

Converting or Setting Up Quicken to Direct Connect Instructions

Table of Contents

TABLE OF CONTENTS	1
INTRODUCTION	2
DOCUMENTATION AND PROCEDURES	2
Task 1: Download Transactions before Deactivating Online Services.....	2
Task 2: Deactivate Your Online Services for Quicken	2
Task 3: Re-activate Your Online Services for Quicken	2
Task 4: Create New Quicken Account(s) for Online Access.....	4
FREQUENTLY ASKED QUESTIONS	4

Introduction

If you are connected to Quicken with Web Connect you will need to deactivate your online banking services for each account connected to **Univest Bank and Trust Co.** After the account(s) have been deactivated, you will need to setup online services.

Documents and Procedures

Task 1: Download Transactions Before Deactivating Online Services

1. Open **Account Register**
2. Select **Downloaded Transaction** tab (if there are no transactions listed, skip to step 6)
3. Accept all transactions
4. Deactivate your online banking services for your Quicken Account
5. Repeat steps 1-4 for each account at **Univest Bank and Trust Co.**
6. Select **Tools** Menu > **Online Center**
7. Choose the appropriate financial institution and account
8. Select **Transactions**
 - a. If transactions listed, click **Compare to Register** and accept transactions
 - b. If not transactions listed or **Compare to Register** does not allow you to accept transactions, please call the Univest at 877.723.5571 or refer to the Intuit support site

NOTE: Quicken will not deactivate online services if you have not accepted all downloaded transactions. Verify that you have accepted all transactions.

