

# Quicken for Windows Conversion Instructions

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*Quicken for Windows 2012–2015*

*Web Connect*

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## Introduction

As **Volunteer State Bank** completes its online banking system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your **User ID and Password** for the **Volunteer State Bank** online banking 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.

**NOTE:** This update is **time sensitive** and can be completed on or after **05/05/15**.

## Documentation and Procedures

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### Task 1: Conversion Preparation

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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.

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### Task 2: Deactivate Your Account(s) At Volunteer State Bank

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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 **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 2–6 for each account at **Volunteer State Bank**.

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### Task 3: Re-activate Your Account(s) at Volunteer State Bank

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1. Log in to **Volunteer State Banks** online banking website and download your Quicken Web Connect file.
2. Click **File** > **File Import** > **Web Connect File**.

3. If prompted for connectivity type, select **Web Connect**.

**NOTE:** 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.

4. 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 account in the drop-down menu.

**IMPORTANT:** Do **NOT** select **Create a new account**. 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.

5. Repeat steps 2 – 4 for all of your accounts.

*Thank you for making these important changes!*