



# Quicken for Windows

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## Conversion Instructions

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*Web Connect to Direct Connect*

### Introduction

As **Bossier Federal Credit Union** completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data.

To complete these instructions, you will need your login credentials for online banking and/or Direct Connect.

**NOTE** **Web Connect** uses the same User ID and Password as the **Bossier Federal Credit Union** website. **Direct Connect** may require registration. Please contact **Bossier Federal Credit Union** to verify your Direct Connect login information.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

***Thank you for making these important changes!***

# Documentation and Procedures

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## 1. Conversion Preparation

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1. Backup your data file. Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**

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## 2. Disconnect Accounts in Quicken

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1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate**. Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps for each account to be disconnected.

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## 3. Reconnect Accounts to **Bossier FCU- Direct**

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1. Choose Tools menu > Account List.
2. Click the Edit button of the account you want to activate.
3. In the Account Details dialog, click on the Online Services tab.
4. Click Set up Now.
5. Use Advanced Setup to activate your account.
6. Enter **Bossier FCU- Direct** in the search field, select the name in the list and click Next.
7. If presented with the Select Connection Method screen, select **Direct Connect**.
8. Type your Direct Connect **User ID** and **Password** and click **Connect**.
9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** to an existing account and select the matching accounts in the drop-down menu.

### IMPO

Do **NOT** select **Add to Quicken** unless you want to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

10. After all accounts have been matched, click **Next**. You will receive confirmation that your accounts have been added.
11. Click **Done** or **Finish**.