Quicken for Mac
Conversion Instructions

The First
National Bank & Trust Co.

Quicken for Mac 2007

Web Connect

Introduction

As First National Bank & Trust Co. 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 both your old and new Business Banking services.

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

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 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.

Task 2: Connect to FNBT's *OLD* Business Banking service for a final download after 11/14/2016 but before 01/16/2017. It is important that the final download be completed before **01/16/2017**

1. Choose **Online** menu > **Download Transactions.**

2. Select your account from the drop-down list.

3. Click **Download** to access FNBT's *old* Business Banking.

4. Enter your **User ID** and **Password** to login to the website. Download your transactions into Quicken.

5. Repeat the download process for each account you have (such as checking, savings, credit cards and brokerage).

6.   Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

Task 3:   Deactivate Your Account(s) with the *OLD* Business Banking service after you have completed the final download. The final download must be completed before ***01/16/2017***

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 FNBT.

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

Task 4:   Re-activate Your Account(s) with the *NEW* Business Banking service after you have completed Task 3.

1.   Download your Quicken Web Connect file from the *new* Business Banking service.

> **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 FNBT has a blue online circle indicating it has been reactivated for online services.

Thank you for making these important changes!

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Task 2: Connect to FNBT's *OLD* Business Banking service for a final download after 11/14/2016 but before 01/16/2017. It is important that the final download be completed before **01/16/2017**

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Update Selected Online Account**.

3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) with the *OLD* Business Banking service after you have completed the final download. The final download must be completed before ***01/16/2017***

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Select **Troubleshooting** > **Deactivate Downloads.**

4. Repeat steps for each account at FNBT.

Task 4: Re-activate Your Account(s) with the *NEW* Business Banking service after you have completed Task 3.

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Select Set up transaction download.

4. Enter ***FNBT Chickasha, Ok – BeB WC*** in the **Search** field, select the name in the **Results** list and click **Continue**.

5. Log in to the *new* Business Banking service. **Download** a file of your transactions to your computer.

6. 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.

7. Drag and drop the downloaded file into the box **Drop download file**.

> **NOTE:**   Select "Web Connect" for the "Connection Type" if prompted.

8. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link"** to pick your existing account.

> **IMPORTANT:**   Do **NOT** select "**ADD**" under the action column unless you intend to add a new account to Quicken.

9. Click **Finish**.

10. Repeat steps for each account you are reactivating in Quicken.

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1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Update Selected Online Account**.

3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) with the *OLD* Business Banking service after you have completed the final download. The final download must be completed before *01/16/2017*

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1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Select Troubleshooting > Deactivate Downloads.

4. Repeat steps for each account at FNBT.

Task 4: Re-activate Your Account(s) with the *NEW* Business Banking service after you have completed Task 3.

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1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Select Set up transaction download.

4. Enter *FNBT Chickasha, Ok – BeB WC* in the **Search** field, select the name in the **Results** list and click **Continue**.

5. Log in to the *new* Business Banking service. **Download** a file of your transactions to your computer.

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NOTE:	Quicken Express Web Connect accounts use the same User ID and PIN/Password as the Business Banking service.

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1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Update Selected Online Account**.

3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) you use for online banking or investing.

Task 3: Deactivate Your Account(s) with the *OLD* Business Banking service after you completed the final download, but not before ***1/23/2017***

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Select **Troubleshooting** > **Deactivate Downloads.**

4. Repeat steps for each account at FNBT.

Task 4: Reactivate Your Account(s) with the *NEW* Business Banking service after you have completed Task 3, but not before ***1/23/2017***

1. Select your account under the **Accounts** list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Select **Set up transaction download.**

4. Enter *FNBT Chickasha, Ok – BeB WC* in the **Search** field, select the name in the **Results** list and click **Continue**.

5. Enter your **User Id** and **Password** and click **Continue**.

6. If the bank requires extra information, enter it to continue.

> **NOTE:** Select "Express Web Connect" or "Quicken Connect" for the "Connection Type" if prompted.

7. In the "**Accounts Found**" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link"** to pick your existing account.

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

8. Select **Finish**.

Thank you for making these important changes!