

Quicken® for Mac Personal Finance Software 2005–2007 Account Conversion Instructions

As Glenview State Bank completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need to be able to log in to the Web site of your financial institution.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online service may stop functioning properly. This conversion should take 10 minutes.

Note: In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.

In this document, Quicken 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

 Within this guide, this symbol displays to indicate that there are optional FAQs.

A.

BACK UP YOUR CURRENT DATA

1. *Quicken for Mac 2006 & 2007 customers:* Choose **File** menu → **Back Up** → **To Disk...**
Quicken for Mac 2005 customers: Choose **File** menu → **Save a Copy...**
2. Complete the following prompts.

B.

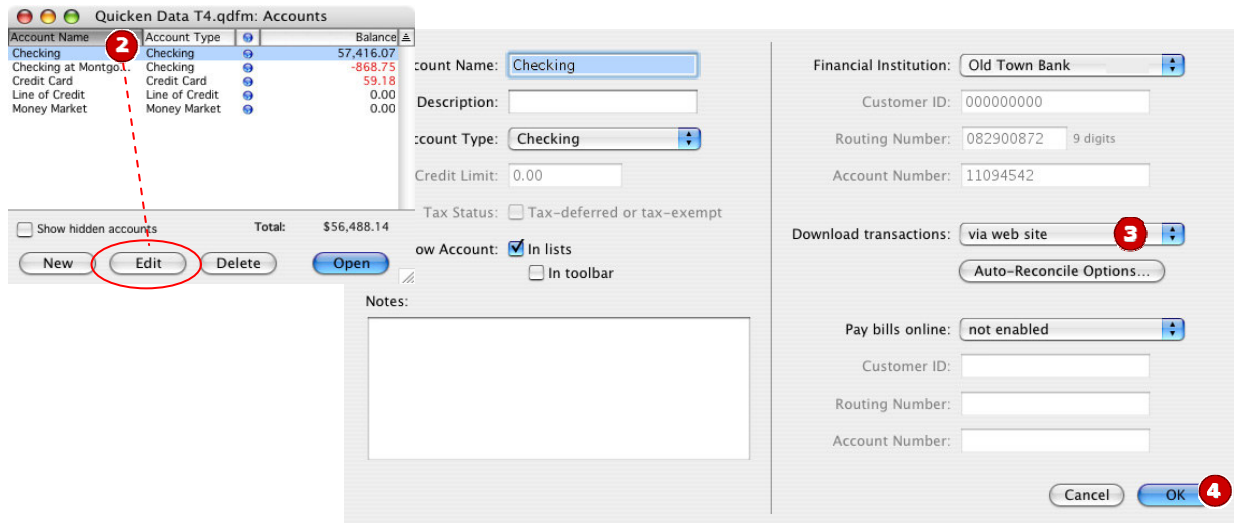
DOWNLOAD THE LATEST QUICKEN UPDATE

1. *Quicken for Mac 2006 & 2007 customers:* Choose **Quicken 2006 or 2007** menu → **Check for Updates**.
Quicken for Mac 2005 customers: Choose **Quicken 2005** menu → **Check for Updates**.
2. If a software update is available, then you will be prompted to download the update from the Quicken Web site.
3. Once the update is complete, restart Quicken.

C.

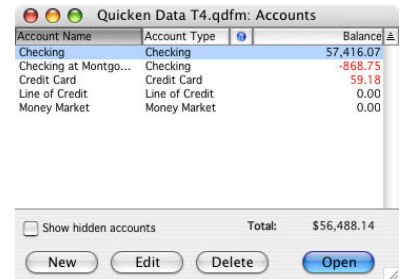
DISABLE YOUR ACCOUNTS

1. Choose **Lists** menu → **Accounts**.



2. Select the Glenview State Bank account you want to disable, and click **Edit**.
3. In the **Download transactions:** drop-down list, select **not enabled**. Click **OK** to the prompt, “You are about to disable...” (not shown)
4. Click **OK** to save your edits.

Repeat steps **2** through **4** for each Glenview State Bank online account (such as checking, savings) that you use with Quicken. As each online account is disabled, its blue online circle icon disappears. Verify that your account list does not display blue online circle icons for any GSB accounts.



D.

ENABLE YOUR ACCOUNTS

1. Log in to the HOMEBankersm 2007 site and download your transactions into Quicken.



Important: To avoid the possibility of creating duplicate records when downloading into Quicken, select a “from” date that is after June 19th, 2007 to downloaded from your GSB. You can select a date earlier than June 20, 2007 but Quicken will not recognize transactions previously downloaded and will duplicate them..

2. Click the **Use an existing Quicken account** radio button. In the corresponding drop-down list, select the Quicken account.

Select Account to Enable

You are downloading transactions for the following account:

Financial Institution: 1st National Bank & Trust
Account Type: Checking
Account Number: 11094542

Quicken does not have an associated account to handle these transactions. Select an existing account or enter a new account name, and click OK.

2 Use an existing account:

Create a new account:

Cancel OK

Select your existing account here.

Repeat steps **1** and **2** for each account that you will use for online banking or investing with Glenview State Bank.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!