

## Quicken® for Mac Personal Finance Software 2005–2007 Account Conversion Instructions for Web Connect to Direct Connect

As your financial institution completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need your customer ID and PIN for and to be able to log in to the Web site. **This update may be time sensitive.**

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 15 minutes.

To see how your downloading experience will change after your account conversion, click [here](#).

**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.

In this document, Quicken 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

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

### A.

#### BACK UP YOUR CURRENT DATA

1. *Quicken for Mac 2006 customers:* Choose **File** menu → **Back Up** → **To Disk...**  
*Quicken for Mac 2005 customers:* Choose **File** menu → **Save a Copy...**
2. Complete the following prompts.

### B.

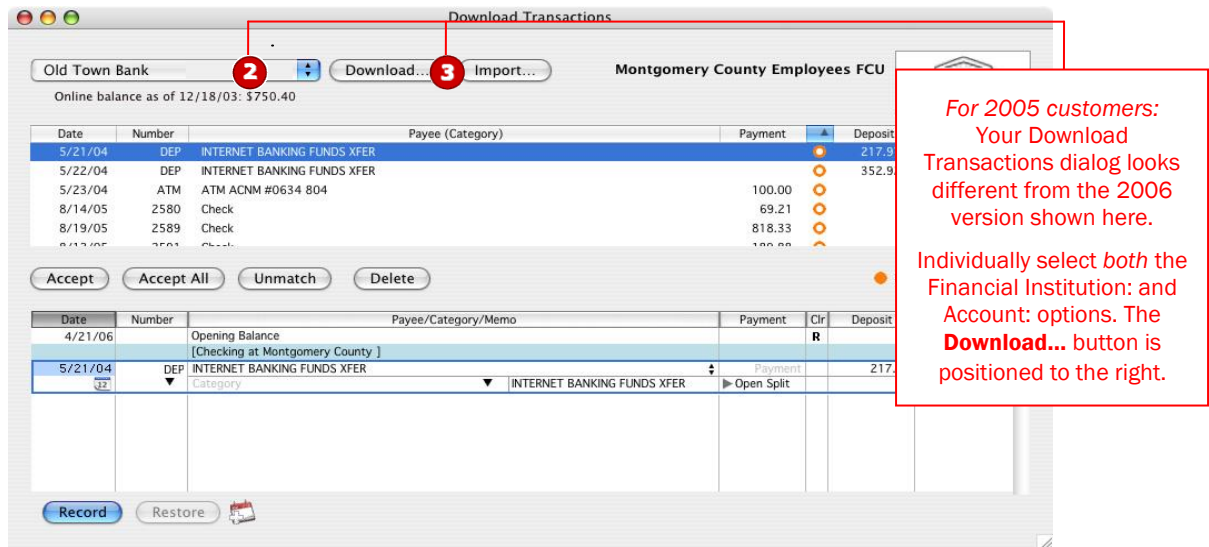
#### DOWNLOAD THE LATEST QUICKEN UPDATE

1. *Quicken for Mac 2006 customers:* Choose **Quicken 2006** menu → **Check for Updates**.  
*Quicken for Mac 2005 customers:* Choose **Quicken 2005** menu → **Check for Updates**.
2. If a software update is available, then you will be prompted to download the update from the Quicken Web site.
3. Once the update is complete, restart Quicken.

## C.

### GET YOUR LATEST TRANSACTIONS

1. Choose **Online** menu → **Download Transactions....**



2. *Quicken for Mac 2006 customers:* Click to select your account from the drop-down list.  
*Quicken for Mac 2005 customers:* Click to select your financial institution and account from the drop-down lists. (The note in the graphic explains how your **Download Transactions** dialog will look a little different.)