Task 2: Deactivate Online Banking Services for your Quicken Account

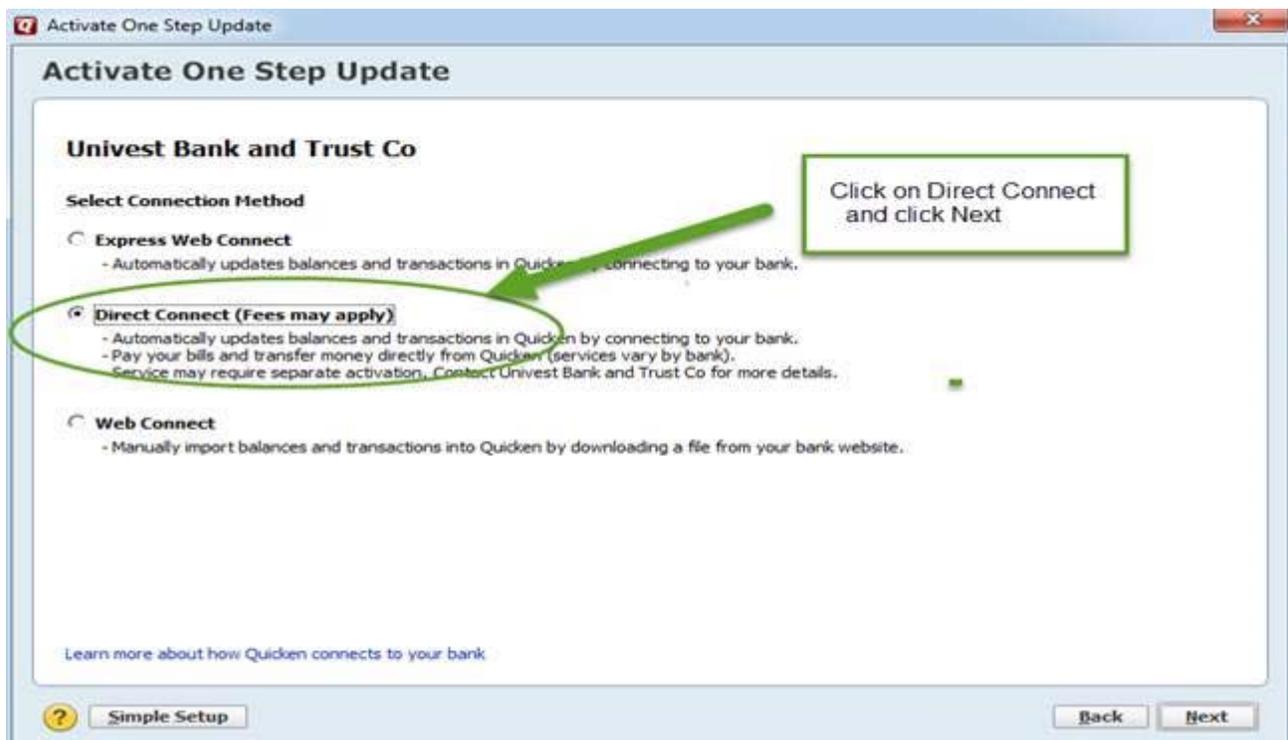
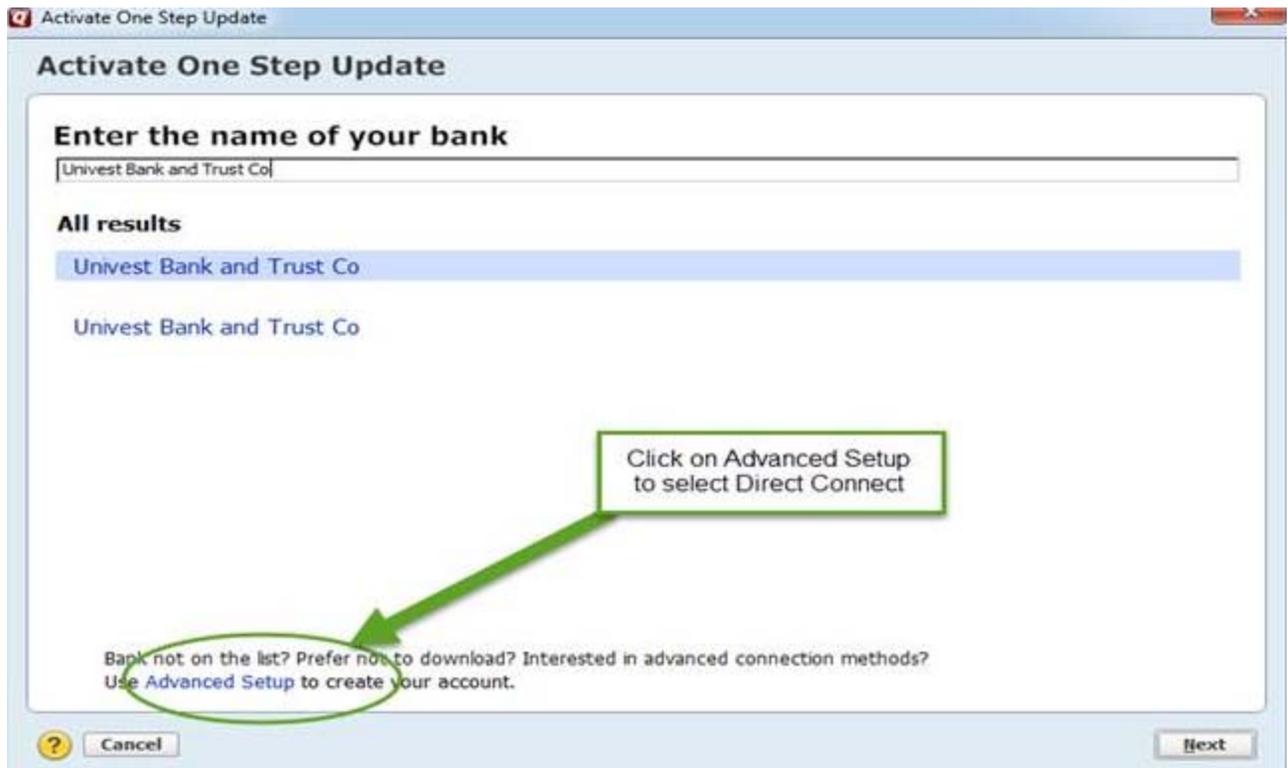
1. Choose **Tools** menu > **Account List**
2. Select your account under the **Accounts List** and click **Edit**
3. Click the **Online Services** tab
4. Click **Deactivate** for the service you want to disable
5. Click **Yes** to disable this service (You will not receive this message if you did not download your transactions prior to deactivating your online services)
6. Click on the **General** tab
7. Delete the financial institution name and account number
8. Click OK
9. Repeat steps 1-8 for each account at **Univest Bank and Trust Co.**

