

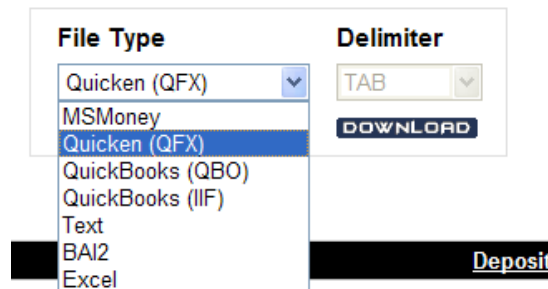
Quicken

Quicken/QuickBooks users please read the following instructions carefully that pertain to your specific product and version to ensure a successful upgrade to Online Banking. If you have already downloaded your existing data before the upgrade and followed the instructions for your specific product please follow the Web Connect option to download the latest data.

Option 1: Web Connect

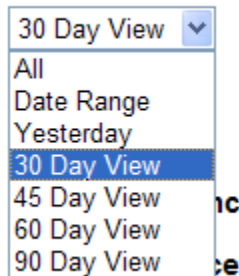
To activate a Web connect account:

1. In OLB, click the option to download your account information as a Web connect (QFX) file. If prompted, click Open.



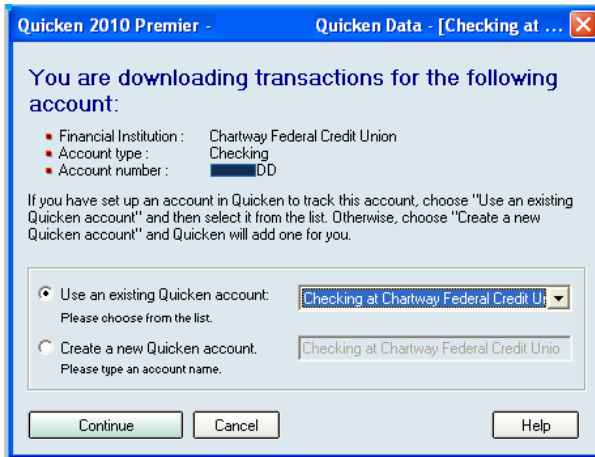
- o Note: Please choose the appropriate Time Period to avoid the possibility of creating duplicate records.

Time Period

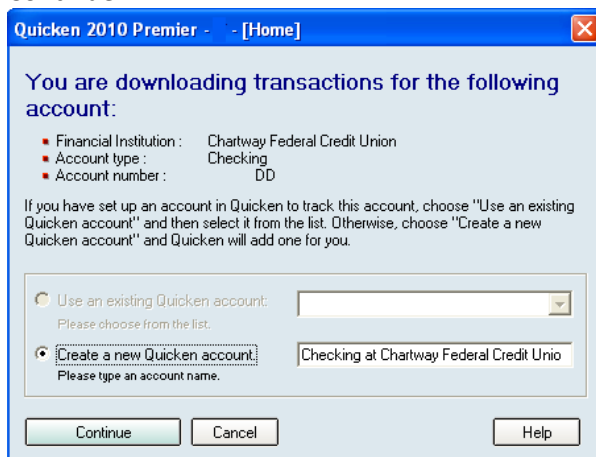


2. If this is the first time you have downloaded information for this account, or if Quicken cannot determine which account to download the transactions into, you are prompted to identify the Quicken account you use to track this financial information.

- If you have set up an existing Quicken account for this account, click Use existing Quicken account, and then select the account from the list.



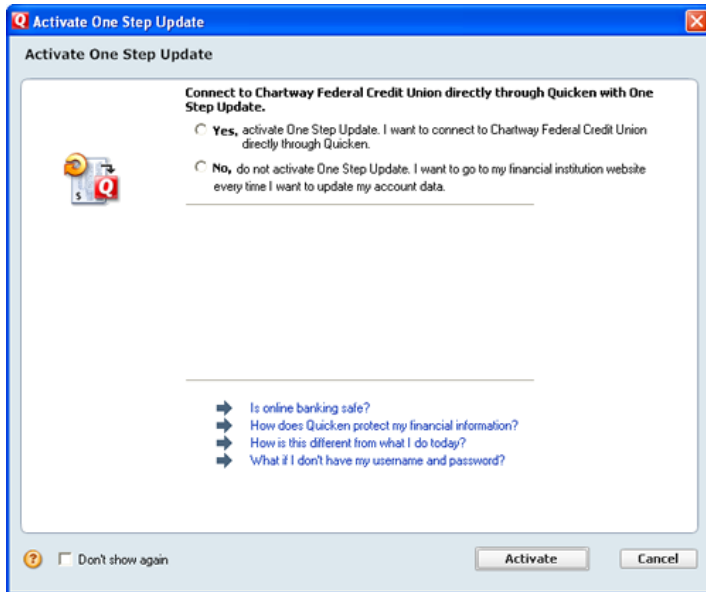
- If you have not yet set up a Quicken account for this account, click Create a new Quicken account, and then click Continue.



