



Quicken for Windows Conversion Instructions

Express Web Connect

Introduction

As *Mid Oregon Federal Credit Union* 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 login credentials for online banking.

NOTE: Express Web Connect uses the same User ID and Password as your financial institution's website.

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 your data file.** For instructions to back up your data file, choose Help menu > Quicken Help. Search for *Backup Data File* and follow the instructions.

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

Task 2: *Optional task* - Complete a final download before *04/10/2020*

1. **Choose Tools menu > One Step Update.**
2. **Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the One Step Update dialog.**
3. **In the One Step Update Settings dialog, make sure all items are checked and click Update Now.**
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: Disconnect Accounts in Quicken on or after *04/10/2020*

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 to be disconnected.**

Task 4: Reconnect Accounts to *Mid Oregon Federal Credit Union NEW* on or after *04/14/2020*

1. **Choose Tools menu > Account List.**
2. **Click the Edit button of the account you want to activate.**
3. **In the Account Details dialog, click the Online Services tab.**

4. **Click Set up Now.**
5. **Use Advanced Setup to activate your account.**
6. **Enter *Mid Oregon Federal Credit Union NEW* in the search field, select the name in the list and click Next.**
7. **If presented with the Select Connection Method screen, select Express Web Connect.**
8. **Enter your User ID and Password. Click Connect.**

NOTE: You may be presented with a security question from your Financial Institutions prior to receiving your accounts.

9. **Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select Link to an existing account and select the matching accounts in the drop-down menu.**

IMPORTANT: Do NOT select Add to Quicken 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.

10. **After all accounts have been matched, click Next. You will receive confirmation that your accounts have been added.**
11. **Click Done or Finish.**