

# Quicken® Personal Finance Software 2007 -2010 for Windows®

## Baker Boyer Bank Account Conversion Instructions

### From Web Connect to Direct Connect



As Baker Boyer Bank completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need to be able to log in to [www.bakerboyer.com](http://www.bakerboyer.com). **This update is time sensitive and must be completed by March 9<sup>th</sup>, 2010.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online service may stop functioning properly. This conversion should take 10 minutes.

To see how your downloading experience will change after your account conversion, click [here](#).

**Note:** In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.

 Within this guide, this symbol displays to indicate that there are optional FAQs.

## A.

### BACK UP YOUR CURRENT DATA

1. Choose **File** menu → **Backup**.
2. In the Quicken Backup dialog, specify which file to back up and where you want the backup saved, and then click **OK**.

## B.

### DOWNLOAD THE LATEST QUICKEN UPDATE

1. Choose **Online** menu → **One Step Update**.
2. In the One Step Update Settings dialog, uncheck any boxes, and then click **Update Now**.
3. If a software update is available, then you will be prompted to apply it now.
4. When the update completes, restart Quicken.



1. Open a Web browser and log in to [www.bakerboyer.com](http://www.bakerboyer.com) Download your transactions through March 9th into Quicken.

**Note:** You will not be able to download these transactions after March 9<sup>th</sup>.

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

2. Once the transactions are downloaded, **accept all the transactions into your Quicken account register.**

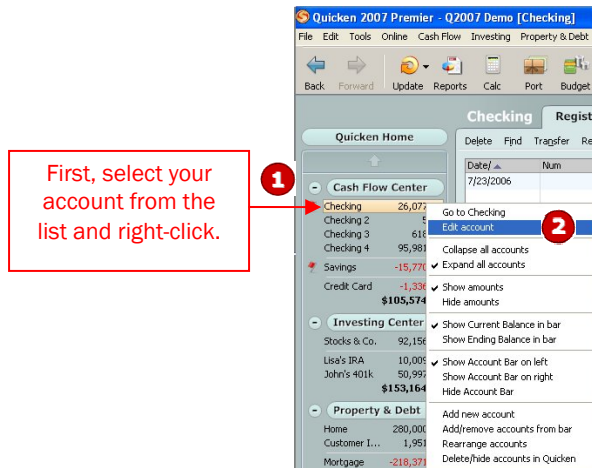
**Important:** You will not be able to proceed to the next section until you accept all transactions in the **Downloaded Transactions** tab.

- ▲ For help accepting transactions, choose **Help** menu → **Quicken Help**. In the Type in the word(s) to search for: prompt, enter **Accept downloaded transactions**.
- ▲ For assistance reconciling your account register, choose **Help** menu → **Quicken Help**. In the Type in the word(s) to search for: prompt, enter **Reconciling an account**.

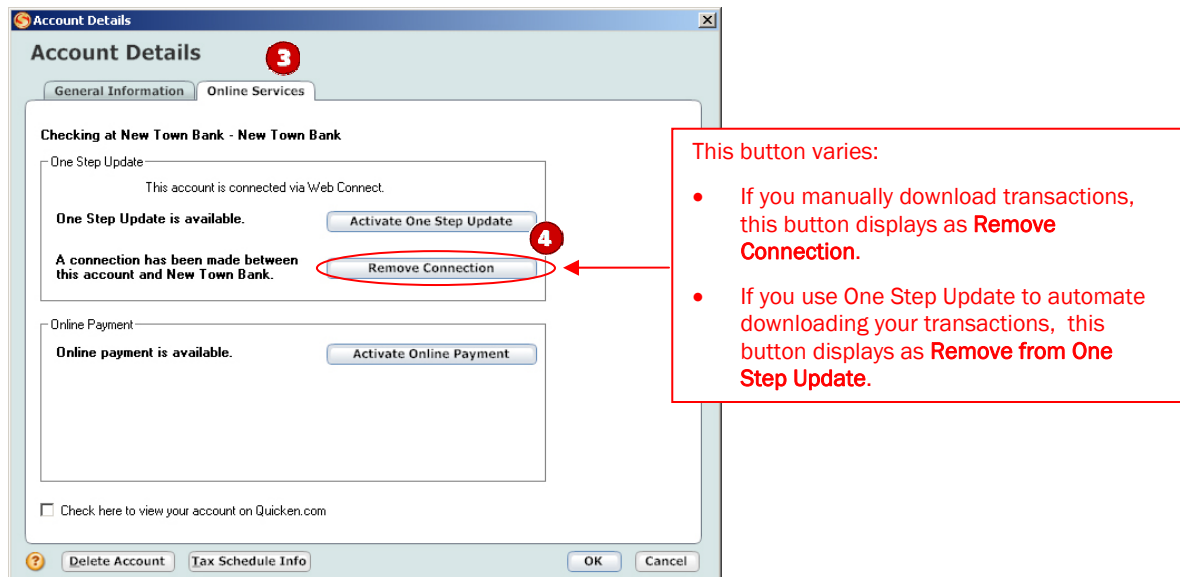
## D.

