

# Quicken for Mac Conversion Instructions

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## *Quicken for Mac 2005-2007*

### *Direct Connect*

As **Essex Savings Bank** completes its online banking update, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your **[User ID and Password]** for the **Essex Savings 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.

**IMPORTANT:** Bill Pay customers need to take action prior to **[8/11/2014]**. All other steps need to be completed on or after **[8/12/2014]**.



This detour symbol indicates section instructions that are using bill pay in Quicken only. If you do not use Quicken to make online bill payments, you can skip these sections or steps.

## 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.

### **Task 2: Cancel Outstanding Payments**

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If you are not a bill pay user in Quicken, you can skip this section.

**IMPORTANT:** This step must be completed by **8/11/14** to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after **8/11/14**, then it is possible that these payments will still be processed.

1. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after **8/11/14**.
2. Choose **File** menu > **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.

**NOTE:** You will use this list later to recreate your payments.

3. Click to select the first pending transaction in your account register. Choose **Online** menu > **Payments** > **Cancel Payment**. Quicken determines if there is enough time to cancel the payment:
4. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.
5. If there is enough time to cancel, then click Put In Outbox in the Cancel Payment dialog.
6. Repeat step 3 for each additional pending transaction.
7. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.
8. Click **Send Now**.
9. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.
10. Click **OK** to close the **Online Transmission Summary**.
11. Repeat steps 1 – 8 for each account enabled for bill payment services.

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### **Task 3: Deactivate Your Account(s) At Essex Savings Bank**

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1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. Write down your account information (account number, routing number, and customer ID).

**NOTE:** You will need this information to re-enable your account.

4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.
5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

6. Remove the information within the **Account Number** and **Routing Number** fields.
7. Click **OK** to save your edits.
8. Repeat steps 2 – 7 for each account at **Essex Savings Bank**.
9. Verify that your account list does not display a blue online circle icon for any accounts at **Essex Savings Bank**.

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**Task 4: Re-activate Your Account(s) at Essex Savings Bank**

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1. Choose **Lists** menu > **Accounts**.
2. Select your first disabled account and click **Edit**.
3. Click the **Financial Institution** drop-down list and select **Change Financial Institution**.
4. Click on **Update List**.
5. In the **Financial Institutions** dialog, select **Essex Savings Bank** from the list and click **Use**.
6. Enter the **Customer ID** and **PIN**. Click **OK**.
7. In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**.

**NOTE:** Each account will be displayed below "Use an existing account."

8. Click **OK**.
9. Click **OK** to close the **Edit Register** page.
10. Choose **Lists** menu > **Accounts**. Verify that each account at **Essex Savings Bank** has a blue online circle indicating that it has been reactivated for online services.

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**Task 5: Re-create Online Payments at Essex Savings Bank (migrate to Web Banking, web bill pay)**

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If you are not a bill pay user in Quicken, your conversion is complete. You can skip this section.

**Direct Connect – Recreate Payments.**

1. Log in to your Essex Savings Bank Web Banking.
2. Select the tab **Pay My** Bills.
3. Enroll for bill pay if you are not already enrolled.
4. Click on **Add Payees** and follow the instructions to add your payees and schedule payments.

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