UNION SAVINGS AND LOAN ASSOCIATION

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QuickBooks & Quicken

System Conversion Guide

Everything you need to reconnect your QuickBooks or Quicken account after USLA's system upgrade.

Includes instructions for:

QuickBooks Desktop (Windows & Mac) • QuickBooks Online
QuickBooks for Mac (Getting Started) • Quicken (Windows & Mac)

Questions? Contact your nearest USLA branch or visit uslabank.com

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Connectivity Type Explained

There are three connectivity types across QuickBooks and Quicken and they consist of Web Connect, Direct Connect and Aggregation Services. Intuit BIDs (Branding IDs) specifically contract for Web Connect and/or Direct Connect. Please check with your OFX/Online Banking Provider to confirm that your online banking environment will support Aggregation.

Web Connect (contract with Intuit or your OFX/Online Banking Provider is required) – This is the connectivity type that begins in your online banking environment. End users will download a .QBO(QuickBooks) or .QFX(Quicken) file and then import that file into QuickBooks or Quicken. This process does not require institution credentials to be entered in Quicken or QuickBooks since the file download occurs in their regular online banking site.

Products that support Web Connect: QuickBooks Desktop, QuickBooks Online and Quicken

Direct Connect (contract with Intuit or your OFX/Online Banking Provider is required) – This one of two automatic update options that communicates directly with your OFX servers. End users do not need to log in directly to your online banking site to use this connectivity type. Once connected, updates will occur when the end user initiates a new download request from within the product. Direct Connect is the only two-way communication connectivity type. This means that additional services such as Bill Pay and in-product transfers are supported. Check with your OFX/Online Banking Provider to see if these additional features are supported.

Products that support Direct Connect: QuickBooks Desktop and Quicken

Aggregation Services - contract with your OFX/Online Banking Provider might be required Aggregation is the second of two automatic update options. Unlike Direct Connect which communicates directly with your OFX servers, Aggregation retrieves transactions from your online banking site. Intuit creates and manages this connectivity type when you have a contracted Web Connect or Direct Connect BID. Please check with your OFX/Online Banking Provider to make sure aggregation is supported by your OLB site.

Products that support Aggregation: Quicken (referred to as Express Web Connect) and QuickBooks Online.

IMPORTANT: Aggregation experiences a 5 business day downtime that begins on your conversion go live date. This downtime **does not** apply to acquisitions/mergers.

QuickBooks Desktop Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac, and both connectivity types (Direct Connect and Web Connect).

To navigate this document, just click the link below that matches your product and connectivity:

IMPORTANT: If you currently use Direct Connect in QuickBooks 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.

QuickBooks Windows Direct Connect

1. Backup QuickBooks Windows Data File & Update.
    a. Choose **File > Back Up Company > Create Local Backup**.
    b. Download the latest QuickBooks Update. Go to Help > Update QuickBooks Desktop.
2. Complete a final transaction download and match downloaded transactions.
    a. Complete one last transaction update before the change to get all of your transaction history up to date.
    b. Accept all new transactions into the appropriate registers. (required)

Proceed to the next step:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
    a. Choose **Lists** menu > **Chart of Accounts**.
    b. Right-click on the first account you would like to deactivate and choose **Edit Account**.
    c. Click the **Bank Feeds Settings** tab in the Edit Account window.
    d. Select **Deactivate All Online Services** and click **Save & Close**.
    e. Click **OK** for any alerts or messages that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Choose **Lists** menu > **Chart of Accounts**.
    b. Right-click on an account you would like to activate and choose **Edit Account**.
    c. Select **Set Up Bank Feeds** on the bottom of the popup screen and select Yes in the dialog box that will appear.
    d. Enter your institution's name in the search field and select Continue.
    e. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact your financial institution if your login information does not work.
    f. Ensure you associate the accounts to the appropriate accounts already listed in QuickBooks. Link to your existing accounts in the drop-down options labeled Select Existing or Create New.

