

Quicken for Mac Conversion Instructions



Direct Connect to 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 Direct Connect and/or online banking.

NOTE: **Direct Connect may require registration. Please contact your financial institution to verify your Direct Connect login information. Express Web Connect uses the same User ID and Password as the *Mid Oregon Federal Credit Union* 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 > Search. Search for *Backing Up*, select Backing up data files, and follow the instructions.
2. **Download the latest Quicken Update.** For instructions to download an update, choose Help menu > Search. Search for *Updates*, select "Check for Updates," and follow the instructions.

Task 2: **Optional task** - Complete a final download before *4/10/2020*

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: Disconnect Accounts in Quicken on or after *04/10/2020*

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 to be disconnected.**

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

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 *Mid Oregon Federal Credit Union NEW* 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.