floridacentral ™
The credit union you can bank on.

As your financial institution completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need your customer ID and PIN. **This update is time sensitive and must be completed on or after June 23, 2010.**

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

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

This detour symbol indicates section instructions that are for bill pay customers only. If you do *not* use Quicken to make online bill payments, then you can skip these sections or steps.

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

A.	BACK UP YOUR CURRENT DATA (ALL customers)

1. Choose **File** menu → **Backup**.

2. Specify which file to back up and where you want the backup saved in the Quicken Backup dialog, and then click **OK**.

B.	DOWNLOAD THE LATEST QUICKEN UPDATE (ALL customers)

1. Choose **Online** menu → **One Step Update**.

2. In the One Step Update dialog, click **Update Now**.

3. If a software update is available, then you will be prompted to apply it now.

4. Once the update is complete, restart Quicken.

A repeating online payment is one made automatically by Quicken after you have sent one initial online payment instruction that specifies the payment amount, frequency, and delivery dates. After creation, your financial institution will continue to send payments until you cancel the transaction or until it expires.

BILL PAY ONLY: *If you do not use online bill payment within Quicken, then skip to section E.*

1. Choose **Cash Flow** menu → **Scheduled Transaction List**.
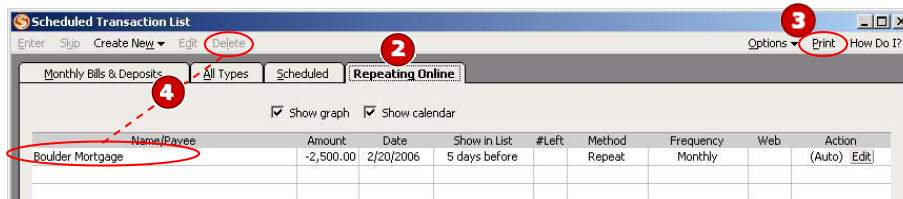
2. Click the **Repeating Online** tab. If the list is empty, then skip to section **D**.

3. Click **Print** to save your list of repeating payments. (You'll use this when you recreate these payments in section **H**.)

4. Click to highlight the first payment in the Name/Payee column, and click **Delete**. Click **Delete** again to confirm. The transaction Method changes from Repeat to Rept-Cancel.

Repeat step **4** for each additional repeating online payment.

5. Close the Scheduled Transaction List dialog when complete.

A pending online payment is a single payment entered and sent; however, this payment has not been processed yet by your financial institution.

BILL PAY ONLY: *If you do not use online bill payment, then skip to [section **E**](.).*

1. Choose **Online** menu → **Online Center**.

2. Select your financial institution from the **Financial Institution** drop-down list.

3. Click the **Payments** tab.

4. Click **Print** to save your list of pending payments. (You'll use this when you recreate and send these payments in section **I**.)

5. You will need to cancel payment for each Payee with a Status that is Scheduled for delivery on... a date after **June 23, 2010**. Select the first payee, and click **Cancel Payment**. The Status column reflects this change by noting Cancel payment instruction ready to send.

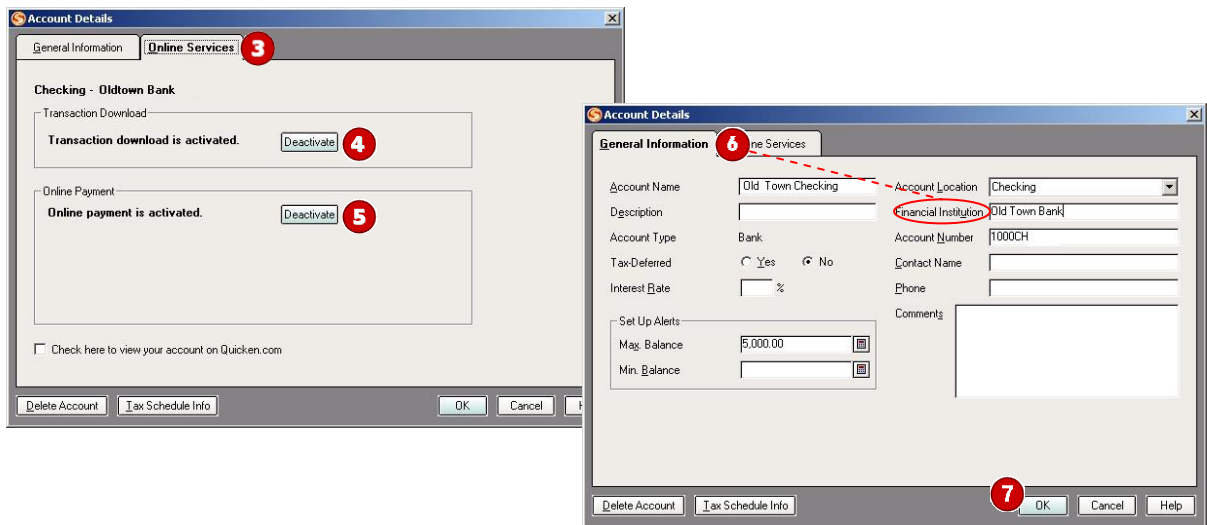Repeat step **5** for each payee with a pending payment after **June 23, 2010**.

