

Online Banking Web Connect Conversion Quicken Windows 2011

MARQUETTE BANK

Love where you bank

As of Monday, November 14, 2011, Marquette Bank has completed its Online Banking system conversion. The following instructions were designed to help you update your Quicken application in conjunction with your Marquette Bank Online Banking data.

Important – before proceeding with the instructions below you will first need to log in to your Marquette Bank Online Banking system and reset your password. For assistance in logging in please visit the following site: www.emarquettebank.com/obinfo and view Marquette Bank’s “Online Banking Log In Guide.”

Once you have you have setup your new Online Banking password, please be sure to make note of your USERNAME and PASSWORD which you need in order to modify your Quicken settings (below) to ensure the smooth transition of your data.

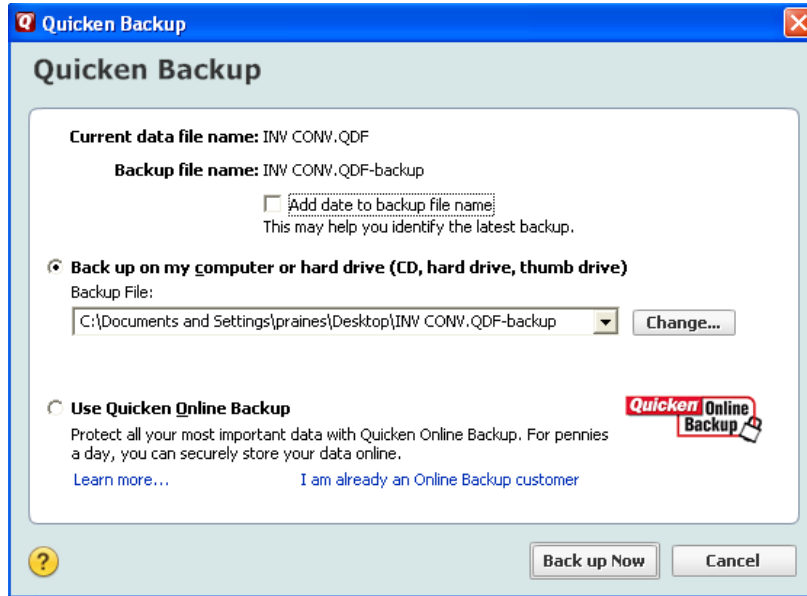
It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online banking service may stop functioning properly. This process should take approximately 15–30 minutes.



You may update your Quicken application as Monday, November 14, 2011 or anytime thereafter.

BACK UP YOUR CURRENT DATA

1. Choose File menu → Backup and Restore → Back up Quicken file.
2. Specify where to back up your Quicken file, and then click on Back up Now.

