



# Quicken for Mac Conversion Instructions

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*Direct Connect to Web Connect*

## Introduction

As **Community Bank & Trust** completes its system conversion to **MIDFLORIDA Credit Union**, 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 login credentials for Direct Connect and/or online banking.

**NOTE:** **Direct Connect** may require registration. Please contact **MIDFLORIDA Credit Union** to verify your Direct Connect login information. **Web Connect** uses the same User ID and Password as the **MIDFLORIDA** website.

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!***



This detour symbol indicates instructions in a Task specifically for **Bill Pay within Quicken**. If you do **not** use Quicken to make bill payments, skip that Task.

# 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: *Optional task* - Complete a final download before **04/03/2020 10pm EDT**

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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: Cancel Outstanding Payments before **04/03/2020**

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If you are **not** a Bill Pay user within Quicken, skip this Task.

**IMPORTANT:** This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid on or after **04/03/2020**, these payments may still be processed.

1. Highlight a Bill Payment transaction on the account register.

**NOTE:** While on the account register, go to **File > Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

2. Click on the **Edit** button located on the action bar at the bottom of the account register window.
3. Click on the **Edit Details** tab located below the highlighted transaction.
4. Click on the **Online Payment** tab.
5. Click on **Cancel Payment**.
6. Repeat steps for each outstanding payment transaction you have with your financial institution.

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**Task 4:** Disconnect Accounts in Quicken on or after **04/03/2020**

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1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads**.
4. Repeat steps for each account to be disconnected.

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**Task 5:** Reconnect Accounts to **MIDFLORIDA Premier OB** on or after **04/06/2020**

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5. Select your account under the **Accounts** list on the left side.
6. Choose **Accounts** menu > **Settings**.
7. Select Set up transaction download.
8. Enter **MIDFLORIDA Premier OB** in the **Search** field, select the name in the **Results** list and click **Continue**.
9. Log in to **www.midflorida.com**. **Download** a file of your transactions to your computer.

**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.

10. Drag and drop the downloaded file into the box **Drop download file**.

**NOTE:** Select "Web Connect" for the "Connection Type" if prompted.

11. 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 unless you intend to add a new account to Quicken.

12. Click **Finish**.
13. Repeat steps for each account to be reconnected.