1. Right-click your **floridacentral Credit Union** account from the list of accounts under Cash Flow Center.

First, select your account from the list and right-click.
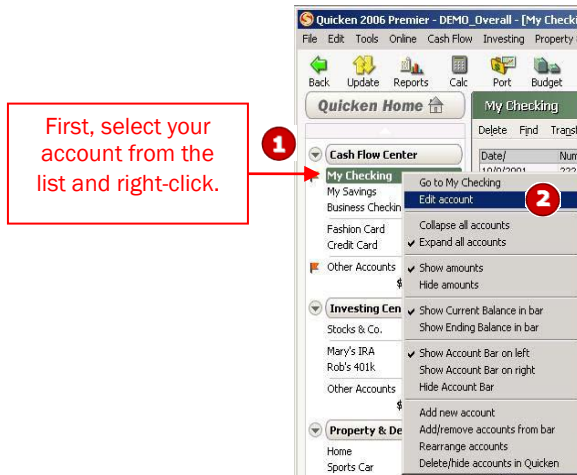
2. Select **Edit account** from the drop-down list. **Edit Account Number, Routing Number, etc. as needed.**
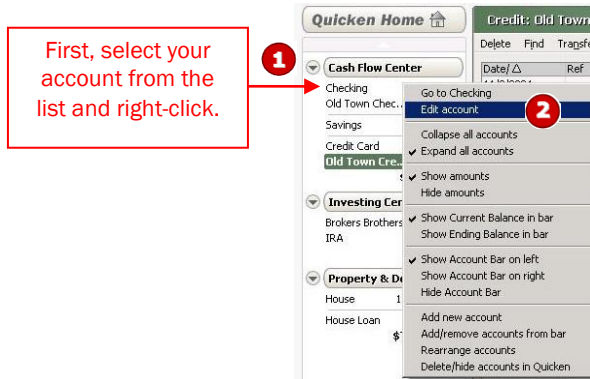

3. Click the **Online Services** tab.

4. Click **Deactivate** for Transaction Download. Confirm the remaining prompts.

5. Click **Deactivate** for Online Payment, if applicable. Confirm the remaining prompts.

6. Click **OK** to close the Account Details dialog.

Repeat steps **1** through **6** for each account (such as checking, savings, and credit cards). Verify that each account is deactivated by choosing **Tools** menu → **Account List**. As each online account is deactivated, the word Activated disappears for each account in the Online Services column.
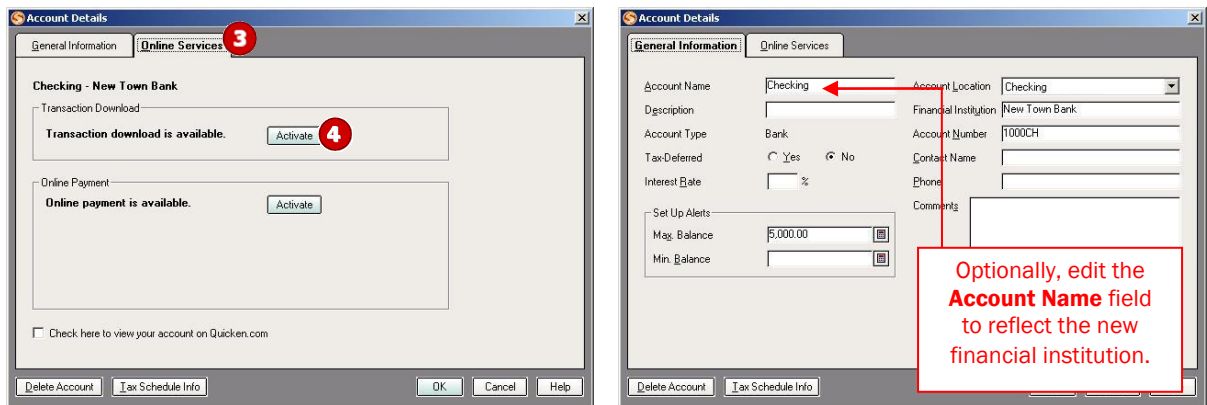
IMPORTANT: Complete sections **G** through **I** *on or after* **June 23, 2010**.

1. Right-click your first account from the list of accounts under Cash Flow Center.

2. Select **Edit account** from the pop-up menu.

3. Double click Financial Institution to get the list and select **floridacentral Credit Union – NEW.**

First, select your account from the list and right-click.

4. Click the **Online Services** tab.

Optionally, edit the **Account Name** field to reflect the new financial institution.

5. Click **Activate** in the Transaction Download area. Confirm the remaining prompts.

If you have more than six accounts, then repeat steps **1** through **4** for each additional set of six accounts that you use with online services.

⚠ If you use the PIN Vault, be sure to update it with your new PIN, if applicable.

6. Repeat for each account connected to **floridacentral Credit Union.**

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!