Quicken® Personal Finance Software 2006 for Windows®
Account Conversion Instructions

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 to be able to log in to the Web site of your financial institution.

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 10 minutes.

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. Choose **File** menu → **Backup**.

2. Specify which file to back up and where you want the backup saved in the **Quicken Backup** dialog, and then click **OK**.

B.   DOWNLOAD THE LATEST QUICKEN UPDATE

1. Choose **Online** menu → **One Step Update**.

2. In the **One Step Update** dialog, click **Update Now**.

3. If a software update is available, then you will be prompted to apply it now.

4. Once the update is complete**, you must restart Quicken**.

Log in to your "old" website and download your transactions into Quicken. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Note: You may not be able to download these transactions if the conversion has already taken place. You may need to enter any missing transactions into Quicken manually.

1. 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 Downloaded Transactions tab.

- ⚠ For help accepting transactions, choose **Help** menu → **Quicken Help**. In the **Type in the word(s) to search for:** prompt, enter **Accept downloaded transactions into my transaction list**.

- ⚠ For assistance reconciling your account register, choose **Help** menu → **Quicken Help**. In the **Type in the word(s) to search for:** prompt, enter **Reconciling an account**.
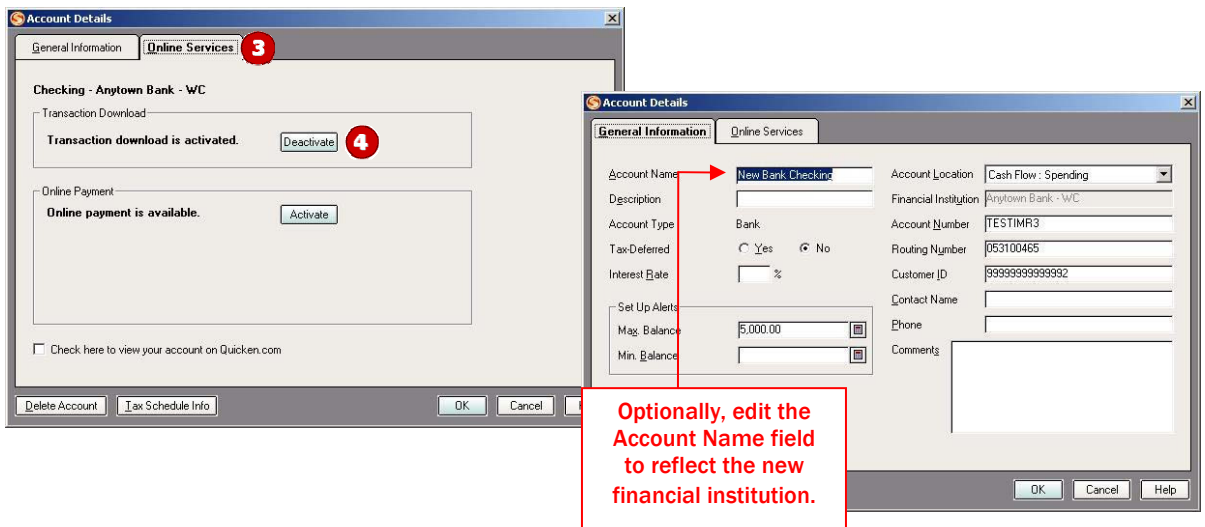
1. *Quicken banking customers:* right-click your first account in the **Cash Flow**

2. Select **Edit account** from the pop-up menu. **Update Account Number and Routing Number as needed.**
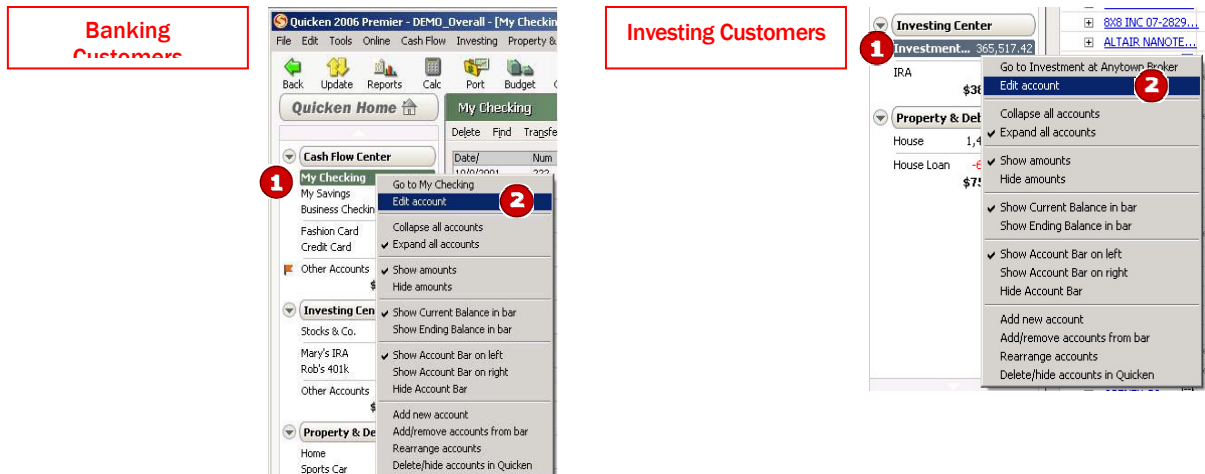
3. In the **Account Details** dialog, click the **Online Services** tab.

Optionally, edit the Account Name field to reflect the new financial institution.

4. Click **Deactivate** in the **Transaction Download** area. Confirm the remaining prompts.

5. Click **OK** to close the **Account Details** dialog (not shown).

Repeat steps **1** through **5** for each account from which you download transactions.

IMPORTANT: Complete section **E** *on or after* the conversion.

1. Anytime on or after the conversion, log in to your Financial Institution's Web site. Download your transactions into Quicken.

Important: To avoid the possibility of creating duplicate records when downloading into Quicken, select a "from" date that does not include records previously downloaded.

2. Click the **Use an existing Quicken account** radio button. In the corresponding drop-down list, select the applicable Quicken account.
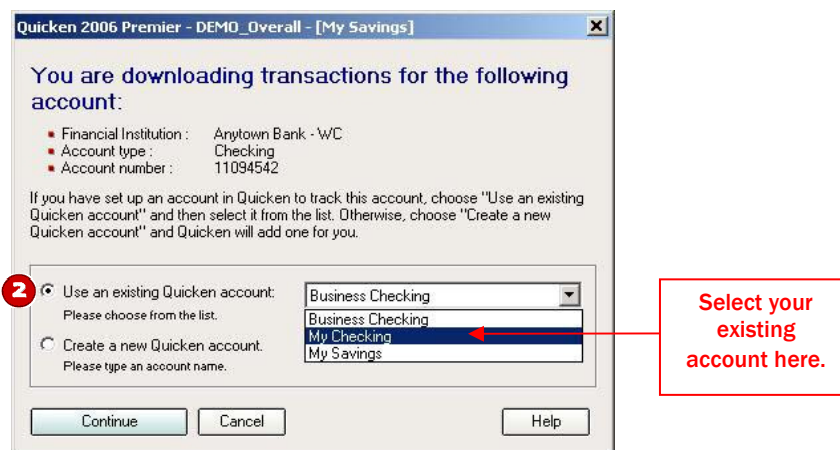
Repeat steps **1** and **2** for each account that you will use for online banking or investing with your Financial Institution.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!