       Important: Do NOT select "Create New Account" unless you intend to add a new account to QuickBooks. If you are presented with accounts you do not want to track in this data file, choose **Do Not Add to QuickBooks**.
    g. After all accounts have been matched, click **Next** and then click **Done**.

QuickBooks Mac Direct Connect

1. Backup QuickBooks Mac Data File & Update the Application.
    a. Choose **File > Backup**.
    b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Accept all new transactions into the appropriate registers. (required)

Proceed to the next step:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
    a. Choose **Lists** > **Chart of Accounts**.
    b. Click the first account you would like to deactivate and choose **Edit > Edit Account**.
    c. Choose **Online Settings** in the Edit Account window.
    d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
    e. Click **OK** for any alerts or messages that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Choose **Banking > Online Banking Setup**.
    b. Type your institution's name in the search field, then click **Next** and follow the instructions in the setup screen
    c. Select **Yes, my account has been activated for QuickBooks Online Services** in the Online Banking Assistant window. Click **Next**.
    d. Enter your Direct Connect credentials. Direct Connect might require credentials that do not match your online banking credentials. Contact your financial institution if your login information does not work.
    e. For each account you wish to download into QuickBooks, click **Select** and **Account** to connect to your existing account's registers.
    f. Click **Next**, and then click **Done**.
    g. Repeat this step for each account that you have connected to this institution.

QuickBooks Windows Web Connect

1. Backup QuickBooks Windows Data File & Update.
    a. Choose **File > Back Up Company > Create Local Backup**.
    b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
    a. Complete one last transaction update before the change to get all of your transaction history up to date.
    b. Accept all new transactions into the appropriate registers. (required)

Proceed to the next step:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
    a. Choose **Lists** menu > **Chart of Accounts**.
    b. Right-click the first account you want to deactivate and choose **Edit Account**.
    c. Click the **Bank Feeds Settings** tab in the Edit Account window.
    d. Select **Deactivate All Online Services** and click **Save & Close**.
    e. Click **OK** for any alerts or messages that may appear with the deactivation.
    f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
    a. Log in to your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file.

       Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
    b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
    c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.

       Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
    d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.

QuickBooks Mac Web Connect

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

Proceed to the next step:

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Lists > Chart of Accounts**.
    b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
    c. Select **Online Settings** in the Edit Account window.
    d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
    e. Click **OK** for any dialog boxes that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Log in to your financial institution's online banking site and download your transactions into to a QuickBooks (.qbo) file.

       Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
    b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
    c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

       Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.
    d. Click **Continue** and **OK** for any dialog boxes that require action.

QuickBooks Windows Bill Pay

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

Cancel Existing Bill Payments.

1. Open the Register of the account you made the payment from.
2. Choose **Company > Chart of Accounts**.
3. Double-click the proper account.
4. In the register, locate the transaction to be canceled.
5. Click the transaction to be deleted.
6. Choose **Edit > Cancel Payment**.

Proceed to the next step:

Note: This section only applies if your institution will support Bill Payments initiated from within QuickBooks Windows after the system change.

Re-create Your Bill Payments.

If you need help re-creating payments, choose **Help > QuickBooks Help**. Search for **Pay a Vendor Online** and follow the instructions.

QuickBooks Online Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

To navigate this document, just click the link below that matches your product connectivity:

QuickBooks Online Express Web Connect

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Proceed to the next step:

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

1. Select Banking from the left column.
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
3. Click Edit Account Info.
4. Check the box next to Disconnect this Account on Save.

5. Select Save and Close.
6. Repeat steps for any additional accounts that apply.

Proceed to the next step:

1. Reconnect online banking connection for accounts that apply.
    a. On the Banking page, click **Add Account** in the upper-right side of the screen.
    b. Type your financial institution's name and choose the correct option from the results.
    c. Enter your financial institution credentials and click **Continue**. Express Web Connect uses the same credentials you use for your institution's online banking.
    d. Provide additional information, if requested.
    e. Ensure you associate the accounts for your financial institution to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the drop-down menu.

    Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.

    f. After all accounts have been matched, click **Connect** and then click **Finish**.
2. Exclude Duplicate Transactions.
    a. Select **Banking** from the left column.
    b. In the For Review section, click the checkboxes for the transactions you want to exclude.
    c. Choose **Batch Actions > Exclude Selected**.

QuickBooks Online Web Connect

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

Proceed to the next step:

1. Disconnect online banking connection for accounts connected to financial institution that is requesting this change.
    a. Select **Banking** from the left column.
    b. Click on the account you would like to disconnect, then click the **Pencil** Icon on the corner of that account box.
    c. Click **Edit Account Info**.

d. Check the box next to **Disconnect this Account on Save**.

e. Click **Save and Close**.

f. Repeat steps for any additional accounts that apply.

2. Reconnect online banking connection for accounts that apply.

a. Download a Web Connect file (.qbo or .qfx) from your financial institution's online banking site.

b. In QuickBooks Online, choose **Banking** from the left column.

c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.

d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.

Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.

e. When the import is finished, click **Let's go!**

f. Review the For Review tab on the Banking page to view what was downloaded.

g. Click **Next**, and then click **Done**.

h. Repeat this step for each account that you have connected to this institution.

Connectivity Getting Started Guide QuickBooks for Mac

Intuit Financial Data Platform Professional Services Group

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QuickBooks for Mac Getting Started Guide

Thank you for choosing QuickBooks!

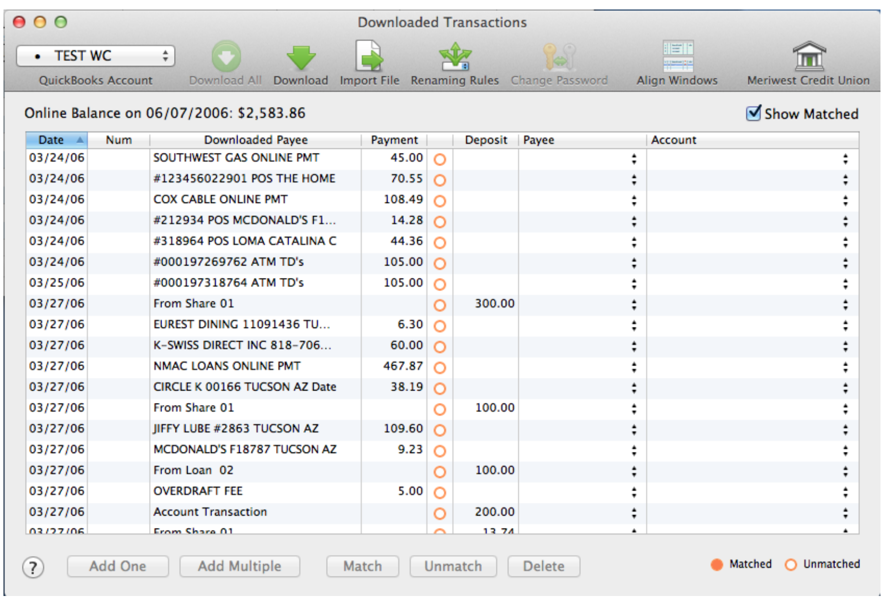
About this Guide

This guide helps you get started with QuickBooks as quickly as possible. You'll learn:

- What you will need to get started
- How to set up an account for online banking (Direct Connect)
- How to set up an account for online banking (Web Connect)
- An overview of online banking modes and the Online Banking Center
- How to update an account (Direct Connect)
- How to update an account (Web Connect)

The QuickBooks Interface

The QuickBooks Online Banking center is a one-stop-shop to download your online banking activity and match transactions.



What you Need to Get Started

Before you enable your QuickBooks accounts to download transactions and make online payments, you may need to contact your financial institution (FI) for the following information:

- Customer ID
- Personal Identification Number (PIN) or password

NOTE:	For QuickBooks Web Connect accounts, use the same customer ID and PIN/password as your financial institution website. For Direct Connect, they may be different. If you have problems with your Customer ID or Password, contact your financial institution to verify your Direct Connect login information.