3. Click **Download....**


4. Enter your customer ID and PIN to log in to the Web site and download your transactions into Quicken.

**Note:** You may not be able to download these transactions after the conversion.

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.**

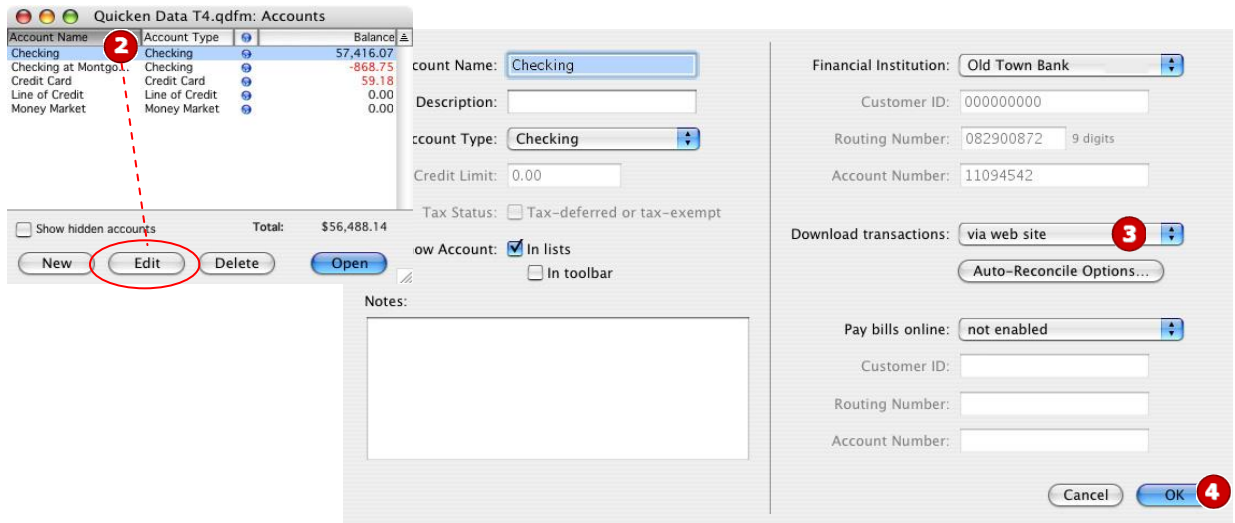
**Important:** You will not be able to proceed to the next section until you accept all transactions in the Download Transactions tab.

 For help reconciling your account register, choose **Help** menu → **Quicken 2006 Help** (or **Quicken 2005 Help** depending upon version). In the Ask a Question prompt, enter *Reconciling an account*.

# D.

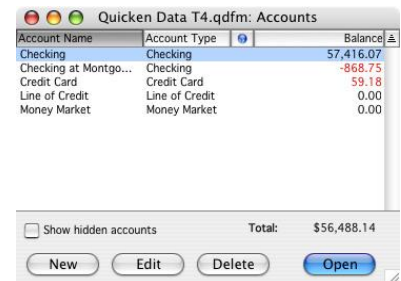
## DISABLE YOUR ACCOUNTS

1. Choose **Lists** menu → **Accounts**.



2. Select the account you want to disable, and click **Edit**. **Edit Account Number, RTN, etc. as needed.**
3. In the **Download transactions:** drop-down list, select **not enabled**. Click **OK** to the prompt, “You are about to disable...”
4. Click **OK** to save your edits.

Repeat steps **2** through **4** for each online account (such as checking, savings, credit cards and brokerage). As each online account is disabled, its blue online circle icon disappears. Verify that your account list does not display blue online circle icons for any accounts.

