Quicken for Windows Conversion Instructions

Quicken for Windows 2012-2015

Direct Connect to Web Connect

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Introduction

As **Credit Union 1** completes its system conversion to a new home banking system, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your **[User ID and Password]** for the **Credit Union 1** websites.

NOTE:	For Quicken Web Connect/Express Web Connect accounts, use the same User ID and PIN/Password as your financial institution website. For Direct Connect, the login credentials may be different. Please contact your financial institution to verify your Direct Connect login information.

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.

This detour symbol indicates section instructions that are using bill pay in Quicken only. If you do **not** use Quicken to make online bill payments, you can skip these sections or steps.

IMPORTANT:	These instructions are divided into **2 PHASES**.

- **PHASE 1 must** be completed **before** *[4/3/2015]*.
- **PHASE 2 must** be completed **on or after** *[4/7/2015]*.

PHASE 1: This Phase is time sensitive and **must** be completed **before** *[4/3/2015]*.

Documentation and Procedures

Task 1:   Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for ***Backup Data File*** and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for ***Update Software*** and follow the instructions.

Task 2:   Connect to *Credit Union 1*

1. Choose **Tools** menu > **One Step Update**.

2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the One Step Update dialog.

3. In the **One Step Update Settings** dialog, make sure all items are checked and click **Update Now**.

4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE:	If you need assistance matching transactions, choose **Help menu > Quicken Help**. Search for **Matching Transactions** and follow the instructions.

Task 3: Cancel Outstanding Payments

If you are **not** a bill pay user in Quicken, please skip this section.

IMPORTANT:	This step must be completed by *4/6/15* to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after *4/6/15,* then it is possible that these payments will still be processed.

1. Choose **Tools** menu > **Online Center**.

2. Select *Credit Union 1* from the **Financial Institution** drop-down list.

3. On the **Payments** tab, select an account from which a payment is scheduled in the future.

NOTE:	Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

4. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after *4/6/15.* To do this, select the first payee and click **Cancel Payment**.

5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after *4/6/15*.

6. On the toolbar, choose **Repeating**.

7. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.

8. Repeat step 7 for each repeating payment instruction you have with your financial institution.

Task 4: Deactivate Your Account(s) At *Credit Union 1*

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps 2 – 6 for each account at *Credit Union 1.*
8. Backup your data file.

PHASE 2: The Phase below is time sensitive and can be completed on or after *[4/7/2015]*.

Task 5:   Re-activate Your Account(s) at Credit Union 1 Alaska

1. Log in to *Credit Union 1* and download your Quicken Web Connect file.
2. Click **File** > **File Import** > **Web Connect File**.
3. If prompted for connectivity type, select **Web Connect**.

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.

4. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching account in the drop-down menu.

IMPORTANT:	Do **NOT** select **Create a new account**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click the **Cancel** button.

5. Repeat steps 2 – 4 for all of your accounts.

Thank you for making these important changes!