Then follow these steps:

1. Backup Your QuickBooks Data File.

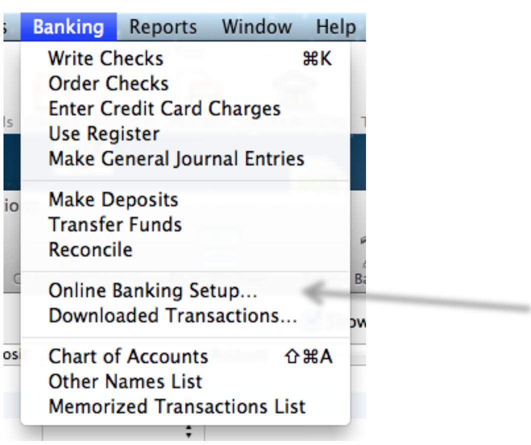
   For backup instructions, choose the Help menu and use the Search bar available at the top. Search for Back Up and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks update.

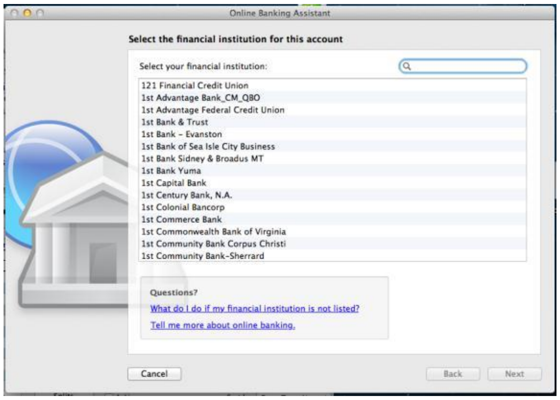
   For update instructions, choose the **Help** menu and use the Search bar available at the top. Search for **Update QuickBooks**, select **Check For QuickBooks Updates**, and follow the instructions.

Set Up an Account for Online Banking (Direct Connect)

1. Choose **Banking** menu > **Online Banking Setup**.



2. Enter the name of your financial institution.



3. Choose your financial institution and click **Next**.

4. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.

5. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.

6. Enter credentials and click **Sign In**.

7. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.

8. Click **Next** and then click **Done**.

Set Up an Account for Online Banking (Web Connect)

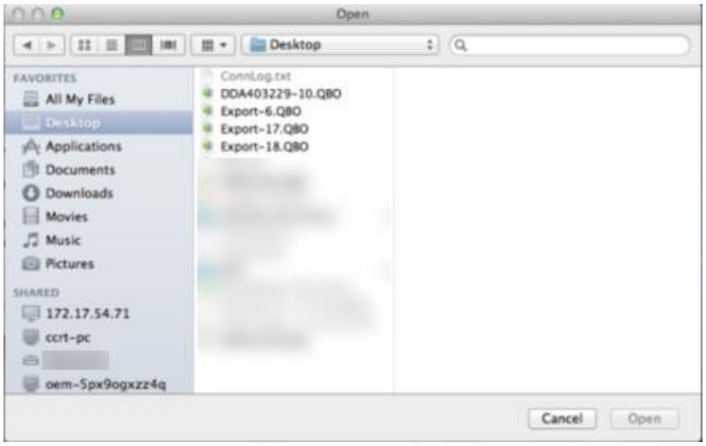
1. Log in to your financial institution's (FI's) web site. Download your transactions according to your financial institution's instructions.

2. You will need to select the download type for QuickBooks, such as "QuickBooks Web Connect (*.QBO)."

3. The Mac operating system should save the file to a default location. Please make note of this location for the next steps.

