Member FDIC

Quicken Web Connect Conversion Instructions

As we complete an eBanking enhancement to allow you to seamlessly connect your eBanking accounts to Quicken, you will need to modify your Quicken settings if you currently have your First Bank accounts connected to Quicken. While we don't anticipate issues, we are recommending that you back up your Quicken data before the eBanking enhancement is completed. If you have never connected your First Bank accounts to Quicken, these instructions do not apply (you will follow instructions within the Quicken application). This document contains Web Connect instructions for both Windows and Mac.

These instructions refer to two "Action Dates."

- The 1st Action Date is **October 25, 2024**

- The 2nd Action Date is **October 29, 2024**

To navigate this document, just click the link or links below that match your product and connectivity:

Instructions for Downloading a Web Connect file from your First Bank eBanking profile.

Quicken Windows Web Connect (actions performed within Quicken application)

<u>On the 1st Action Date: as of October 25, 2024</u>

1. Back up Quicken Windows Data File and Update.
    a. Choose **File > Backup and Restore > Backup Quicken File**.
    b. Download the latest Quicken Update. Choose **Help > Check for Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Repeat this step for each First Bank account you need to update.
    c. Accept all new transactions into the appropriate registers.

<u>On the 2nd Action Date: on or after October 29, 2024. IMPORTANT: Make sure you have completed the 1st Action Date steps before you begin the 2nd Action Date steps.</u>

1. Deactivate eBanking connection for accounts connected to First Bank.
    a. Choose **Tools > Account List**.
    b. Click **Edit** on the account to deactivate.
    c. In Account Details, click **Online Services**.
    d. Click **Deactivate**. Follow prompts to confirm deactivation.
    e. Click the **General** tab.
    f. Delete Financial Institution and Account Number information.
    g. Click **OK** to close window.
    h. Repeat steps for any additional First Bank accounts.
2. Reconnect eBanking connection for First Bank accounts that apply.
    a. Download a Quicken Web Connect file for each First Bank account that is in your First Bank eBanking profile.
    b. In Quicken, choose **File > File Import > Web Connect (.QFX) File**.
    c. Use the import dialog to select the Web Connect file you downloaded. An “Import Downloaded Transactions” window opens.
    d. Choose **Link to an existing account**. Select the matching First Bank account in the drop-down menu. Associate the imported transactions to the correct First Bank account listed in Quicken.
    e. Repeat this step for each account you have connected to First Bank.

Quicken Mac Web Connect (actions performed within Quicken application)

On the 1st Action Date: as of October 25, 2024

1. Back up your Quicken Mac data file and update the application.
    a. Choose **File > Save a Backup**.
    b. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Repeat this step for each First Bank account you need to update.
    c. Accept all new transactions into the appropriate registers.

On the 2nd Action Date: on or after October 29, 2024. IMPORTANT: Make sure you have completed the 1st Action Date steps before you begin the 2nd Action Date steps.

Activate eBanking connection for accounts connected to First Bank.

1. Select your First Bank account under the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter First Bank in the search field, select the correct option and click **Continue**.
5. Enter your First Bank eBanking credentials and download your transactions to your computer. **Important: 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.
6. Drag and drop the downloaded file into the box titled **Drop download file**. Choose **Web Connect** for the "Connection Type" if prompted.
7. In the "Accounts Found" screen, ensure you associate each new First Bank account to the appropriate First Bank account already listed in Quicken. Under the Action column, click **Link** to pick your existing First Bank account.
   Important: Do NOT select "ADD" in the Action column unless you intend to add a new First Bank account to Quicken.
8. Click **Finish**.