

QUICKEN Essentials for Mac 2010®

Account Conversion Instructions

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 10 minutes.

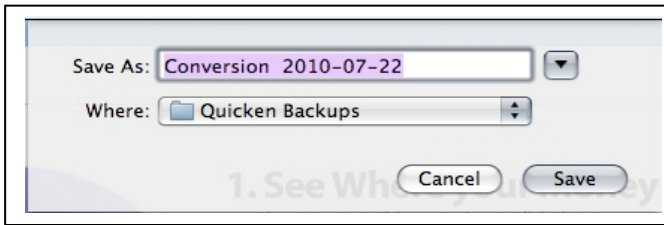
Note: In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.

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

Back Up Your Data

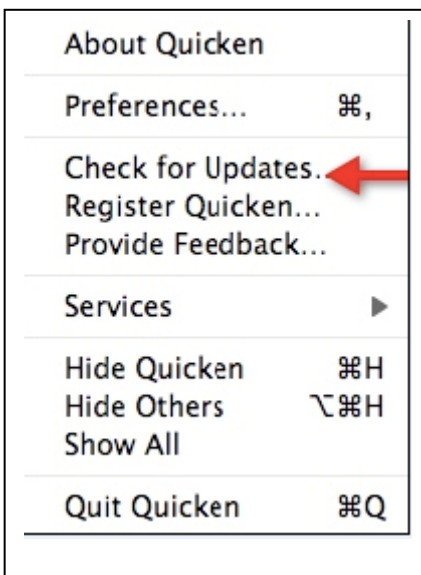
Click on File at the top tool bar → Back Up → To Disk

1. Choose a file name and location, Click Save

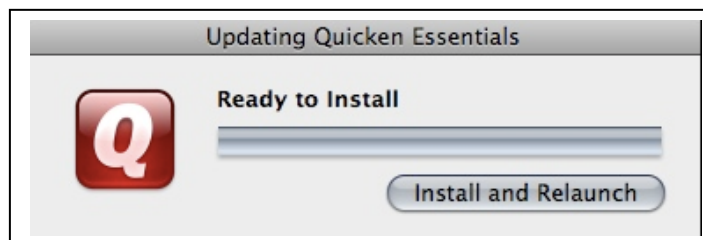


DOWNLOADING THE LATEST QUICKEN® UPDATE

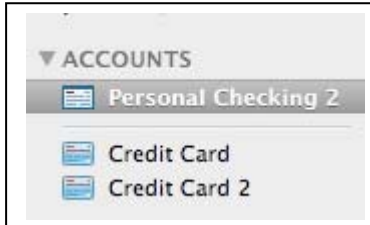
1. Click on Quicken at the top tool bar and select Check for Updates



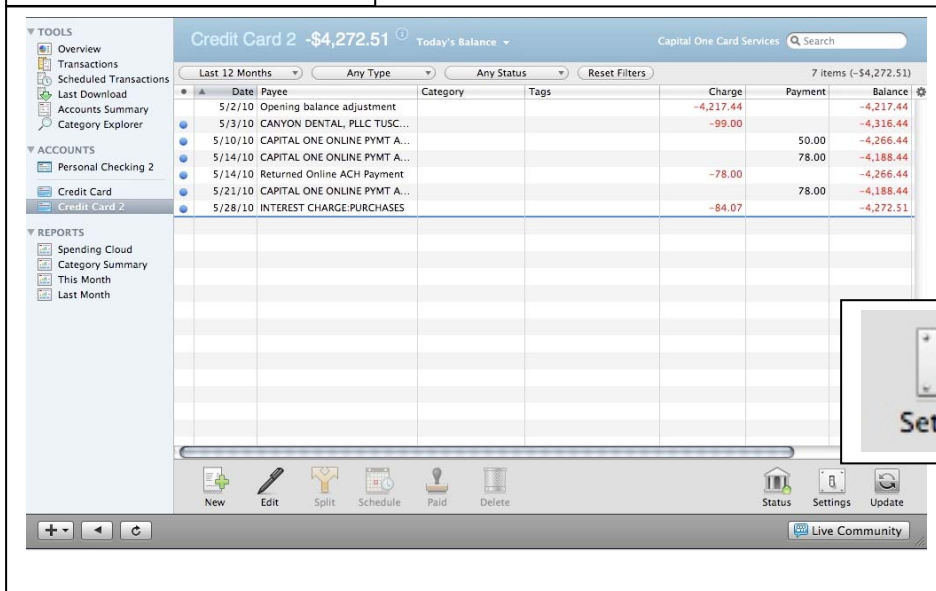
2. If a software update is available, you will be prompted to download the update; select Install Update to proceed.



Deactivate Your Accounts



1. Select the account you want to disable, and click Settings.



2. In the At your Marquette Bank section of the settings page, uncheck the “I want to download transactions” box. This will disable the online banking feature for this account. If you return to this screen you will see the financial institution is no longer listed



3. After you have made changes click Save to complete the deactivation process
4. Repeat steps 1 through 4 for each Marquette Bank online account (such as checking, savings, line of credit, etc.).

Thank you for making these important changes!