### DEACTIVATE YOUR ACCOUNTS WITH BAKER BOYER NATIONAL BANK

1. Right-click your first Baker Boyer Bank account in the Cash Flow Center.
2. Select **Edit account** from the pop-up menu.



3. Edit Account Number as needed. Click the **Online Services** tab.



5. Click **Remove Connection** or **Remove from One Step Update** in the One Step Update area. Confirm the remaining prompts.
6. Click the **General Information** tab. In the Financial Institution field, type Baker Boyer Bank. Optionally, edit the Account Name field to reflect the new financial institution.
7. Click **OK** to close the Account Details dialog.

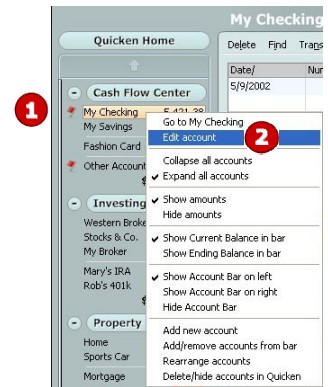
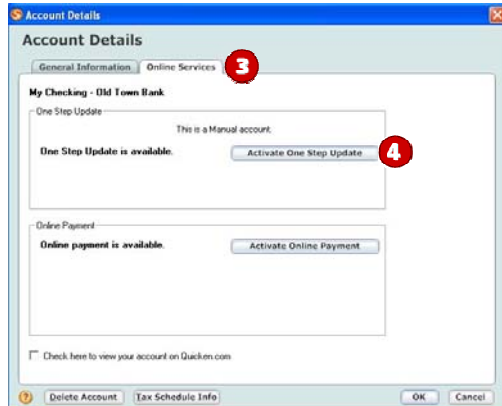
Repeat steps **1** through **6** for each Baker Boyer Bank account (such as checking, savings, credit cards, and brokerage). Verify that each account is deactivated by choosing **Tools** menu → **Account List**. As each account is deactivated, the word **Activated** disappears in the Online Services column.

# E.

## ACTIVATE YOUR ACCOUNTS WITH BAKER BOYER BANK

**IMPORTANT:** Complete section **E** *on or after* March 12<sup>th</sup>, 2010.

1. Right-click your first Baker Boyer Bank account in the Cash Flow Center.
2. Select **Edit account** from the pop-up menu.
3. Click the **Online Services** tab.



4. Click **Activate One Step Update** in the One Step Update area. Confirm the remaining prompts.
5. Follow the on-screen instructions, and enter the account information from your email. If you have more than one account, then match each Quicken account to the appropriate Baker Boyer Bank account in the drop-down list, and complete the remaining prompts.

If you have more than six accounts, then repeat steps **1** through **5** for each additional set of six accounts that you use with online services.

## NEW FUNCTIONALITY WITH YOUR QUICKEN DIRECT CONNECT ACCOUNT

As a result of this account conversion, you now have the convenience of downloading directly within Quicken. Now, each time you perform an account download, you'll do a One Step Update rather than a Web site download. Choose **Online** menu → **One Step Update**. Click to select the download options you want, enter your financial institution's password, and click **Update Now**.

Your Direct Connect accounts may also offer new functionality and services such as online bill pay. Contact Baker Boyer Bank for more information; see below for contact information.

**THANK YOU FOR MAKING THESE IMPORTANT CHANGES!**