- Click Continue. Your recent account history is downloaded from OLB to Quicken. Depending on the amount of information being sent, you may see a progress bar indicating how much of the transfer is complete.
- When your recent account history has been transferred, accept the downloaded transactions into Quicken.

Important: To continue using Web Connect please follow these steps each time you download your latest transactions. To avoid the possibility of creating duplicate records when downloading into Quicken, select a "from" date that does not include records previously downloaded.

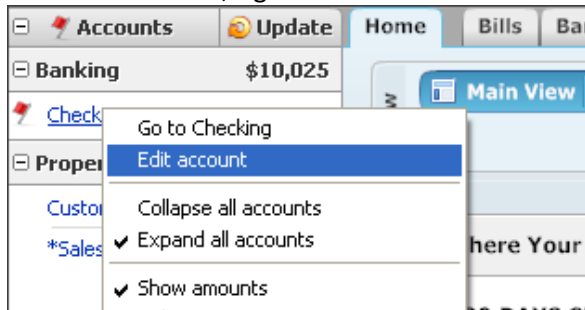
The Quicken program will prompt you to Activate One Step Update (Express Web Connect) when using Web Connect. Click on *No, do not activate One Step Update. I want to go to my financial institution website every time I want to update my account data.* Also click on the checkbox at the bottom that says "Don't show again" to stop receiving this prompt.



Option 2: Express Web Connect

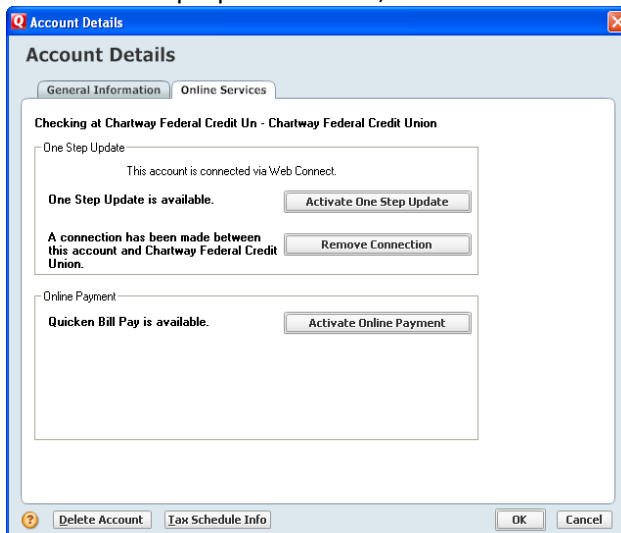
To enable an account for Express Web Connect and use One Step Update:

1. In the Account list, right-click the desired account and select Edit Account.

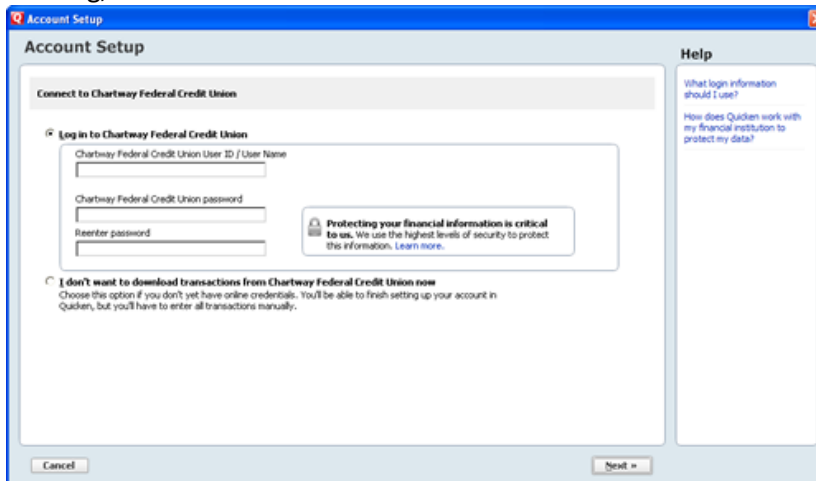


2. When the Accounts Details window opens, click the Online Services tab.

- In the One Step Update section, click the Activate One Step Update button. This enables the account.



- When the Quicken Account Setup window appears, enter the User ID and Password you use to log in to Online Banking, and then click Next.



Your account is now set up to obtain any new transactions from your financial institution using Express Web Connect. How to update transactions and balances in one step

- On the Quicken toolbar, click the Update button.
- Depending on how you manage financial institution passwords, you may be prompted to enter your eBranch password at this time or to enter individual passwords in the One Step Update dialog.
- In the One Step Update Settings dialog, select the accounts you want to include, or customize the settings for this update as necessary.
- Click Update Now.
- By default, Quicken always displays update summary information. If the summary screen does not display automatically, click the Update arrow > Update Summary on the Quicken toolbar to view it after the update is complete. (Optional)
- After reviewing the summary information, click Close.

Important: To continue to use Express Web Connect please click on the Update button.



Known Issues:

If you have previously downloaded your data using Web Connect and want to use Express Web Connect, your data may have duplicate data the first time you use Express Web Connect. Once the duplicate data has been deleted you will be able to start updating your data using Express Web Connect without further issues.