

# Quicken for Mac Conversion Instructions

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*Quicken for Mac 2015*

*Web Connect*

## Introduction

As **Metamora State 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 **Metamora State Bank** website.

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.

## 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 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.

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### Task 2: Connect to **Metamora State Bank** for a final download by **October 22<sup>nd</sup> @ 4:00 pm EST**

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1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

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### Task 3: Deactivate Your Account(s) at **Metamora State Bank** on or after **October 22<sup>nd</sup>**

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1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.

3. Remove the checkmark from **I want to download transactions**.
4. Click **Save**.
5. Click **Continue** when asked to confirm this deactivation.
6. Repeat steps 2 – 5 for each account at **Metamora State Bank**.

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**Task 4:** Re-activate Your Account(s) at **Metamora State Bank** on or after **October 26<sup>th</sup> @ noon**

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1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Enter **Metamora State Bank** in the Search field and click **Continue**.
4. Log in to **metamorabank.com**
5. **Download** a file of 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 **Drop download file**.

**NOTE:** Select “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, select “**Link**” to pick your existing account.

**IMPORTANT:** Do **NOT** select “**ADD**” under the action column.

8. Click **Continue**.

**Thank you for making these important changes!**