Quicken Windows Express Web Connect Instructions

Prior to Conversion:

1. Back up your Quicken Windows Data File. Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**.
3. Complete a final transaction download. Accept all new transactions into the appropriate registers.

After Conversion:

1. Deactivate online banking connection for accounts connected to First Financial.
a. Choose **Tools > Account List**.
b. Click **Edit** on the account to deactivate.
c. In Account Details, click **Online Services**.
d. Click **Deactivate**. Follow prompts to confirm deactivation.
e. Click the **General** tab.
f. Delete Financial Institution and Account Number information. Click **OK** to close window.
g. Repeat steps for any additional accounts that apply.

2. Reconnect the online banking connection for your accounts.
a. Choose **Tools > Account List**.
b. Click **Edit** on the account you want to activate.
c. In Account Details, click **Online Services** and then choose **Set up Now**.
d. Type First Financial Federal Credit Union in the search field and click Next.
e. Enter your financial institution credentials.

• Express Web Connect uses the same credentials you use for your First Financial online banking login. If your credentials do not work, contact First Financial.

f. Ensure you associate the accounts to the appropriate accounts already listed in Quicken. Select **Link to an existing account** and select the matching accounts in the drop-down menu.

Important: Do NOT choose "Create a new account" unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, choose **Ignore – Don't Download into Quicken** or click **Cancel**.

g. After all accounts have been matched, click **Next** and then **Done**.