

RCB BANK

That's my bank!
MEMBER FDIC

Quicken for Mac 2015-2017 Conversion Instructions

Web Connect

Introduction

As **Lakeside State Bank** completes its system conversion to **RCB Bank**, 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 each Financial Institution.

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!

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your Quicken Mac data file and update the application.
 - a. Choose File>Save a Backup
 - b. Download the latest Quicken Update. Choose Quicken>Check for Updates.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.

- c. Accept all new transactions into the appropriate registers.

Task 2: On the 2nd Action Date

1. Select your account under the Accounts list on the left side.
2. Choose Accounts>Settings.
3. Select Set up transaction download.
4. Enter your financial institution name in the search field, select the correct option and click Continue.
5. Log into your financial institution's online banking site and download 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 titled Drop download file. Choose 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, click Link to pick your existing account.

Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

8. Click Finish.