

Online Cash Management Web Connect Conversion QuickBooks Windows 2009-2011

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.



Note: The QuickBooks Windows Online Cash Management module has not changed. The product interface may look different; however the steps that follow will work for all versions of QuickBooks 2009-2011.



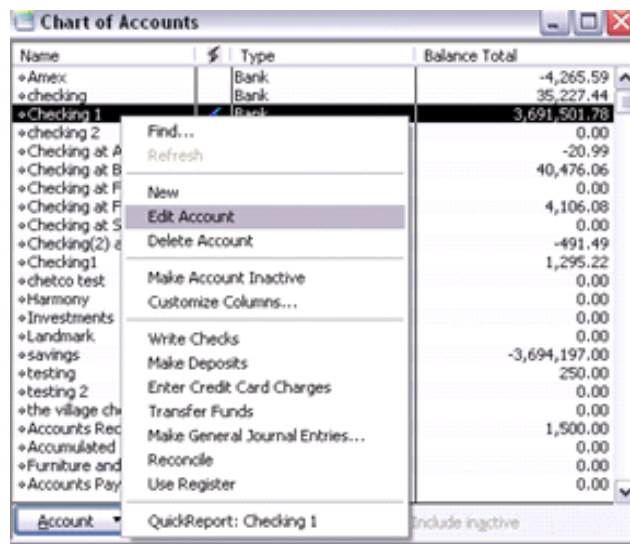
You may update your Quicken application as Monday, November 14, 2011 or anytime thereafter.

BACK UP YOUR CURRENT DATA

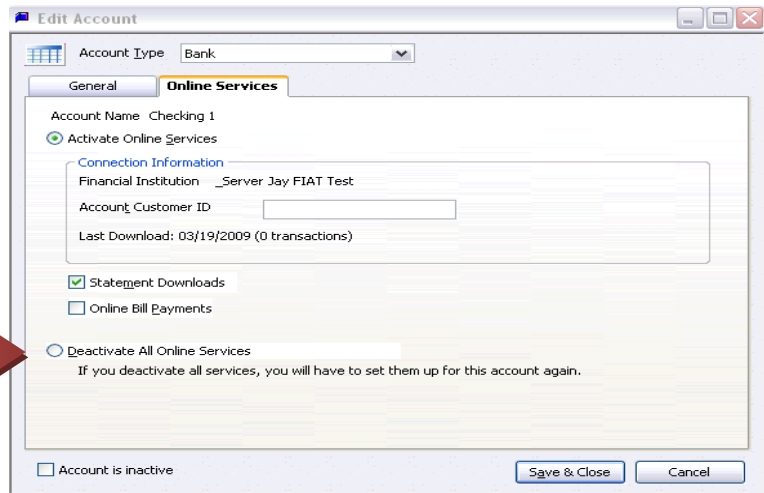
1. Choose File menu → Save Copy or Back Up
2. Select Back Up Copy when prompted
3. Specify which file to back up and where you want the backup saved in the QuickBooks Backup dialog, and then click OK

DEACTIVATE YOUR ACCOUNT FROM WEB CONNECT

1. Choose Lists menu → Chart of Accounts
2. Right-click your account
3. Select Edit Account from the pop-up menu



4. In the Edit Account window, click the Online Services tab and choose Deactivate All Online Services



- Repeat steps 2 through 4 for each account from which you download transactions.

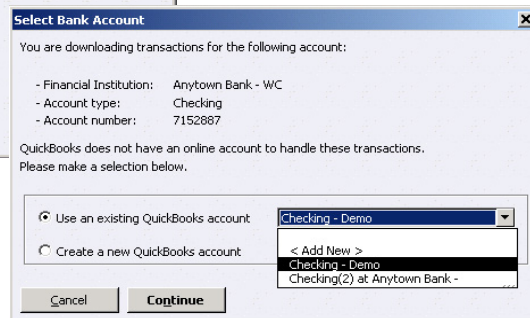
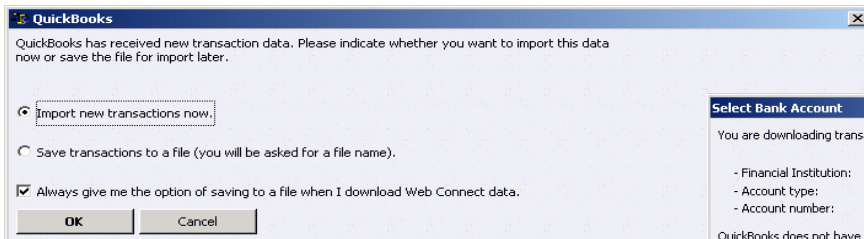
ACTIVATE YOUR ACCOUNT FROM WEB CONNECT

IMPORTANT: Do not complete this section until after the conversion.

- Log in to your Marquette Bank Online Cash Management system. Download your transactions into QuickBooks.



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, click the Import new transactions now radio button. Then click OK.



Note: If you previously removed the check from the Always give me the option of saving to a file... option, then this dialog will not display.

3. In the Select Bank Account dialog, click the Use an existing QuickBooks account radio button. In the corresponding drop-down list, select the QuickBooks account that you use. Click Continue.



Note: You only need to select the account for this first download. Future downloads apply to this account automatically.

4. Confirm the prompt by clicking OK.

5. Repeat steps 1 through 3 for each account that you previously disabled.



Verify that all transactions downloaded successfully into your account registers.

Thank you for making these important changes!