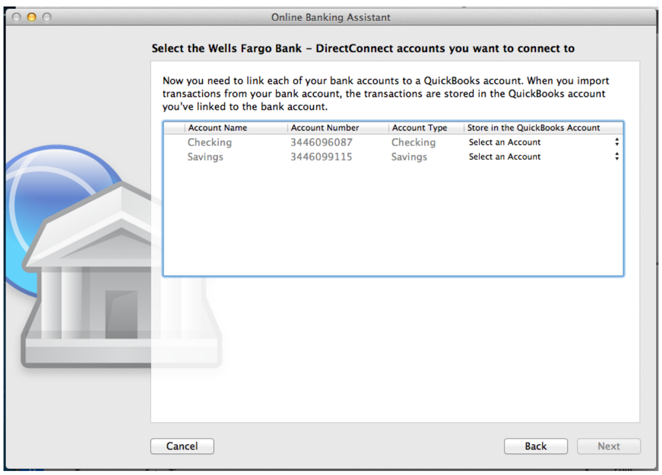
4. Open QuickBooks and your Company file, then choose the **Banking** menu > **Downloaded Transactions** > **Import File**.

5. You will see an import dialog.

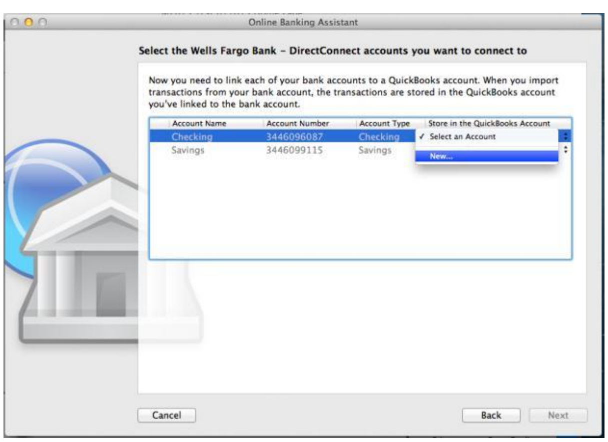


6. Navigate to and select the file you downloaded in Step 1, then click **Open**.

7. You will see a dialog like this one, with your FI accounts listed.



8. Click **Select an Account** for each account and choose which account in QuickBooks to connect it to. If you do not yet have an account in QuickBooks to connect with, you can select **New…** as shown below.



9. After creating a new account, you may need to click **Select an Account** again and select the new account.

10. When done, click **Next** at the bottom.

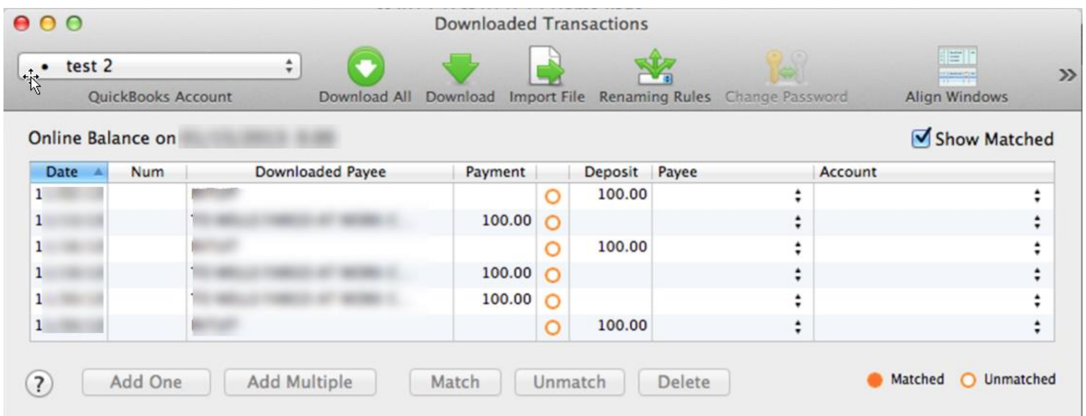
11. You will receive a message that you have successfully set up your accounts.

12. Click **Close** to return to the Downloaded Transactions window.

Updating Accounts

Updating an Account (Direct Connect)

1. Choose Banking menu > Downloaded Transactions.



2. Click **Download** to update only the selected account, or **Download All** to update all of your accounts activated for online banking.