NOTE: If you have an investment account that is linked to a cash account, you need to deactivate the online services from the investment account. When the online services are deactivated for the investment account, online services for the linked cash account are also deactivated.

Task 3: Re-activate Online Banking Services to Direct Connect

1. Choose **Tools** Menu > **Account List**
2. Select **Edit Account** to activate account
3. Choose **Online Services** tab
4. Click **Setup Now**
5. Type **Univest Bank and Trust Co.** > **Advanced Setup**
6. Select **Direct Connect** > **Next**
7. Enter credentials, select **Save** this password (if using password vault)
8. Click **Connect**

NOTE: After you click Connect you should see a list of account(s) to activate. If you are activating an existing account(s), make sure the drop down for your account(s) says Link. If account(s) dropdown says Add, change to Link and select correct account(s). If you do not see a dropdown with Add/Link the account(s) will be added as a different account(s) instead of being linked to an existing account.



Frequently Asked Questions

Q. What must you know about your first update?

- A. The update may take more time than subsequent sessions because your entire available transaction history is being updated (usually 90 days' worth of transactions).

The first time you use Quicken's online banking or Investment-Tracking services, we recommend that you update only your latest transactions. This allows you to update your register or transaction list before starting other online account activities. Updating asset classes or getting quotes are just a few examples.

Q. How is the first update different for investment accounts?

- A. When updating transactions for an investment account, you may be asked to perform some additional steps such as matching securities or resolving placeholder entries. In addition the value of your holdings in Quicken may vary from the value reported by your financial institution due to differences in rounding rules and similar factors.

Q. What currencies are supported?

- A. Online account services are available only for U.S. dollar accounts; if an account is based on another currency, you will not be able to activate that account.

Creating a New Quicken Account for Online Access

1. Choose **Tools** Menu > **Add Account**
2. Type **Univest Bank and Trust Co.** and click **Next**
3. Enter credentials, select **Save** this password (if using password vault)
4. Click **Connect**
5. Select the account type(s) for discovered accounts
6. Click **Next**
7. Repeat steps 1-6 for each account at **Univest Bank and Trust Co.**



Quicken for Windows Conversion Instructions

Quicken for Windows 2012-2015

Direct Connect

Table of Contents

TABLE OF CONTENTS	1
INTRODUCTION	2
DOCUMENTATION AND PROCEDURES	2
Task 1: Conversion Preparation	2
Task 2: Connect to Your Financial Institution.....	2
Task 3: Cancel Outstanding Payments.....	3
Task 4: Deactivate Your Account(s) At Your Financial Institution	3
Task 5: Re-activate Your Account(s) at Univest Bank and Trust Co.	4
Task 6: Re-create Online Payments at Univest Bank and Trust Co.	4

Introduction

If you have Direct Connect with your financial institution, you will need to modify your Quicken settings to ensure the smooth transition of your data to Univest Bank and Trust Co. To complete these instructions, you will need your **User ID and Password** for both your **financial institution** and **Univest Bank and Trust Co.** online banking websites.

NOTE: If you are unsure of your Direct Connect login information, please contact your financial institution to verify your information.

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.



This detour symbol indicates section instructions that are using bill pay in Quicken only. If you do **not** use Quicken to make online bill payments, you can skip these sections or steps.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for **Backup Data File** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for **Update Software** and follow the instructions.

