Express Web Connect will not be available until 5 business days after May 20, 2025, so please utilize another connectivity type if you need transaction updates during this downtime.

Members will no longer have access to Direct Connect and Quicken Bill Pay after the upgrade. Quicken Bill Pay end users should disconnect by May 14, 2025.

To navigate this document, click the link or links below that match your product and connectivity:

Instructions for One-Step Update initiated from within Quicken:

[Quicken Windows Direct Connect and Express Web Connect](#) - Page 2

[Quicken Mac Direct Connect and Quicken Connect](#) - Page 3

Instructions for Downloading a Web Connect file from your Online Banking site:

[Quicken Windows Web Connect](#) - Page 4

[Quicken Mac Web Connect](#) - Page 5

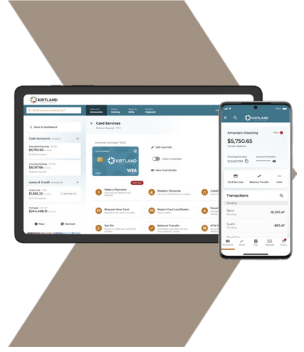
Important: If you currently use Direct Connect in Quicken to initiate Bill Payments, please complete the additional tasks at the link below. If you do not use Direct Connect Bill Pay or you only initiate Bill Payments from within your online banking site, these additional tasks are not required.

[Quicken Windows Bill Pay](#) - Page 6

[Quicken Mac Bill Pay](#) - Page 7

Digital Banking Upgrade

Quicken Conversion Instructions



Quicken Windows Direct Connect and Express Web Connect

On the 1st Action Date (**May 14, 2025**):

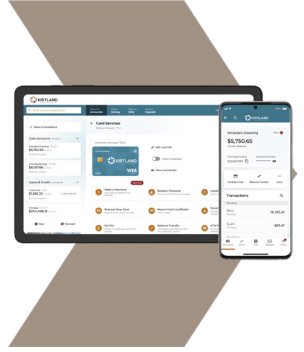
1. Back up your Quicken Windows Data File. Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**.
3. Complete a final transaction download. Accept all new transactions into the appropriate registers.

On the 2nd Action Date (**May 20, 2025**):

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
 - Choose **Tools > Account List**.
 - Click **Edit** on the account to deactivate.
 - In Account Details, click **Online Services**.
 - Click **Deactivate**. Follow prompts to confirm deactivation.
 - Click the **General** tab.
 - Delete Financial Institution and Account Number information. Click **OK** to close window.
 - Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
 - Download a Quicken Web Connect file from your financial institution's online banking site.
 - In Quicken, choose **File > File Import > Web Connect (.QFX) File**.
 - Use the import dialog to select the Web Connect file you downloaded. An "Import Downloaded Transactions" window opens.
 - Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account in Quicken.
 - Repeat this step for each account you have connected to this institution.

Digital Banking Upgrade

Quicken Conversion Instructions



Quicken Mac Direct Connect and Quicken Connect

On the 1st Action Date (**May 14, 2025**):

1. Backup Quicken Mac Data File and Update the application.
 - Choose **File > Save a Backup**.
 - Download the latest Quicken Update. Choose **Quicken > Check for Updates**.
2. Complete a final transaction download.
 - Complete last transaction update before the change to get all of your transaction history up to date.
 - Accept all new transactions into the appropriate registers.

On the 2nd Action Date (**May 20, 2025**):

Activate the online banking connection for accounts connected to the financial institution that is requesting this change.

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter your financial institution name in the search field, select the correct option and click **Continue**.
5. Log in to your financial institution's online banking site and download your transactions to your computer.

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.

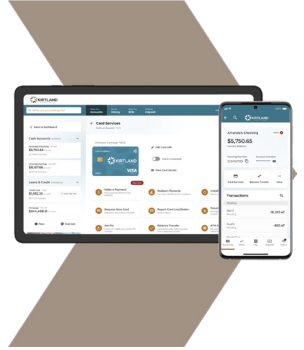
6. Drag and drop the downloaded file into the box titled **Drop download file**. Choose **Web Connect** for the Connection Type if prompted.
7. In the Accounts Found screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, click **Link** to pick your existing account.

Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

8. Click **Finish**.

Digital Banking Upgrade

Quicken Conversion Instructions



Quicken Windows Web Connect

On the 1st Action Date (**May 14, 2025**):

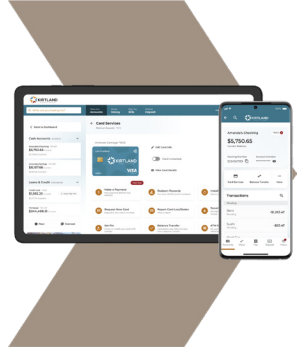
1. Backup Quicken Windows Data File and Update.
 - Choose **File > Backup and Restore > Backup Quicken File**.
 - Download the latest Quicken Update. Choose **Help > Check for Updates**.
2. Complete a final transaction download.
 - Complete last transaction update before the change to get all of your transaction history up to date.
 - Repeat this step for each account you need to update.
 - Accept all new transactions into the appropriate registers.

