QUICKEN FOR WINDOWS CONVERSION GUIDE

A step-by-step tutorial for successfully modifying Quicken for a smooth transition.

Introduction

As Horizon Bank completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your [User ID and Password] for the Horizon Bank website. *NOTE: Direct Connect may require registration. Please contact your financial institution to verify your Direct Connect login information.*

It is important that you follow these instructions exactly as described and in the order presented or your online banking activity may stop functioning properly. This conversion should take about 15-30 minutes.

This symbol indicates a Task specifically for Bill Pay within Quicken. If you do not use Quicken to make online bill payments, skip that Task.

Documentation & Procedures

Task 1: Conversion Preparation

1. Back up your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for **Backup Data File** and follow the instructions on screen.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for **Update Software** and follow the instructions.

Task 2: Cancel Outstanding Payments

If you are not a Bill Pay user within QuickBooks, skip this Task.

NOTE: This Task must be completed to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid, these payments may still be processed.

1. Choose **Tools** menu > **Online Center**.
2. Select **Horizon Bank SSB** from the **Financial Institution** drop-down list.
3. On the **Payments** tab select an account from which a payment is scheduled in the future. *NOTE: Click "Print" to save your pending payments. You can use this when you recreate and send these payments later.*
4. In the payment status list, you will cancel payments for each payee with a status that is scheduled. To do this, select the first payee and click **Cancel Payment**.

5. Perform steps 3 & 4 for all payments scheduled for delivery.

6. On the tool bar, choose Repeating.

7. Select a payment instruction and click Delete. You will need to click Delete again in a confirmation window.

8. Repeat step 7 for each repeating payment instruction you have with your financial instruction.

Task 3: Disconnect Your Account(s) at Horizon Bank, SSB

1. Choose Tools menu > Account List.

2. Click the Edit button of the account you want to deactivate.

3. In the Account Details dialog, click on the Online Services tab.

4. Click on the Deactivate or Deactivate Online Payment (only available if you use bill pay services). Follow the prompts to confirm the deactivation.

5. Click on the General tab.

6. Remove the financial institution name and account number. Click OK to close the window.

7. Repeat steps for each account you are disconnecting.

Task 4: Reconnect Accounts to Horizon Bank, SSB

1. Choose Tools menu > Account List.

2. Click the Edit button of the account you want to activate.

3. In the Account Details dialog, click the Online Services tab.

4. Click Set up now.

5. Use Advanced Setup to activate your account.

6. Enter Horizon Bank SSB in the search field, select the name in the list and click Next.

7. If presented with the Select Connection Method screen, select Direct Connect.

8. Type your Direct Connect User ID and Password and click Connect.

9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select Link to an existing account and select the matching accounts in the drop-down menu.

10. Do NOT choose Add to Quicken unless you want to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, choose Ignore - Don't Download into Quicken.

11. After all accounts have been matched, click Next. You will receive a confirmation that your accounts have been added.

12. Click Done or Finish.