

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

Steps to take for users of Mac 2010

Quicken Express Web Connect

## Table of contents

<b>Table of contents .....</b>	<b>1</b>
<b>Introduction.....</b>	<b>2</b>
<b>Documentation and procedures.....</b>	<b>2</b>
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

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### Task 1: Conversion preparation

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

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### Task 2: Deactivate your account(s)

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1. Select your account under the "**Accounts**" list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Remove the checkmark from "**I want to download transactions**".
4. Click **Save**.
5. Click **Continue** when asked to confirm this deactivation.
6. Repeat steps 2 – 5 for each account at **Amalgamated Bank**.

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**Task 3: Re-activate your account(s)**

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1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Click **List** menu > Select **Amalgamated Bank**.
4. Click **Continue**.

**NOTE:** Select “Quicken Connect” for the “Connection Type” if prompted.

5. Enter your Login Credentials for **Amalgamated Bank**.
6. Click **Continue**.
7. In the “Choose your Accounts” screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select your existing account, and each additional account you wish to download into Quicken Essentials.

**IMPORTANT:** Do **NOT** select “ADD” under the action column.

8. Click **Continue**.

**Thank you for making these important changes!**