On the 2nd Action Date (**May 20, 2025**):

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
 - Choose **Tools > Account List**.
 - Click **Edit** on the account to deactivate.
 - In Account Details, click **Online Services**.
 - Click **Deactivate**. Follow prompts to confirm deactivation.
 - Click the **General** tab.
 - Delete Financial Institution and Account Number information.
 - Click **OK** to close window.
 - Repeat steps for any additional accounts.
2. Reconnect online banking connection for accounts that apply.
 - Download a Quicken Web Connect file from your financial institution's online banking site.
 - In Quicken, choose **File > File Import > Web Connect (.QFX) File**.
 - Use the import dialog to select the Web Connect file you downloaded. An "Import Downloaded Transactions" window opens.
 - Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
 - Repeat this step for each account you have connected to this institution.

Digital Banking Upgrade

Quicken Conversion Instructions



Quicken Mac Web Connect

On the 1st Action Date (**May 14, 2025**):

1. Backup your Quicken Mac data file and update the application.
 - Choose **File > Save a Backup**.
 - Download the latest Quicken Update. Choose **Quicken > Check for Updates**.
2. Complete a final transaction download.
 - Complete last transaction update before the change to get all of your transaction history up to date.
 - Repeat this step for each account you need to update.
 - Accept all new transactions into the appropriate registers.

On the 2nd Action Date (**May 20, 2025**):

Activate online banking connection for accounts connected to financial institution that is requesting this change.

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter your financial institution name in the search field, select the correct option and click **Continue**.
5. Log into your financial institutions online banking site and download your transactions to your computer.

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.

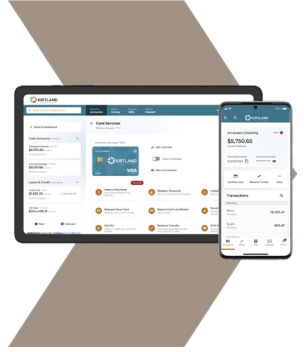
6. Drag and drop the downloaded file into the box titled **Drop download file**. Choose **Web Connect** for the "Connection Type" if prompted.
7. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, click **Link** to pick your existing account.

Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

8. Click **Finish**.

Digital Banking Upgrade

Quicken Conversion Instructions



Quicken Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within Quicken Windows.

Important: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid on or after the 1st Action Date, these payments may still be processed.

On or Before the 1st Action Date (**May 14, 2025**):

Cancel Existing Bill Payments

1. Choose **Tools > Online Center**.
2. Choose your institution from the Financial Institution drop-down list.
3. On the Payments tab, choose an account from which a payment is scheduled in the future.
4. In the payments status list, you will cancel payments for each payee with a status that is scheduled for delivery on a date after the 1st Action Date. To do this, select the first payee and click **Cancel Payment**.
5. Repeat steps 3 & 4 for all payments that are scheduled for delivery after the 1st Action Date.
6. On the toolbar, click **Repeating**.
7. Choose a payment institution and click **Delete**. Click **Delete** again in the confirmation window.
8. Repeat step 7 for each repeating payment you have with your financial institution.

On or Before the 2nd Action Date (**May 20, 2025**):

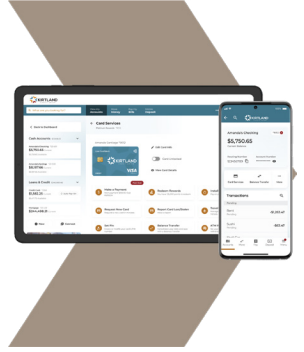
Note: Members will no longer have access to Direct Connect and Quicken Bill Pay after the upgrade.

Recreate Your Bill Payments

Recreate your Bill Payments using an alternative method.

Digital Banking Upgrade

Quicken Conversion Instructions



Quicken Mac Bill Pay

Only complete these tasks if you currently initiate Direct Connect Bill Payments from within Quicken Mac.

Important: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid on or after the 1st Action Date, these payments may still be processed.

On or Before the 1st Action Date (**May 14, 2025**):

Cancel Existing Bill Payments

1. Highlight a Bill Payment transaction on the account register.
2. While on the account register, choose **File > Print** to save your list of pending payments. You can use this when you recreate the bill payments and send these payments again.
3. Click **Edit** at the bottom of the account register window.
4. Click **Edit Details** below the highlighted transaction.
5. Click the Online Payment tab and choose **Cancel Payment**.
6. Repeat these steps for each outstanding Bill Payment you have scheduled with your financial institution.

On or Before the 2nd Action Date (**May 20, 2025**):

Note: Members will no longer have access to Direct Connect and Quicken Bill Pay after the upgrade.

Recreate Your Bill Payments

Recreate your Bill Payments using an alternative method.