**Northwest**

# Quicken Conversion Instructions

As we complete our business online banking upgrade, you will need to modify your Quicken settings to ensure that your data connectivity transfers smoothly to our new system. This document contains instructions for both Windows and Mac, and all three connectivity types-- Direct Connect, Express Web Connect and Web Connect.

To ensure a seamless transition, pay attention to the dates and steps that need to be completed on time.

IMPORTANT: Expess Web Connect will not be available from Friday, September 24 at 3 p.m. until Monday, October 4, so please use another connectivity type if you need transaction updates during this downtime.  There is no delay for Web Connect or Direct Connect.

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# Quicken Windows Direct Connect and Express Web Connect

## Before Friday, September 24 at 3 p.m.:

1. Back up your Quicken Windows Data File. Go to **File > Backup and Restore > Backup Quicken File**.
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.

## Beginning Monday, September 27:

1. Deactivate online banking connection for accounts connected to Northwest Bank.
   a. Choose **Tools>AccountList**.
   b. Click **Edit** on the account to deactivate.
   c. In Account Details, click **OnlineServices**.
   d. Click **Deactivate**. Follow prompts to confirm deactivation.
   e. Click the **General** tab.
   f. Delete Northwest and Account information. Click **OK** to close window.
   g. Repeat steps for any additional accounts that apply.
2. Reconnect the business online banking connection for your accounts.
   a. Choose **Tools>AccountList**.
   b. Click **Edit** on the account you want to activate.
   c. In Account Details, click **OnlineServices** and then choose **SetupNow**.
   d. Type Northwest Bank DC in the search field and click Next.
   e. **(New!)** Enter your Northwest Business Online Banking credentials and click **Connect. Note: You will receive an error after you enter your credentials. Keep the Quicken Bank Feeds screen open and proceed to the next step.**
   f. **(New!)** Log into Northwest Business Online Banking and navigate to the Settings > Authorized Apps page, and authorize your application under **Apps Awaiting Authorization** (select PFM Client > Authorize).
   g. **(New!)** As a security precaution, you may be required to verify your identity. Once this step has been completed, proceed to 'h'.
   h. **(New!)** Go back to the Quicken Bank Feeds Setup Screen and click **Try again now > Next.**
   i. 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.**
   j. After all accounts have been matched, click **Next** and **Done.**

# Quicken Mac Direct Connect and Quicken Connect

## Before Friday, September 24 at 3 p.m.:

1. 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**.

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.

## Beginning Monday, September 27:

**Activate the business online banking connection for accounts connected to Northwest Bank.**

1. Click your account in the Accounts list on the left side.

2. Choose **Accounts> Settings**.

3. Select **Set up transaction download**.

4. Enter Northwest Bank DC in the search field, select the correct option and click **Continue**.

5. Enter your Northwest credentials.

   - Express Web Connect uses the same credentials you use to log into Northwest Business Online Banking.

   - Direct Connect might require credentials that do not match your business online banking credentials.

   **Important: If your credentials do not work, call us at 1-877-672-5678.**

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 select  "ADD" in the Action column unless you intend to add a new account to Quicken.**

7. Click **Finish**.

# Quicken Windows Web Connect

## Before Friday, September 24 at 3 p.m.:

1. Backup Quicken Windows Data File and Update.
   a. Choose **File > Backup and Restore > Backup Quicken File**.
   b. Download the latest Quicken Update. Choose **Help > Check for Updates**.
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. Repeat this step for each account you need to update.
   c. Accept all new transactions into the appropriate registers.

## Beginning Monday, September 27:

1. Deactivate business online banking connection for accounts connected to Northwest Bank.
   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 Northwest and Account information.
   g. Click **OK** to close window.
   h. Repeat steps for any additional accounts.
2. Reconnect online banking connection for accounts that apply.
   a. Log in to Northwest Business Online Banking and navigate to Services>Intuit WebConnect to download your transactions to a Quicken (.qfx) file.  Save the file to an easily-accessible location. **Note:  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> WebConnect (.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 Northwest.

# Quicken Mac Web Connect

## Before Friday, Septmeber 24 at 3 p.m.:

1. Backup your 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**.
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. Repeat this step for each account you need to update.
   c. Accept all new transactions into the appropriate registers.

## Beginning Monday, September 27:

**Activate business online banking connection for accounts connected to Northwest Bank.**

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts> Settings**.
3. Select **Set up Transaction Download**
4. Enter Northwest Bank DC in the search field, select the correct option and click **Continue**.
5. Log into Northwest Business 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 **WebConnect** 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**.

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