RCB BANK
That's my bank!
MEMBER **FDIC**

Quicken for Windows
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 Quicken Windows Data File and Update. Choose **File > Backup Quicken File**.

2. Download the latest Quicken Update. Choose **Help > Check for Updates.**

Task 2: Connect to **Lakeside State Bank** for a final download before **4 p.m. Central, Friday, April 22, 2022**

1. Complete last transaction update before the change to get all of your transaction history upto date. Repeat this step for each account you need to update.

2. Accept all new transactions into the appropriate registers.

Task 3: Disconnect Accounts at **Lakeside State Bank** on or after **4 p.m. Central, Friday, April 22, 2022**

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1. Choose **Tools** menu > **Account List**.

2. Click the **Edit** button of the account you want to deactivate.

3. In the **Account Details** dialog, click on the **Online Services** tab.

4. Click **Deactivate**. Follow the prompts to confirm the deactivation.

5. Click on the **General** tab.

6. Delete Financial Institution and Account Number Information.

7. Remove the financial institution name and account number. Click **OK** to close the window.

8. Repeat steps for each account to be disconnected.

Task 4: Reconnect Accounts to **RCB Bank** on or after **8:30 a.m. Central, Monday, April 25, 2022**

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1. Download your Quicken Web Connect file from **RCB Bank**.

> **NOTE:** Take note of the date you last had a successful connection in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. In Quicken, choose **File** > **File Import** > **Web Connect File**.

3. Use the import dialog to select the Web Connect file you downloaded. An "Import Downloaded Transactions" window opens.

4. Choose **Link to existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

5. Repeat this step for each account you have connected to this institution.

> **IMPORTANT:** Do **NOT** select **Create a new account** unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click the **Cancel** button.