Quicken for Mac 2007 Conversion Instructions

Direct Connect to Web Connect

Introduction

As *Two River Community Bank* completes its system conversion, 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 *Two River Community Bank* website.

> **NOTE:** **Direct Connect** may require registration. Please contact *your financial institution* to verify your Direct Connect login information. **Web Connect** uses the same User ID and Password as the *[Financial Institution B]* website.

You should 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!

This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken**. If you do **not** use Quicken to make online bill payments, skip that Task.

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 *Two River Community Bank* for a final download before *5pm Eastern on 9/21/2018*

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

2. Select your account from the drop-down list.

3. Click **Download**.

4. Enter your **PIN** and click **OK**.

5. If new transactions display in the **Download Transactions** dialog, then accept them in your Quicken account register.

Task 3: Cancel Outstanding Payments before *9/18/2018*

If you are **not** a Bill Pay user within Quicken, skip this Task.

IMPORTANT:	This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after *9/18/2018* these payments may still be processed.

1. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after *9/18/2018*

2. Choose **File** menu > **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.

NOTE:	You will use this list later to recreate your payments.

3. Click to select the first pending transaction in your account register. Choose **Online** menu > **Payments** > **Cancel Payment**. Quicken determines if there is enough time to cancel the payment:

4. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.

5. If there is enough time to cancel, then click **Put In Outbox** in the Cancel Payment dialog.

6. Repeat step 3 for each additional pending transaction.

7. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.

8. Click **Send Now**.

9. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.

10. Click **OK** to close the **Online Transmission Summary**.

11. Repeat steps for each account to be deactivated that is enabled for bill payment services.

Task 4: Disconnect Accounts At *Two River Community Bank* on or after *9/24/2018*

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1. Choose **Lists** menu > **Accounts**.

2. Select the account that you want to disable and click **Edit**.

3. Write down your account information (account number, routing number, and customer ID).

> **NOTE:** You will need this information to re-enable your account.

4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.

5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

6. Remove the information within the **Account Number** and **Routing Number** fields.

7. Click **OK** to save your edits.

8. Repeat steps for each account to be disconnected.

9. Verify that your account list does not display a blue online circle icon for any accounts at *Two River Community Bank*

Task 5: Reconnect Accounts to *Two River Community Bank – New* or *Two River Comm Bank Business* on or after *9/24/2018*

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1. Download your Quicken Web Connect file from *www.tworiver.bank*

> **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.

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 to be reconnected.

6. Choose **Lists** menu > Accounts. Verify each account at *Two River Community Bank* has a blue online circle indicating it has been reconnected for online services.