Task 2: Connect to Your Financial Institution

1. Choose **Tools** menu > **One Step Update**.
2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the One Step Update dialog.
3. In the **One Step Update Settings** dialog, make sure all items are checked and click **Update Now**.
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE: If you need assistance matching transactions, choose **Help menu > Quicken Help**. Search for **Matching Transactions** and follow the instructions.

Task 3: Cancel Outstanding Payments



If you are **not** a bill pay user in Quicken, please skip this section.

1. Choose **Tools** menu > **Online Center**.
2. Select *your financial institution* from the **Financial Institution** drop-down list.
3. On the **Payments** tab, select an account from which a payment is scheduled in the future.

NOTE: Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

4. In the payment status list, you will cancel payments for each payee with a status that is scheduled for delivery on a date after you *deactivate your account*. To do this, select the first payee and click **Cancel Payment**.
5. Perform steps 3 & 4 for all payments scheduled for delivery on a date after you *deactivate your account*.
6. On the toolbar, choose **Repeating**.
7. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window.
8. Repeat step 7 for each repeating payment instruction you have with your financial institution.

Task 4: Deactivate Your Account(s) At Your Financial Institution

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps 2 – 6 for each account at your *financial institution*.
8. Backup your data file.

Task 5: Re-activate Your Account(s) at Univest Bank and Trust Co.

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to activate.
3. In the Account Details dialog, click on the **Online Services** tab.
4. Click **Set up Now**.
5. Use **Advanced Setup** to activate your account.
6. Enter *Univest Bank and Trust Co.* and click **Next**.

7. On the Select Connection Method screen, select **Direct Connect**.
8. Type your **User ID** and **Password** and click **Connect**.
9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching accounts in the drop-down menu.

IMPORTANT: Do **NOT** select **Add to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

10. After all accounts have been matched, click **Next**. You will receive confirmation that your account(s) have been added.
11. Click **Done** or **Finish**.

Task 6: Re-create Online Payments at Uninvest Bank and Trust Co.



If you are **not** a bill pay user in Quicken, your conversion is complete. Please skip this section.

1. Re-create your payments.
2. If you need help creating your payments, choose **Help menu > Quicken Help**.
3. Search for "**Create an online payment**" and click that item.
4. Follow the instructions to enter or transmit an online payment.

Thank you for making these important changes!



Quicken Essentials and Quicken Mac 2015 Conversion Instructions

Quicken Essentials and Quicken Mac 2015

Direct Connect

Table of Contents

TABLE OF CONTENTS	1
INTRODUCTION	2
DOCUMENTATION AND PROCEDURES	2
Task 1: Conversion Preparation	2
Task 2: Connect to Your Financial Institution	2
Task 3: Deactivate Your Account(s) At Your Financial Institution	2
Task 4: Re-activate Your Account(s) at Univest Bank and Trust Co.	2

Introduction

If you have Direct Connect with your financial institution, you will need to modify your Quicken settings to ensure the smooth transition of your data to Univest Bank and Trust Co. To complete these instructions, you will need your **User ID and Password** for both your **financial institution** and **Univest Bank and Trust Co.** online banking websites.

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.

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 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.

Task 2: Connect To Your Financial Institution

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) At Your Financial Institution

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 **your financial institution**.

Task 4: Re-activate Your Account(s) at Univest Bank and Trust Co.

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Check the box **I want to download transactions** and click **Assist me**.
4. Enter *Univest Bank and Trust Co.* in the Search field and click **Continue**.
5. Type your **User Id** and **Password** and click **Continue**.
6. If the bank requires extra information, enter it to continue.

NOTE: Select "Direct Connect" for the "Connection Type" if prompted.

7. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select "**Link**" to pick your existing account.

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

8. Repeat step 7 for each additional account you wish to download into Quicken.
9. Click **Continue**.

Thank you for making these important changes!