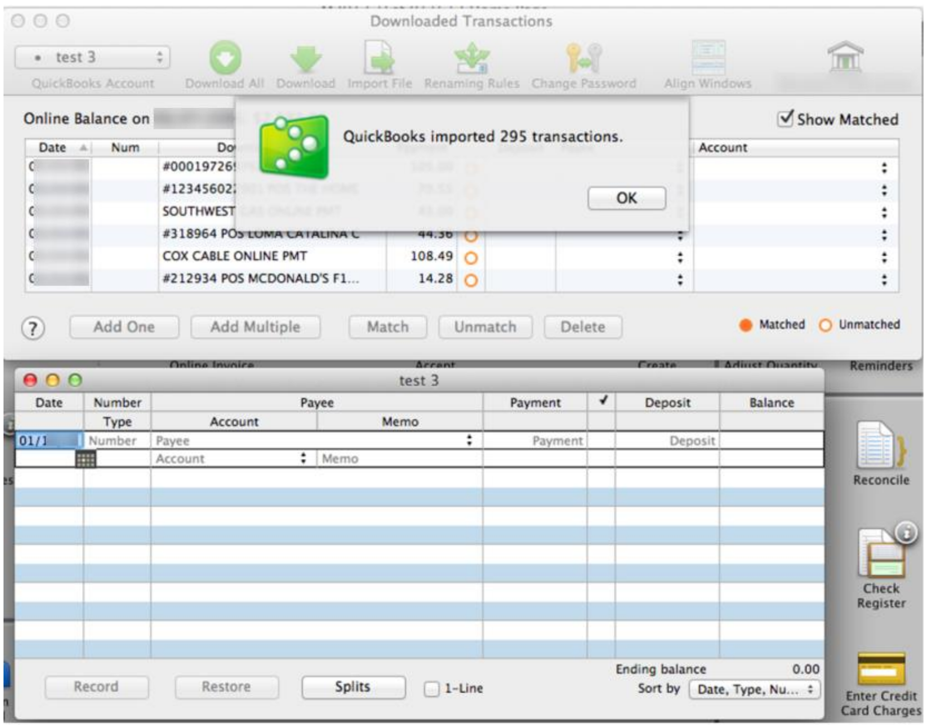
3. QuickBooks will open a window to enter the account PIN or password supplied by your financial institution. Enter this and then click **OK**.

NOTE:	You can choose to add your online banking password to your Mac OS Keychain. Intuit does not recommend saving your online banking password in this manner.

4. QuickBooks will then connect and synchronize online banking transactions with the financial institution.

5. QuickBooks will give you a count of how many transactions were imported. Click **OK** to continue.

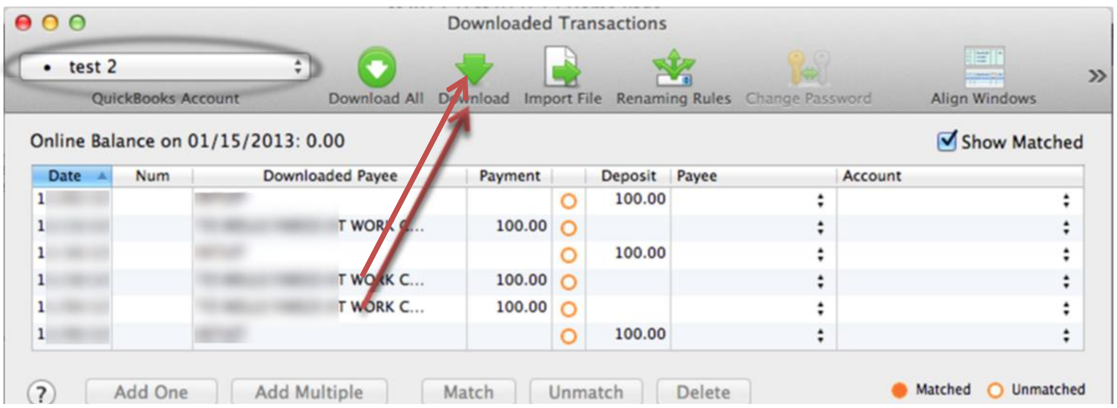
6. QuickBooks will then return to the Downloaded Transactions window and open the register for the selected account so that you can begin the transaction matching process.



