QuickBooks® Business Accounting Software 2009-2011 for Mac®
Account Conversion Instructions for Web Connect

MARQUETTE BANK
Love where you bank

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

Important – before proceeding with the instructions below you will first need to log in to your Marquette Bank Online Cash Management 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 Cash Management Log In Guide."
Once you have you have setup your new Online Cash Management 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 Cash Management service may stop functioning properly. This process should take approximately 15 minutes.

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⚠ Within this guide, this symbol displays to indicate any optional instructions.

A. BACK UP YOUR CURRENT DATA

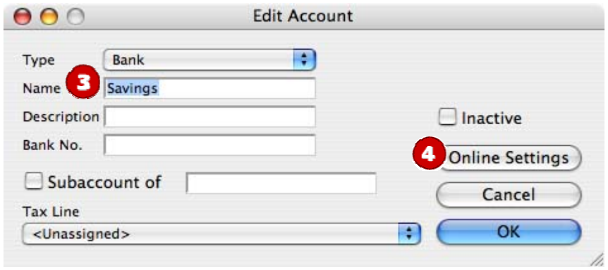
1. Choose **File** menu → **Back Up**. Then select To a Disk…
2. Follow the on-screen instructions to complete the backup method you choose.

B. UPDATE TO THE LATEST PRODUCT RELEASE

1. Choose the QuickBooks menu → Check for QuickBooks Updates.
2. If an update is available, follow the on-screen instructions to install the update.

C. DISABLE YOUR ACCOUNTS FROM WEB CONNECT

1. Choose **Lists** menu → **Chart of Accounts**.
2. Select the account to disable in the **Chart of Accounts** list, and click the pencil icon at the bottom of the window to display the Edit Accounts dialogue.



3. If necessary, edit the **Name** and **Routing Number** of the account in the **Edit Account** dialog.
4. Click the **Online Settings** button.

5. Select **Not enabled** from the **Download transactions** drop-down list.
6. Click **Save**.

Repeat steps **2** through **6** for each account from which you download transactions.

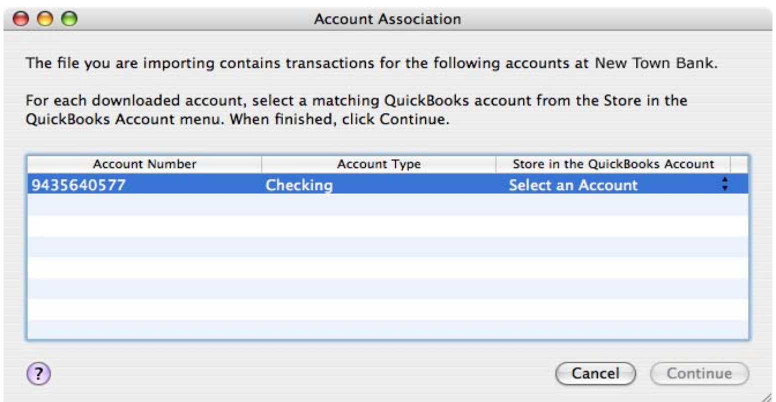
D. RE-ENABLE YOUR ACCOUNTS FOR WEB CONNECT

IMPORTANT: Do not complete section **D** until after the conversion.

1. Re-enabling your account is as easy as downloading from the Web site. Anytime after the conversion, log into the web site to download and save your Web Connect file (.QBO file extension) to your Mac.

Important: **To avoid the possibility of creating duplicate records when downloading into QuickBooks, select a "from" date that does not include records previously downloaded.**

2. In QuickBooks, choose **File** menu → **Import** → From Web Connect…
3. Locate where the QBO file was saved, highlight it and click Open. Click **OK** if any informational prompts display.



4. The **Account Association** dialog displays during setup only. Click **Select an Account** to choose to link to an existing account register. Then click **Continue**.
5. Click **OK** to any informational prompts.
1. Add or match all downloaded transactions listed in the **Downloaded Transactions** dialog.
2. Once all downloaded transactions are matched and display a solid orange circle, click **Delete** to remove each item.

Repeat steps **1** through **7** for each account that you previously disabled.

Verify that all transactions downloaded successfully into your account registers.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!