

# Quicken for Mac Conversion Instructions

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*Quicken for Mac 2007*

*Web Connect*

## Introduction

As **Citizens Bank & Trust** completes its system conversion to our new Online Banking service, 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 Citizens Bank & Trust 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

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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**, select "**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 **Updates**, select "**Checking for Updates to Quicken**," and follow the instructions.

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### Task 2: Deactivate Your Accounts at **Citizens Bank & Trust** on or after **5/19/2016 at 5:00PM**

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1. Choose **Lists** menu > **Accounts**.
2. Select the account to deactivate and click **Edit**.
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
4. Remove the information within the **Account Number** and **Routing Number** fields.
5. Click **OK** to save your edits.
6. Repeat steps 2 – 5 for each account at **Citizens Bank & Trust**.

7. Verify your account list does not display a blue online circle icon for the accounts you are deactivating.

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**Task 3: Reactivate Your Accounts at Citizens Bank – Plaquemine, LA on or after 5/23/2016 at 10:00AM**

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1. Download your Quicken Web Connect file from [citizensbankandtrust.com](http://citizensbankandtrust.com).

**IMPORTANT:** Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, 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 **Citizens Bank – Plaquemine, LA** has a blue online circle indicating it has been reactivated for online services.

***Thank you for making these important changes!***