

# Quicken for Windows Conversion Instructions

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## Quicken for Windows 2012-2015

### Direct Connect

As **Wakefield Co-operative Bank** completes its internet banking enhancements, 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 **Wakefield Co-operative Bank** website.

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.

**NOTE:** This update is time sensitive and can be completed on or after **4/16/2015**.



This detour symbol indicates section instructions that are using bill pay in Quicken only. If you do **not** use Quicken to make online bill payments, you can skip these sections or steps.

## Documentation and Procedures

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### Task 1: Conversion Preparation

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1. Backup 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.
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.

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### Task 2: Cancel Outstanding Payments

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If you are **not** a bill pay user in Quicken, please skip this section.

**IMPORTANT:** This step must be completed by **4/16/2015** to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after **4/16/2015**, then it is possible that these payments will still be processed.

1. Choose **Tools** menu > **Online Center**.

2. Select **Wakefield Co-operative Bank** 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 list of 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 schedule for delivery on a date after **4/16/2015**. To do this, select the first payee and click **Cancel Payment**.
5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after **4/16/2015**.
6. On the toolbar, 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 institution.

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### **Task 3: Deactivate Your Account(s) At Wakefield Co-operative Bank**

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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 **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 2 – 6 for each account at **Wakefield Co-operative Bank**.
8. Backup your data file.

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### **Task 4: Re-activate Your Account(s) at Wakefield Co-operative Bank**

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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 on the **Online Services** tab.
4. Click **Set up Now**.
5. Use **Advanced Setup** to activate your account.
6. Enter **Wakefield Co-operative Bank New** and click **Next**.
7. On the Select Connection Method screen, select **Direct Connect**.

8. Type your **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.

**IMPORTANT:** Do **NOT** select **Add to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

10. After all accounts have been matched, click **Next**. You will receive confirmation that your account(s) have been added.
11. Click **Done** or **Finish**.

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#### **Task 5: Re-create Online Payments at Wakefield Co-operative Bank**

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If you are **not** a bill pay user in Quicken, your conversion is complete. Please skip this section.

1. Re-create your payments (as needed) in iBanking.

***Thank you for making these important changes!***