

Quicken for Mac Conversion Instructions



Quicken for Mac 2007 - Web Connect

Introduction

As **CSB Bank** completes its system conversion to **Lakestone Bank & Trust**, 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 the **CSB Bank** and **Lakestone Bank & Trust** websites.

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.

Documentation and Procedures

IMPORTANT: Tasks 1 through 3 must be completed no later than 4:00 p.m. – Eastern on Friday, December 2nd, 2016.

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select “**Backing Up Your Data**,” and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select “**Checking for Updates to Quicken**,” and follow the instructions.

Task 2: Connect to **CSB Bank for a final download *no later than 4:00 p.m. – Eastern on Friday, December 2nd, 2016.***

1. Choose **Online** menu > **Download Transactions**.
2. Select your account from the drop-down list.
3. Click **Download** to access **CSB Bank**
4. Enter your **User ID** and **Password** to login to the website. Download your transactions through **Friday, December 2nd, 2016** into Quicken.
5. Repeat the download process for each account you have (such as checking, savings, credit cards and brokerage).

6. Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

Task 3: Deactivate Your Accounts at *CSB Bank no later than 4:00 p.m. – Eastern on Friday, December 2nd, 2016.*

1. Choose **Lists** menu > **Accounts**.
2. Select the account to deactivate and click **Edit**.
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
4. Remove the information within the **Account Number** and **Routing Number** fields.
5. Click **OK** to save your edits.
6. Repeat steps 2 – 5 for each account at *CSB Bank*.
7. Verify your account list does not display a blue online circle icon for the accounts you are deactivating.

IMPORTANT: **Task 4 must be completed after 9:30 a.m. – Eastern on Monday, December 5th, 2016.**

Task 4: Reactivate Your Accounts at *Lakestone Bank & Trust after 9:30 a.m. – Eastern on Monday, December 5th, 2016.*

1. Download your Quicken Web Connect file from *Lakestone Bank & Trust*

IMPORTANT: Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, you may end up with duplicate transactions.

2. Import your transactions to Quicken.
3. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.
4. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps for each account you are reactivating.
6. Choose **Lists** menu > **Accounts**. Verify each account at *Lakestone Bank & Trust* has a blue online circle indicating it has been reactivated for online services.

Thank you for making these important changes!