



Quicken Conversion Instructions

As F&A completes its system conversion, members need to modify their Quicken settings to ensure that data transfers smoothly to the new system. This document contains instructions for both Windows and MAC and all three connectivity types (Direct Connect, Express Web Connect or Web Connect).

Before getting started, we recommend you log in to Quicken, back up your data file and make sure you are using the most current version of the software.

Find your software and follow the steps to connect to F&A online banking.

Quicken Windows Direct Connect and Express Web Connect

1. Deactivate your online banking connection for accounts connected to F&A.
 - 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 F&A 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 your accounts.
 - 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 F&A Federal Credit Union in the search field and click Next.
 - e. Enter your online banking credentials.
 - Express Web Connect uses the same credentials you use for your F&A online banking login.
 - Direct Connect might require credentials that do not match your online banking credentials.
 - f. 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**.

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

Quicken Mac Direct Connect and Quicken Connect

To activate your account connection to F&A please follow these steps:

1. Click your account in the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter your financial institution name in the search field, select the correct option and click Continue.
5. Enter your financial institution credentials.
 - Express Web Connect uses the same credentials you use for your institution’s online banking login.
 - Direct Connect might require credentials that do not match your online banking credentials.
6. 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 choose “Create a new account” unless you intend to add a new account to Quicken.**
7. Click **Finish**.

Quicken Windows Web Connect

1. Deactivate your online banking connection for accounts connected to F&A.
 - 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 F&A 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 your accounts.
 - a. Download a Quicken Web Connect file from F&A's online banking site.
 - 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 account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
 - e. Repeat this step for each account you have connected to F&A.

Quicken Mac Web Connect

To activate your account connection please follow these steps:

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter F&A Federal Credit Union in the search field, select the correct option and click Continue.
5. Log into F&A online banking 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 account to the appropriate account already listed in Quicken. Under the Action column, click **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**.