Updating an Account (Web Connect)

1. Choose the **Banking** menu > **Downloaded Transactions**.

2. Select the Web Connect account you want to update in the upper left corner. Then click **Download**.



NOTE:	For Web Connect accounts, QuickBooks will open your financial institution (FI) website. Log in and download the QuickBooks web connect file (*.QBO) per the financial institution's instructions. Alternately, you can log into the FI website outside of QuickBooks and follow the steps below.

3. When you begin the web connect download from the FI website, your web browser should give you the option to either "open" the file or "save" it.
   - If you open it, QuickBooks will take over and begin the import process.
   - If you save it, you can import it later using the Import File button in the

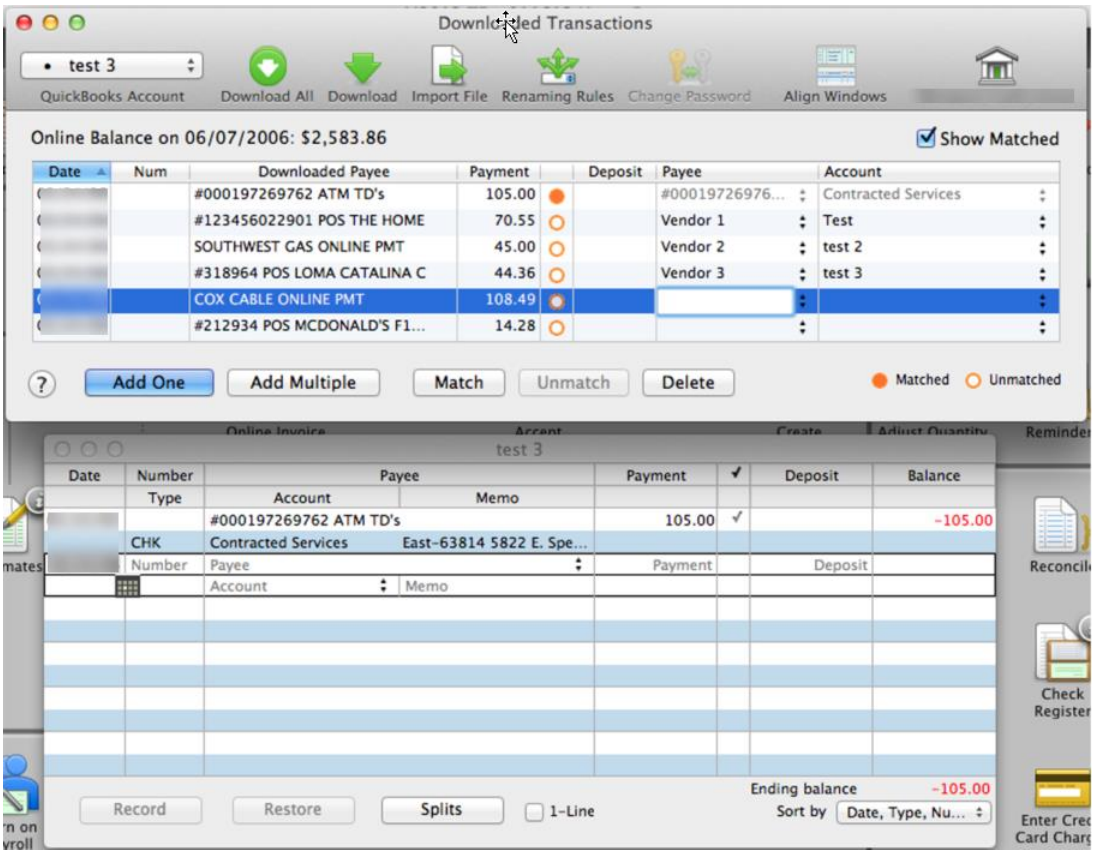
4. QuickBooks will then import the online banking transactions.

