Quicken for Mac Conversion Instructions

dWb
dakota western bank

Quicken for Mac 2007- Direct Connect to Web Connect

INTRODUCTION

As Dakota Western Bank completes its system conversion, 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 Dakota Western Bank and 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.

DOCUMENTATION AND PROCEDURES

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 data files**," and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select "Check for Updates," and follow the instructions.

Task 2: Deactivate Your Account(s) At **Dakota Western Bank** on or after *June 20, 2016*

1. Choose **Lists** menu > **Accounts**.

2. Select the account that you want to disable and click **Edit**.

3. Write down your account information (account number, routing number, and customer ID).

> **NOTE:** You will need this information to re-enable your account.

4. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

5. Remove the information within the **Account Number** and **Routing Number** fields.

6. Click **OK** to save your edits.

7. Repeat steps 2 – 7 for each account at Dakota Western Bank.

8. Verify that your account list does not display a blue online circle icon for any accounts at Dakota Western Bank.

Task 3: Re-activate Your Account(s) with **Dakota Western Bank-Retail** on or after *June 20, 2016.*

1. Download your Quicken Web Connect file from dakotawesternbank.com

> **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.

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 Dakota Western Bank has a blue online circle indicating it has been reactivated for online services.

Thank you for making these important changes!