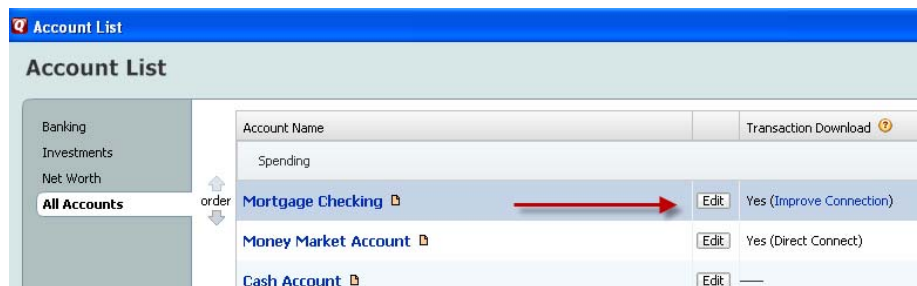


DOWNLOAD THE LATEST QUICKEN UPDATE

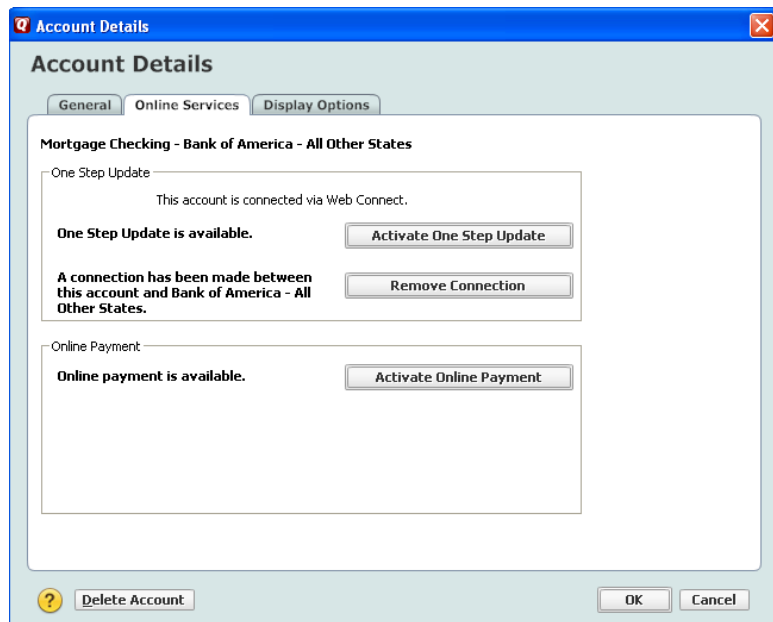
1. Click on the Tools menu and select One Step Update.
 - a. If the Password Vault prompt appears, click Cancel.
2. Uncheck all boxes → Update Now in the One Step Update Settings dialog.
3. If an update is available, Quicken will provide a description of the update and brief instructions for receiving the update.
4. When the update is completed, Close Quicken. Reopen Quicken.

DEACTIVATE YOUR ACCOUNT FROM WEB CONNECT

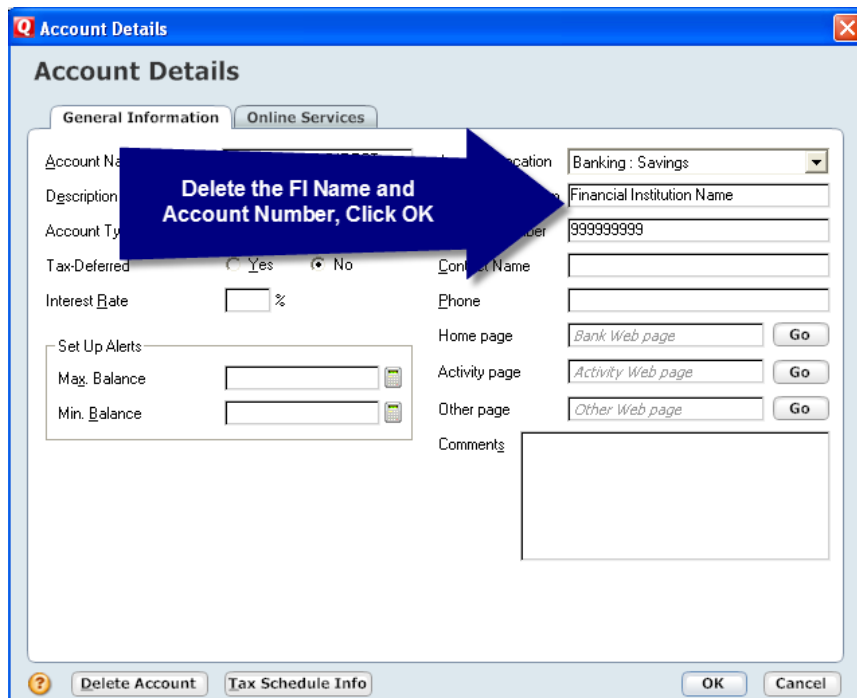
1. Click on the Tools menu and select Account List. Highlight the account you want to deactivate and click on the Edit Details button.



