Quicken®

Reestablishing Your Connection

Thank you for reestablishing your connection between QuickBooks and SELCO's digital banking system.

We recommend making this change as soon as possible after the October 18 digital banking upgrade.

To get started, click the link below that matches your product connectivity:

Instructions for One-Step Update initiated from within Quicken

[Quicken Windows - Express Web Connect]
[Quicken Windows - Web Connect]
[Quicken Mac - Web Connect]

Quicken Windows - Express Web Connect

After the October 18 upgrade:

1. **Important:** Back up your Quicken Windows Data File. Go to **File > Copy or Back Up File > Create a Complete Backup > Next > Save Backup > Okay**.

   Note: This initial step is critical to ensuring your data is preserved in the unlikely event of an error during the transition.

2. Download the latest Quicken Update. Go to **Help > Check for Updates**.
3. Complete a final transaction download. Accept all new transactions into the appropriate registers.

After you've completed the steps above:

1. Deactivate online banking connection for your SELCO accounts.
   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. Click **OK** to close window.
   g. Repeat steps for any additional accounts that apply.
2. Reconnect the online banking connection for accounts that you deactivated.
   a. Choose **Tools > Account List**.
   b. Click **Edit** on the account you want to activate.
   c. In Account Details, click **Online Services** and then choose **Set up Now**.
   d. Type SELCO in the search field, select **"SELCO CCU – Web Connect"** and click **Next**.
   e. Enter your online banking credentials. <u>Do not use your member number</u>, instead use your online banking user ID and password.

- Ensure you associate the accounts to the appropriate accounts already listed in Quicken. Select **Link to an existing account** and select the matching accounts in the drop-down menu.

  IMPORTANT: Do NOT choose "Create a new account" unless you intend 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** or click **Cancel**.*

f. After all accounts have been matched, click **Next** and then **Done**.

Quicken Windows - Web Connect

After the October 18 upgrade:

1. **Important:** Backup 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**.

   Note: This initial step is critical to ensuring your data is preserved in the unlikely event of an error during the transition.

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. Accept all new transactions into the appropriate registers.

After you've completed the steps above:

1. Deactivate online banking connection for your SELCO accounts.
   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. Click **OK** to close window.
   g. Repeat steps for any additional accounts that apply.
2. Reconnect the online banking connection for accounts that you deactivated.
   a. Log in to SELCO Digital Banking at www.selco.org and download your transactions as a Quicken (.qfx) file.

      IMPORTANT: Take note of your last successful upload. *Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.*

   b. In Quicken, choose **File > File Import > Web Connect (.QFX) File**. Use the import dialog to import your saved Web Connect file.
   c. Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
   d. Repeat this step for each connected SELCO account.

Quicken Mac - Web Connect

After the October 18 upgrade:

2. **Important:** Backup 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**.

    Note: This initial step is critical to ensuring your data is preserved in the unlikely event of an error during the transition.

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. Accept all new transactions into the appropriate registers.

After you've completed the steps above:

Activate the online banking connection for your SELCO accounts.

1. Click your account in the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Click **Downloads**.
4. Under Login & Connection, click **Connect Account**.
5. Enter SELCO in the search field, select **"SELCO CCU – Web Connect"** and click **Continue**.
6. Enter your online banking credentials. Do not use your member number, instead use your online banking user ID and password.
7. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under Action, choose Link to pick your existing account.

IMPORTANT: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

8. Click **Finish**.