

Quicken for Mac Conversion Instructions



Quicken for Mac 2006/2007

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

Task 1: Conversion Preparation

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.

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

1. Choose **Online** menu > **Download Transactions**.
2. Select your account from the drop-down list.
3. Click **Download** to access **Metamora State Bank** website at www.metamobank.com.
4. Enter your **Customer ID** and **PIN** to login to the **Metamora State Bank** web site. Download your transactions through **October 22nd** into Quicken.
5. Repeat the download process for each account you have at **Metamora State Bank** (such as checking, savings, credit cards and brokerage).
6. Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

Task 3: Deactivate Your Account(s) At *Metamora State Bank* on or after **October 22nd**

1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable 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 at *Metamora State Bank*.
7. Verify that your account list does not display a blue online circle icon for any accounts at *Metamora State Bank*.

Task 4: Re-activate Your Account(s) at *Metamora State Bank* on or after **October 26th @ 12:00 pm EST**

1. Log in to www.metamorabank.com and download your Quicken Web Connect file.
2. Import your transactions to Quicken.

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.

3. Ensure you associate the account to the appropriate account already listed in Quicken. Click the **Use an existing account** radio button.
4. Select the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps 3-4 for all accounts at *Metamora State Bank*.
6. Choose **Lists** menu > **Accounts**. Verify that each account at *Metamora State Bank* has a blue online circle indicating that it has been reactivated for online services.

Thank you for making these important changes!