

# Quicken for Mac 2007 Conversion Instructions

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## *Web Connect*

### Introduction

As we complete our system conversion to United Bank, 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. NOTE: Whether you are a customer of Farmers Bank, First Citizens Bank, Citizens Bank of Northern Kentucky or United Bank, please complete these instructions since all systems are converting.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

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!*

### Documentation and Procedures

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#### **Task 1:** Conversion Preparation

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1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select “**Backing Up Your Data**,” and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select “**Checking for Updates to Quicken**,” and follow the instructions.

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#### **Task 2:** Connect to current bank for a final download before **February 17, 2017**

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

2. Select your account from the drop-down list.
3. Click **Download** to access your current bank's website.
4. Enter your **User ID** and **Password** to login to the website. Download your transactions through **February 17, 2017** into Quicken.
5. Repeat the download process for each account you have (such as checking, savings, credit cards and brokerage).
6. Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

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**Task 3:** Disconnect Accounts at current bank on or after February 21, 2017

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1. Choose **Lists** menu > **Accounts**.
2. Select the account to deactivate and click **Edit**.
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
4. Remove the information within the **Account Number** and **Routing Number** fields.
5. Click **OK** to save your edits.
6. Repeat steps 2 – 5 for each account to be disconnected.
7. Verify your account list does not display a blue online circle icon for the accounts you are disconnecting.

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**Task 4:** Connect Accounts at United Bank on or after February 21, 2017.

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1. Download your Quicken Web Connect file from [www.unitedbankky.com](http://www.unitedbankky.com).

**NOTE:** Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, 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 United Bank & Capital Trust Co. has a blue online circle indicating it has been reactivated for online services.