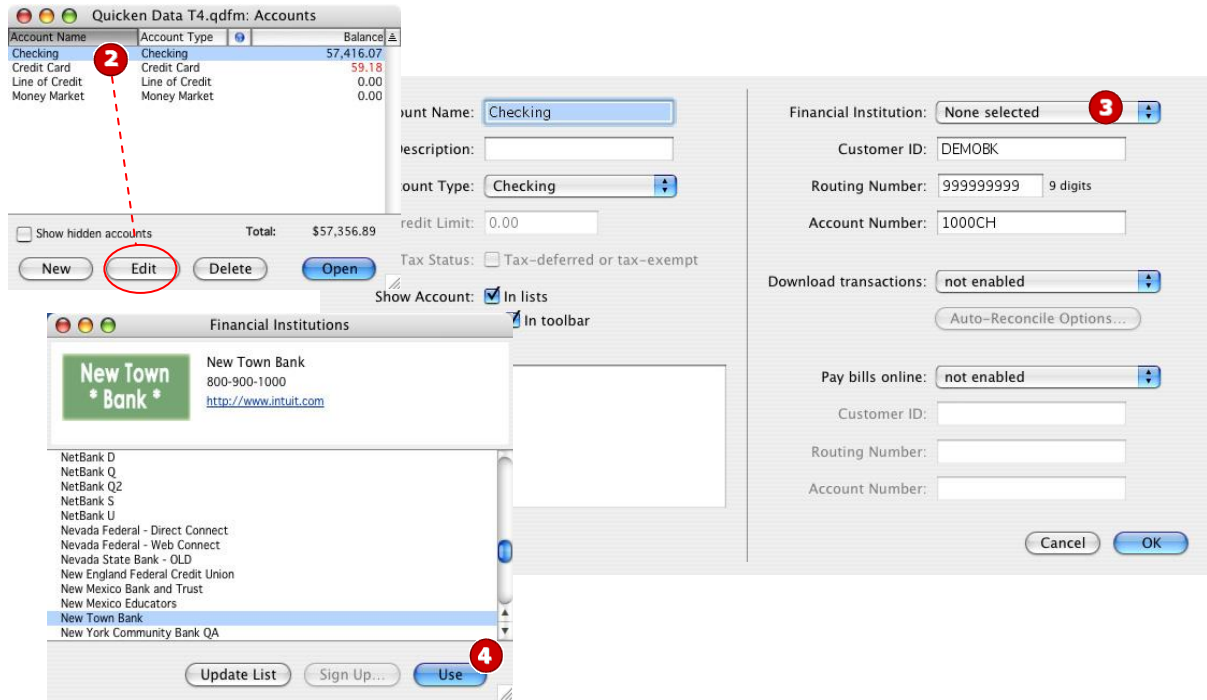


# E.

## ENABLE YOUR ACCOUNTS

**IMPORTANT:** Complete sections **E** through **F** *on or after* the conversion date.

1. Choose **Lists** menu → **Accounts**.
2. Select your first disabled account, and click **Edit**.



3. Click the Financial Institution drop-down list and select **Change financial institution....**
4. In the Financial Institutions dialog, select from the list, and click **Use**. Enter the customer ID and PIN or password. Click **OK**.
5. Complete the remaining prompts as they relate to your financial institution and accounts, using the account information.
  - In the Add Online Services dialog, match your first account to the appropriate account number. Click **OK**.
  - In the Review Accounts dialog, match each account to the appropriate Quicken account by clicking **Select an Account...** under the Store in the Quicken Account column header. Click **OK**.
  - Click **OK** to close the edit register page.

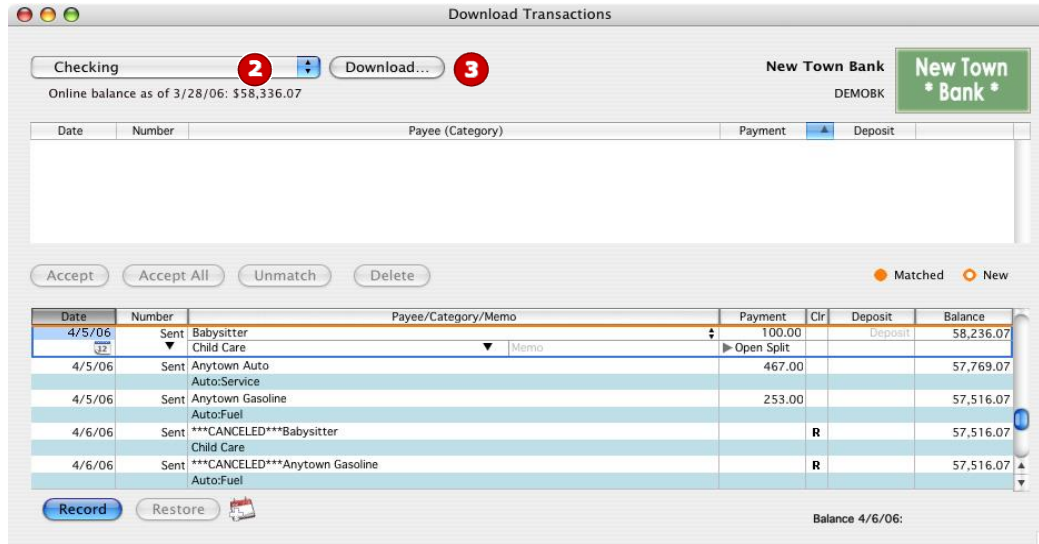
As each online account is enabled, its blue online circle icon reappears. Verify that each account in your list displays a blue online circle icon.

This is a smaller screenshot of the "Quicken Data T4.qdfm: Accounts" dialog box. The "Use" button at the bottom right is highlighted with a red circle and the number "4". The table of accounts is visible, showing the "Checking" account selected.

# F.

## CONNECT USING DIRECT CONNECT


1. Choose **Online** menu → **Download Transactions...**



2. Click to select your account from the drop-down list.

3. Click **Download...**

4. Enter your PIN or PIN Vault PIN, and click **OK**.

 If you use the PIN Vault, choose **Help** menu → **Quicken 2006 Help** (or **Quicken 2005 Help** depending upon version). In the Ask a Question prompt, enter *Editing a PIN Vault entry*.

## NEW FUNCTIONALITY WITH YOUR QUICKEN DIRECT CONNECT ACCOUNT

As a result of this account conversion, you now have the convenience of downloading directly within Quicken rather than logging into your financial institution's Web site separately. Now, each time you perform an account download, choose **Online** menu → **Download Transactions...** Click to select your account from the drop-down list, and click **Download**. Enter your new financial institution's PIN, and click **OK**.

Additionally, your Direct Connect accounts may also offer new functionality and services like online bill pay. Contact your financial institution for more information; see below for contact information.

**THANK YOU FOR MAKING THESE IMPORTANT CHANGES!**