

Quicken for Windows Conversion Instructions

Quicken for Windows 2012-2014

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 login credentials 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.



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.

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]**.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for **Backup Data File** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for **Update Software** and follow the instructions.

Task 2: Cancel Outstanding Payments



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. Choose **Tools** menu > **Online Center**.
2. Select **Essex Savings Bank** from the **Financial Institution** drop-down list.
3. On the **Payments** tab, select an account from which a payment is scheduled in the future.

NOTE: Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

4. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after **8/11/14**. To do this, select the first payee and click **Cancel Payment**.
5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after **8/11/14**.
6. On the toolbar, choose **Repeating**.
7. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.
8. Repeat step 7 for each repeating payment instruction you have with your financial institution.

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

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** or **Edit Details** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.
5. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.

NOTE: The name of the buttons referenced above may vary depending on the services you currently use and the version of Quicken you are using.

6. Click on the **General** or **General Information** tab.
7. Remove the financial institution name. Click **OK** to close the window.
8. Repeat steps 2 – 7 for each account at **Essex Savings Bank**.

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

1. Open the account register that you want to enable for online account access.
2. Choose **Account Actions** menu > **Set Up Online**.

3. Enter **Essex Savings Bank** and click **Next**.
4. Type your **User ID** and **Password**. Click **Connect**.
5. You will be presented with a list of accounts available for online access.
6. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** or **Exists in Quicken** and select the matching accounts in the drop-down menu.

IMPORTANT: Do **NOT** select **New** or **Add In Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

7. After all accounts have been matched, click **Next**.
You will receive confirmation that your account(s) have been added.
8. Click **Done** or **Finish**.
- 9.

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



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!