5. When done, QuickBooks will give you a count of how many transactions were imported. Click **OK** to proceed.

6. QuickBooks will then return to the Downloaded Transactions window and open the register for the selected account so that you can begin the transaction matching process.

Special Note 1: Matching and Adding Transactions

1. Choose **Banking** menu > **Downloaded Transactions**.



2. Click the **QuickBooks Account** menu and choose the account you want to import into.

3. Use the buttons at the bottom of the Downloaded Transactions window to add downloaded transactions to the account register. You can add multiple transactions at once, match them to transactions already in the register, and more.

4. For detailed instructions on how to match and add transactions go to the QuickBooks Help menu. Use the search field at the top to search for "Match Transactions," then select the article **Online Banking: Updating your Register**.

Quicken Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your Quicken settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac, and all three connectivity types (Direct Connect, Express Web Connect or Web Connect).

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

Instructions for One-Step Update initiated from within Quicken

Instructions for Downloading a Web Connect file from your Online Banking Site

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 Direct Connect and Express Web Connect

Back up your Quicken Windows Data File. Go to **File > Backup and Restore > Backup Quicken File**.

1. Download the latest Quicken Update. Go to **Help > Check for Updates**.
2. Complete a final transaction download. Accept all new transactions into the appropriate registers.

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Tools > Account List**.
    b. Click **Edit** on the account to deactivate.
    c. In Account Details, click **Online Services**.
    d. Click **Deactivate**. Follow prompts to confirm deactivation.
    e. Click the **General** tab.
    f. Delete Financial Institution and Account Number information. Click **OK** to close window.
    g. Repeat steps for any additional accounts that apply.
2. Reconnect the online banking connection for your accounts.
    a. Choose **Tools > Account List**.
    b. Click **Edit** on the account you want to activate.
    c. In Account Details, click **Online Services** and then choose **Set up Now**.
    d. Type your institution's name in the search field and click Next.
    e. Enter your financial institution credentials.
        - Express Web Connect uses the same credentials you use for your institution's online banking login.
        - Direct Connect might require credentials that do not match your online banking credentials.

        Important: If your credentials do not work, contact your financial institution.
    f. Ensure you associate the accounts to the appropriate accounts already listed in Quicken. Select **Link to an existing account** and select the matching accounts in the drop-down menu.

        Important: Do NOT choose "Create a new account" unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, choose **Ignore – Don't Download into Quicken** or click **Cancel**.
    g. After all accounts have been matched, click **Next** and then **Done**.

Quicken Mac Direct Connect and Quicken Connect

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

Proceed to the next steps:

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

1. Click your account in 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. Enter your financial institution credentials.
   - Express Web Connect uses the same credentials you use for your institution's online banking login.
   - Direct Connect might require credentials that do not match your online banking credentials.

   Important: If your credentials do not work, contact your financial institution.
6. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under **Action**, choose **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.
7. Click **Finish**.

Quicken Windows Web Connect

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

Proceed to the next steps:

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

Quicken Mac Web Connect

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

Proceed to the next steps:

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**.

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.

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 instruction and click **Delete**. Click **Delete** again in the confirmation window.
8. Repeat step 7 for each repeating payment you have with your financial institution.

Proceed to the next steps:

Note: This section only applies if your institution will support Bill Payments initiated from within Quicken Windows after the system change.

Re-create Your Bill Payments.

If you need help re-creating payments, choose **Help > Quicken Help**. Search for **Create an online Payment** and follow the instructions to create and transmit an online payment.

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.

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 re-create 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.

Proceed to the next steps:

Note: This section only applies if your institution will support Bill Payments initiated from within Quicken Mac after the system change.

Re-create Your Bill Payments.

For assistance with re-creating payments, choose **Help** and search for **Adding online Bill Pay transactions**. Follow the instructions to create and transmit an online payment.