Quicken Conversion Instructions

As part of your transition to UMB Bank, you will need to modify your Quicken settings to ensure that your data connectivity transfers smoothly. This document contains instructions for both Windows and Mac, and both connectivity types (Express Web Connect or Web Connect).

Please note there are two important Action Dates throughout these instructions: July 7 and July 14. **Complete the actions by the designated dates to avoid data disruptions.**

Your Quicken connection through Minnesota Bank & Trust will be disabled on Monday, July 14.

IMPORTANT: Express Web Connect may take up to five (5) business days to connect after the 2nd Action Date (July 14), so please utilize another connectivity type if you need transaction updates during this downtime. There is no delay for Web Connect.

To navigate this document, just click the link or links below that match your product and connectivity:

Instructions for One-Step Update initiated from within Quicken:

Instructions for Downloading a Web Connect file from your Online Banking Site:

Quicken Windows Express Web Connect

Actions to complete by Monday, July 7:

1. Back up your Quicken Windows Data File.
   Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**.
3. Complete a final transaction download. Accept all new transactions into the appropriate registers.

Actions to complete by Monday, July 14:

1. Complete your first-time log in through UMB.com.
   a. Personal Online Banking customers: Sign in using your existing user ID and follow the prompts.
   b. Business Online Banking customers: If you received new login credentials, sign in using the new credentials and follow the prompts.
2. Deactivate online banking connection for accounts connected to Minnesota Bank & Trust.
   a. Choose **Tools > Account List**.
   b. Click **Edit** on the account to deactivate.
   c. In Account Details, click **Online Services**.
   d. Click **Deactivate**. Follow prompts to confirm deactivation.
   e. Click the **General** tab.
   f. Delete Financial Institution and Account Number information. Click **OK** to close window.
   g. Repeat steps for any additional accounts that apply.

3. Reconnect the online banking connection for your accounts.
   a. Choose **Tools > Account List**.
   b. Click **Edit** on the account you want to activate.
   c. In Account Details, click **Online Services** and then choose **Set up Now**.
   d. Type "UMB Bank – New Online Banking" in the search field and click **Next**.
   e. Enter your **new** UMB business online banking credentials.
      • Express Web Connect uses the same credentials you use for UMB Online Banking.
      Important: If your credentials do not work or if you did not receive new credentials, contact UMB Online Banking Service Center for help.
   f. Ensure you associate the accounts to the appropriate accounts already listed in Quicken. Select **Link to an existing account** and select the matching accounts in the drop-down menu.
      Important: Do NOT choose "Create a new account" unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, choose **Ignore – Don't Download into Quicken** or click **Cancel**.
   g. After all accounts have been matched, click **Next** and then **Done**.

Quicken Mac Quicken Connect

Actions to complete by Monday, July 7:

1. Backup Quicken Mac Data File and Update the application.
   a. Choose **File > Save a Backup**.
   b. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.

2. Complete a final transaction download.
   a. Complete last transaction update before the change to get all of your transaction history up to date.
   b. Accept all new transactions into the appropriate registers.

Actions to complete by Monday, July 14:

Activate the online banking connection for accounts connected to UMB Bank.

1. Complete your first-time log in through UMB.com.
   - Personal customers: Sign in using your existing user ID and follow the prompts.
   - Business customers: If you received new login credentials, sign in using the new credentials and follow the prompts.
2. Click your account in the Accounts list on the left side.
3. Choose **Accounts > Settings**.
4. Select **Set up transaction download**.
5. Enter "UMB Bank – New Online Banking" in the search field, select the correct option and click **Continue**.
6. Enter your **new** UMB business online banking credentials.
   - Express Web Connect uses the same credentials you use for your institution's online banking login.
7. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under **Action**, choose **Link** to pick your existing account.
   Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.
8. Click **Finish**.

Quicken Windows Web Connect

Actions to complete by Monday, July 7:

1. Backup Quicken Windows Data File and Update.
   a. Choose **File > Backup and Restore > Backup Quicken File**.
   b. Download the latest Quicken Update. Choose **Help > Check for Updates**.

2. Complete a final transaction download.
   a. Complete last transaction update before the change to get all of your transaction history up to date.
   b. Repeat this step for each account you need to update.
   c. Accept all new transactions into the appropriate registers.

Actions to complete by Monday, July 14:

1. Complete your first-time log in through UMB.com.
   a. Personal customers: Sign in using your existing user ID and follow the prompts.
   b. Business customers: If you received new login credentials, sign in using the new credentials and follow the prompts.
2. Deactivate online banking connection for accounts connected to Minnesota Bank & Trust.
   a. Choose **Tools > Account List**.
   b. Click **Edit** on the account to deactivate.
   c. In Account Details, click **Online Services**.
   d. Click **Deactivate**. Follow prompts to confirm deactivation.
   e. Click the **General** tab.
   f. Delete Financial Institution and Account Number information.
   g. Click **OK** to close window.
   h. Repeat steps for any additional accounts.

3. Reconnect online banking connection for accounts that apply.
   a. Download a Quicken Web Connect file from the UMB business online banking site.
   b. In Quicken, choose **File > File Import > Web Connect (.QFX) File**.
   c. Use the import dialog to select the Web Connect file you downloaded. An “Import Downloaded Transactions” window opens.
   d. Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
   e. Repeat this step for each account you have connected to this institution.

Quicken Mac Web Connect

Actions to complete by Monday, July 7:

1. Backup your Quicken Mac data file and update the application.
   a. Choose **File > Save a Backup**.
   b. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.

2. Complete a final transaction download.
   a. Complete last transaction update before the change to get all of your transaction history up to date.
   b. Repeat this step for each account you need to update.
   c. Accept all new transactions into the appropriate registers.

Actions to complete by Monday, July 14:

Activate online banking connection for accounts connected to UMB Bank.

1. Complete your first-time log in through UMB.com.
   a. Personal customers: Sign in using your existing user ID and follow the prompts.
   b. Business customers: If you received new login credentials, sign in using the new credentials and follow the prompts.
2. Select your account under the Accounts list on the left side.
3. Choose **Accounts > Settings**.
4. Select **Set up transaction download**.
5. Enter "UMB Bank – New Online Banking" in the search field, select the correct option and click **Continue**.
6. Log into the UMB Bank online banking site and download your transactions to your computer.
   Important: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.
7. Drag and drop the downloaded file into the box titled **Drop download file**. Choose **Web Connect** for the “Connection Type” if prompted.
8. In the “Accounts Found” screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, click **Link** to pick your existing account.
   Important: Do NOT select “ADD” in the Action column unless you intend to add a new account to Quicken.
9. Click **Finish**.