

Quicken Essentials for Mac Conversion Instructions

Quicken Essentials for Mac 2010

Web Connect

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Introduction

VERY IMPORTANT BEFORE CONTINUING WITH FURTHER STEPS: It is critical that you complete a current backup. Task 1 below provides the instructions on completing the backup.

As **First National Bank of Gillette** completes its system conversion of our computer systems, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your login credentials for **First National Bank of Gillette's** website. Please go to www.fnbgillette.com to reset your credentials. On your initial login after conversion you will be required to change your password and you will be challenged with the security function requesting response via your phone selection. The temporary password will be your current password, not a new assigned temporary password. Access to the bank's web site will allow validation of your new credentials.

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.

NOTE: This update is time sensitive and can be completed on or after **July 16, 2014**. Access will not be unavailable from approximately 6:00 PM July 10th through 6:00 AM July 16th through your Intuit application.

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 First National Bank of Gillette

1. Select your account under the "**Accounts**" list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Remove the checkmark from "**I want to download transactions**".
4. Click **Save**.
5. Click **Continue** when asked to confirm this deactivation.
6. Repeat steps 2 – 5 for each account at First National Bank of Gillette.

Task 3: Re-activate Your Account(s) at First National Bank of Gillette

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Click **List** menu > Select First National Bank of Gillette.
4. Click **Continue**.

NOTE: Select "Quicken Connect" for the "Connection Type" if prompted.

5. Enter your Login Credentials for First National Bank of Gillette.
6. Click **Continue**.
7. In the "Choose your Accounts" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select your existing account, and each additional account you wish to download into Quicken Essentials.

IMPORTANT: Do **NOT** select "**ADD**" under the action column.

8. Click **Continue**.

Thank you for making these important changes!