Quicken Essentials for Mac Conversion Instructions

Quicken Essentials for Mac 2010

Direct Connect

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Introduction

As ***Denver Community Credit Union*** completes its system upgrade, you will need to modify your QuickBooks 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*** and website at ***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.

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: Connect to Denver Community Credit Union

1. Select your account under the "**Accounts**" list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) At Denver Community Credit Union

1. Select your account under the "**Accounts**" list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Remove the checkmark from "**I want to download transactions**".
4. Click **Save**.

5. Repeat steps 2-4 for each account at ***Denver Community Credit Union.***

Task 4: Reactivate your account at Denver Community Credit Union

1. Re-activate Your Account(s) at ***Denver Community Credit Union.***

2. Log in to ***Denver Community Credit Union's*** web site at ***www.denvercommunity.coop*** Download your transactions to Quicken.

3. Ensure you associate the account to the appropriate account already listed in Quicken. Under the **Action** column, you will want to select your existing account.

IMPORTANT: **DO NOT** select "**ADD**" under the action column.

4. Repeat steps 2-3 for each additional account.

Thank you for making these important changes!