# Quicken for Mac Conversion Instructions

***Quicken for Mac 2006-2007***

***Direct Connect to Web Connect***

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**ABOUT THIS DOCUMENT—INFORMATION & CHANGE HISTORY** .... ERROR! BOOKMARK NOT DEFINED.

## Introduction

As ***Denver Community Credit Union*** completes its system upgrade, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN for the ***Denver Community Credit Union's*** website: ***www.denvercommunity.coop***.

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

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| **NOTE:** | This update is time sensitive and can be completed on or after ***1/23/2013*** |

## Documentation and Procedures

### Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for ***Backing Up***, select "**Backing up data files**," and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for ***Updates***, select "Check for Updates," and follow the instructions.

### Task 2: Deactivate Your Account(s) At Denver Community Credit Union

1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. Write down your account information (account number, routing number, and customer ID).

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| **NOTE:** | You will need this information to re-enable your account. |

4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.
5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

6. Remove the information within the **Account Number** and **Routing Number** fields.
7. Click **OK** to save your edits.
8. Repeat steps 2 – 7 for each account at ***Denver Community Credit Union***.
9. Verify that your account list does not display a blue online circle icon for any accounts at ***Denver Community Credit Union.***

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**Task 3: Re-activate Your Account(s) at Denver Community Credit Union**

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1. Log into the ***Denver Community Credit Union*** website at ***www.denvercommunity.coop.***
2. Download your transactions to Quicken.
3. Click the **Use an existing account** radio button.
4. Select the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps 2 – 4 for all accounts at ***Denver Community Credit Union***.
6. Choose **Lists** menu > **Accounts**. Verify that each account at ***Denver Community Credit Union*** has a blue online circle indicating that it has been reactivated for online services.

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