2. Click the Online Services tab → click the Remove Connection button

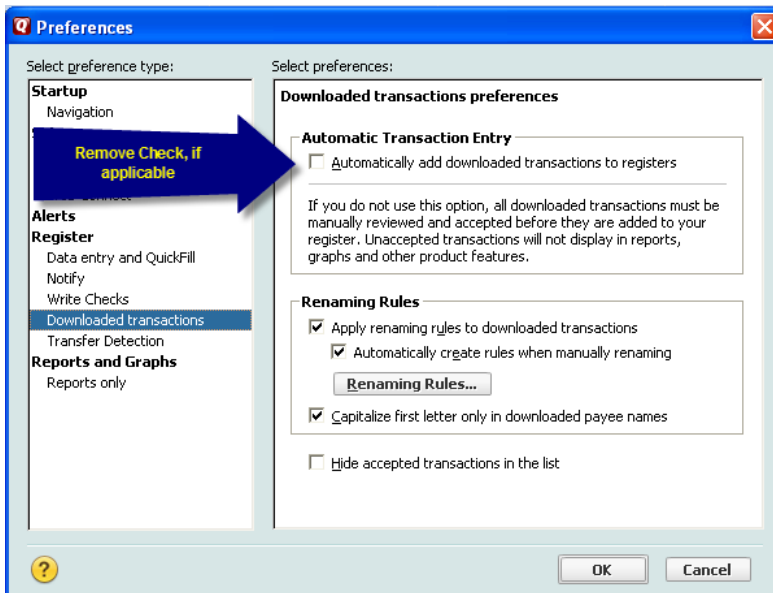


3. Quicken will prompt you to confirm deactivation → click Yes → click ok
4. Select the General tab and remove the Marquette Bank Name and Account Number as shown below. Click OK to save changes.



CHANGE DOWNLOAD PREFERENCES

1. Click on the Edit menu → click on Preferences
2. Select Downloaded Transactions in left column
3. Remove check from “Automatic Transaction Entry,” if applicable

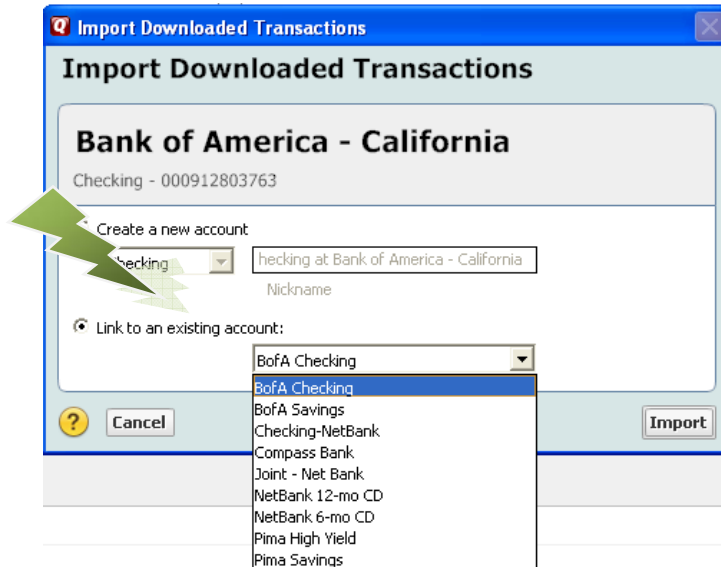


4. Click OK.

ACTIVATE WEB CONNECT



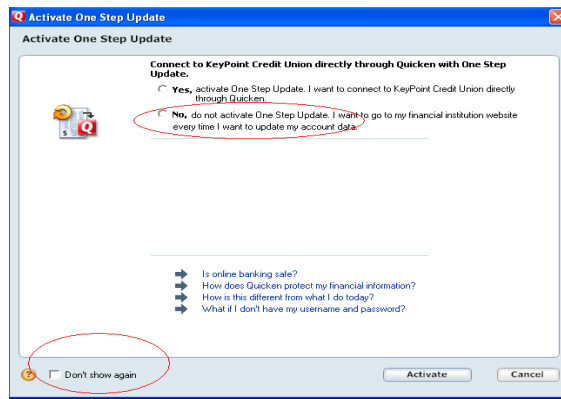
1. Log in to your Marquette Bank Online Banking system from an external browser to initiate a download of a Web Connect file into Quicken (.QFX). When presented with the screen below, choose the "Link to an existing account" radio button and select the appropriate account from the menu.



2. The One Step Update Summary screen will appear, confirming the account updated successfully.
3. Complete steps 1 and 2 to reactivate each account.



NOTE: Now the account will be connected via Web Connect. Quicken may prompt to activate One Step Update after a successful Web Connect download. Please select No do not activate and check the box to not be prompted again.



Thank you for making these important changes!