



# Quicken for Windows Conversion Instructions

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*Direct Connect to Web Connect*

## Introduction

As **Atlantic Stewardship Bank** completes its system conversion to **Columbia Bank**, 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 Direct Connect and/or online banking.

**NOTE:** **Direct Connect** may require registration. Please contact ***your financial institution*** to verify your Direct Connect login information. **Web Connect** uses the same User ID and Password as the **[Financial Institution B]** 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

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### Task 1: Conversion Preparation

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1. Backup your data file. Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**

### Task 2: **Optional task** – Complete a final download **before 5pm Eastern on 3/13/2020**

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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 **3/16/2020**

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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 on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). 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 **Columbia Bank - NJ** on or after **3/16/2020**

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1. Download your Quicken Web Connect file from <https://www.columbiabankonline.com/>.

**NOTE:** 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 **Cancel**.

4. Repeat steps for each account to be reconnected.