

Quicken for Windows Conversion Instructions



Quicken for Windows 2013–2016 - 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 Your Data** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Update Software** 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. Download your Quicken Web Connect file from **CSB Bank**.
2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE: If you need assistance matching transactions, choose **Help menu > Quicken Help**. Search for **Matching Transactions** and follow the instructions.

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

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. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps for each account you wish to deactivate.

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

Task 4: Reactivate 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 in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File > File Import > Web Connect File**. Locate and select the Web Connect file to import.
3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

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.

4. Repeat steps for each account you wish to reactivate in Quicken.

Thank you for making these important changes!