


Quicken® Personal Finance Software 2007-2009 for Windows® Strata Bank Account Conversion Instructions



As Strata Bank completes its system conversion to Middlesex Savings Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need to be able to log in to the Web sites of Strata Bank and Middlesex Savings Bank. **This update is time sensitive.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your online service may stop functioning properly. This conversion should take 10 minutes.

Note: In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only.

 Within this guide, this symbol displays to indicate that there are optional FAQs.

A.

BACK UP YOUR CURRENT DATA

1. Choose File menu → Backup.
2. Specify which file to back up and where you want the backup saved in the Quicken Backup dialog, and then click OK.

B.

DOWNLOAD THE LATEST QUICKEN UPDATE

1. Choose Online menu → One Step Update.
2. In the One Step Update Settings dialog, uncheck any boxes that are checked, and then click Update Now.
3. If a software update is available, then you will be prompted to apply it now.
4. Once the update is complete, restart Quicken.

C.

GET YOUR LATEST TRANSACTIONS FROM STRATA BANK



1. Log in to Strata Bank's Web site: www.stratabank.com. Download your transactions through **Friday, August 14th** into Quicken.

Note: You will not be able to download these transactions after **Friday, August 14th**.

Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

2. Once the transactions are downloaded, **accept all the transactions into your Quicken account register.**

Important: You will not be able to proceed to the next section until you accept all transactions in the Downloaded Transactions tab.

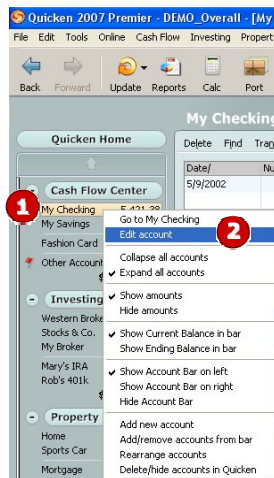
- For help accepting transactions, choose Help menu → Quicken Help. In the Type in the word(s) to search for: prompt, enter Accept downloaded transactions.
- For assistance reconciling your account register, choose Help menu → Quicken Help. In the Type in the word(s) to search for: prompt, enter Reconciling an account.

D.

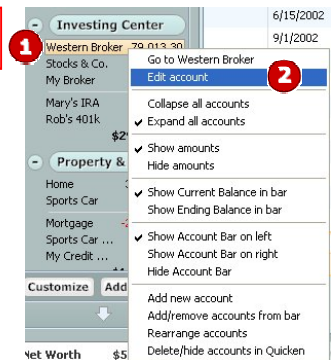
DEACTIVATE YOUR ACCOUNTS WITH STRATA BANK

1. *Quicken banking customers:* right-click your first Strata Bank account from the list under Cash Flow Center.
Quicken investing customers: right-click your first Strata Bank account in the Investing Center.
2. Select Edit account from the pop-up menu. Edit account number, etc. as needed.

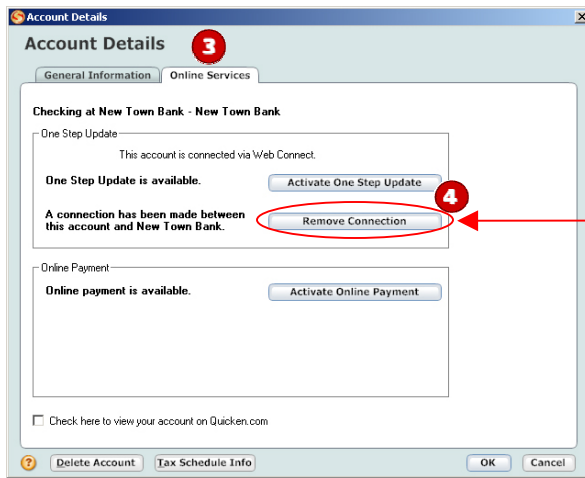
Banking Customers



Investing Customers



3. In the Account Details dialog, click the Online Services tab.



This button varies:

- If you manually download transactions, this button displays as **Remove Connection**.
- If you use One Step Update to automate downloading your transactions, this button displays as **Remove from One Step Update**.

4. Click Remove Connection or Remove from One Step Update in the One Step Update area. Confirm the remaining prompts.
5. Click the General Information tab. In the Financial Institution field, type Middlesex Savings Bank. Optionally, edit the Account Name field to reflect the new financial institution.
6. Click OK to close the Account Details dialog.

Repeat steps 1 through 6 for each Strata Bank account from which you download transactions.

E.

ACTIVATE YOUR ACCOUNTS WITH MIDDLESEX SAVINGS BANK

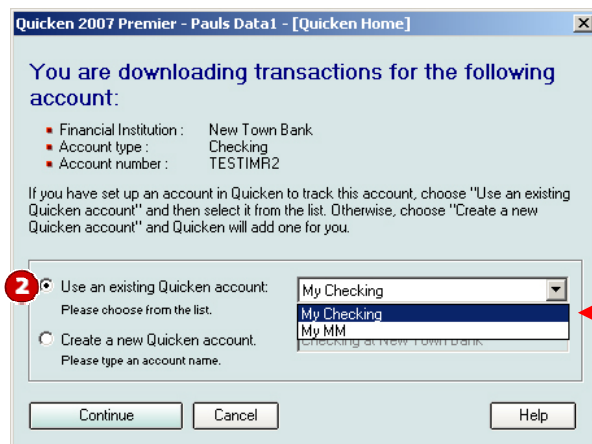
IMPORTANT: Complete section E *on or after* **Monday August 17th, 2009**.



1. Anytime on or after **Monday August 17th, 2009**, open a Web browser and log in to Middlesex Savings Bank's Web site: www.middlesexbank.com and login to Personal Online Banking. Download your transactions into Quicken.

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

2. Click the Use an existing Quicken account radio button. In the corresponding drop-down list, select the Quicken account that you used for Strata Bank.



Select your existing account here.

Repeat steps 1 and 2 for each account that you will use for online banking or investing with [\[Financial Institution B\]](#).

F.

AUTOMATING YOUR WEB CONNECT DOWNLOADS

Express Web Connect provides the option of activating the One Step Update feature, which automates the downloading of Web Connect data. To activate the One Step Update feature, take either of these actions:

- If you see the Activate One Step Update prompt during the Web Connect download process, click Yes, and then click Activate.
- From Quicken, choose Online menu → One Step Update. In the dialog that displays, choose Activate One Step Update link next to Middlesex Savings Bank.

Once activated, you can choose Online menu → One Step Update to perform downloads.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

If you have any questions regarding these instructions, then click <http://www.quicken.com/conversionfaq> to access Quicken FAQs for Financial Institution Conversion Customers.

Additionally, you may also contact us at **1-877-463-6287**. A customer service representative will be available to assist you from Monday through Friday, 7am-9pm, Saturday 8:30am-1pm. You may also visit our Web site at www.Middlesexbank.com/strata or refer to: <http://www.intuit.com/support/quicken>.