

How to reconfigure Quicken for Amalgamated Bank's new Online Banking

Steps to take for users of Mac 2006-2007

Quicken Web Connect

Table of contents

Table of contents	1
Introduction.....	2
Documentation and procedures.....	2
Task 1: Conversion preparation.....	2
Task 2: Deactivate your account(s).....	2
Task 3: Re-activate your account(s)	3



Introduction

As **Amalgamated Bank** completes its system conversion to new Online Banking, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your login credentials for Online Banking.

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

NOTE: This update is time sensitive. **Task 1** must be completed by November 14, 2014. **Tasks 2 and 3** may be completed on or after November 17, 2014.

Documentation and Procedures

Task 1: Conversion preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select "**Backing Up Your Data**," and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select "**Checking for Updates to Quicken**," and follow the instructions.

Task 2: Deactivate your account(s)

1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
4. Remove the information within the **Account Number** and **Routing Number** fields.
5. Click **OK** to save your edits.
6. Repeat steps 2 – 5 for each account at **Amalgamated Bank**.
7. Verify that your account list does not display a blue online circle icon for any accounts at **Amalgamated Bank**.

Task 3: Re-activate Your Account(s)

1. Log into **Online Banking** through **www.amalgamatedbank.com**.
2. Download and import your transactions to Quicken.
3. Click the **Use an existing account** radio button.
4. Select the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps 3-4 for all accounts at **Amalgamated Bank**.
6. Choose **Lists** menu > Accounts. Verify that each account at **Amalgamated Bank** has a blue online circle indicating that it has been reactivated for online services.

Thank you for making these important changes!