Quicken for Mac
Conversion Instructions

Quicken for Mac 2007

Direct Connect

Introduction

As Aerospace Federal Credit Union completes its system conversion to our new home banking platform, 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 existing AeroAccess User ID and Password for the Aerospace Federal Credit Union website and, after July 25, 2016, your new AeroAccess User ID and Password for the new Aerospace Federal Credit Union website.

NOTE:	Direct Connect will require registration. Please complete your enrollment in the new AeroAccess system on or after July 25, 2016 before attempting to complete Tasks 4 & 5 outlined below.

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.

This detour symbol indicates a Task for Bill Pay in Quicken. If you do not use Quicken to make online bill payments, skip the Task.

Documentation and Procedures

Task 1: Conversion Preparation – Before July 24, 2016

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: Connect to Aerospace Federal Credit Union's existing home banking platform for a final download before July 24, 2016.

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: Cancel Outstanding Payments before July 24, 2016

If you are not a Bill Pay user in Quicken, skip this Task.

> **IMPORTANT:** This step must be completed by *July 24, 2016* to avoid possible payment issues. Payments scheduled after *July 24, 2016,* will NOT be processed by the new Aerospace Federal Credit Union bill payment system through Quicken.

1. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after July 24, 2016*.*

2. Choose **File** menu > **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.

> **IMPORTANT:** You will use this list later to recreate your payments.

3. Click to select the first pending transaction in your account register. Choose **Online** menu > **Payments** > **Cancel Payment**. Quicken determines if there is enough time to cancel the payment:

4. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.

5. If there is enough time to cancel, then click **Put In Outbox** in the Cancel Payment dialog.

6. Repeat step 3 for each additional pending transaction.

7. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.

8. Click **Send Now**.

9. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.

10. Click **OK** to close the **Online Transmission Summary**.

11. Repeat steps for each account to be deactivated that is enabled for bill payment services.

Task 4: Deactivate Your Accounts at *Aerospace Federal Credit Union* on or after *July 25, 2016*

1. Choose **Lists** menu > **Accounts**.

2. Select the account that you want to disable and click **Edit**.

3. Write down your account information (account number, routing number, and customer ID).

> **NOTE:**   You will need this information to re-enable your account.

4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.

5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

6. Remove the information within the **Account Number** and **Routing Number** fields.

7. Click **OK** to save your edits.

8. Repeat steps 2 – 7 for each account at Aerospace Federal Credit Union.

9. Verify your account list does not display a blue online circle icon for any accounts at Aerospace Federal Credit Union.

Task 5: Reactivate Your Accounts at Aerospace Federal Credit Union on or after July 25, 2016.

1. Choose **Lists** menu > **Accounts**.

2. Select your first disabled account and click **Edit**.

3. Click the **Financial Institution** drop-down list and select **Change Financial Institution**.

4. Click on **Update List**.

5. In the **Financial Institutions** dialog, select *Aerospace Federal Credit Union* from the list and click **Use**.

6. Enter your Direct Connect **User ID** and **Password**. Click **OK**.

7. In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**.

> **NOTE:**   Each account will be displayed below "**Use an existing account**."

8. Click **OK**.

9. Click OK to close the **Edit Register** page.

10. Choose **Lists** menu > **Accounts**. Verify that each account you are reactivating has a blue online circle for online services.

Thank you for making these important changes!