Quicken for Mac Conversion Instructions
Quicken for Mac 2006 - 2007 DC to DC

STATE BANK & Trust Company

Absolutely.℠

As State Bank completes its system conversion to enhanced bill pay, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN.

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 update is time sensitive and can be completed on or after April 16, 2012.

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

Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu → **Search**. Search for and select "Backing Up Your Data" and follow the instructions.

2. Download the latest Quicken update. For instructions to download to download an update, choose **Help** menu → **Search**. Search for and select "Checking for updates to Quicken" and follow the instructions.

Cancel Outstanding Payments

If you are not a bill pay user within Quicken, you can skip this section.

IMPORTANT: This step must be completed by April 16, 2012 to avoid possible duplicate payment. If you do not cancel payments scheduled to be paid after April 16, 2012, then it is possible that these payments will still be processed.

1. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after April 16, 2012.

2. Choose **File** menu → **Print Register** to save a copy of your list of pending payments. Specify the transaction date range to print and click **OK.**. You may select to save this as a .PDF or send to your printer.

> Note: You will use this list later to recreate your payments.

3. Click to select the first pending transaction in your account register. Choose **Online** menu → **Payments** → **Cancel Payment**. Quicken determines if there is enough time to cancel the payment:

4. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.

5. If there is enough time to cancel, then click **Put In Outbox** in the Cancel Payment dialog.

6. Repeat step 3 for each additional pending transaction.

7. Choose **Online** menu → **Payments** → **Send Payment**. Ensure all payment cancellations have a checkmark in the Send column.

8. Click **Send Now**.

9. In the Online Transmission Summary, verify that your payments were successfully cancelled.

10. Click **OK** to close the Online Transmission Summary.

11. Repeat steps 1 – 8 for each account enabled for bill payment services.

Connect to State Bank

1. Choose **Online** menu → **Download Transactions.**

2. Select your account from the drop-down list.

3. Click **Download**.

4. Enter your PIN and click **OK**.

5. If new transactions display in the Download Transactions dialog, then accept them in your Quicken account register.

Deactivate Your Account(s)

1. Choose **Lists** menu → **Accounts**.

2. Select the account that you want to disable and click **Edit**.

3. Write down your account information (account number, routing number, and customer ID). Note: You will need this information to re-enable your account.

4. If you use online payment services, then select **not enabled** in the Pay Bills Online drop-down list. Follow the prompts to confirm the deactivation.

5. In the Download Transactions drop-down list, select **not enabled**. Follow the prompts to confirm the deactivation.

6. Delete the information within the Account Number and Routing Number fields.

7. Click **OK** to save your edits.

8. Repeat steps 2 – 6 for each account at [Financial Institution].

9. Verify that your account list does not display a blue online circle icon for any accounts at [Financial Institution].

Re-activate Your Account(s)

1. Choose **Lists** menu → **Accounts**.

2. Select your first disabled account and click **Edit**.

3. Click the **Financial Institution** drop-down list and select **Change Financial Institution.**

4. Click on **Update List.**

5. In the Financial Institutions dialog, select State Bank from the list and click **Use**.

6. Enter the customer ID and PIN. Click **OK**.

7. In the Add Online Services dialog, match your first account to the appropriate account number. Click **OK.**

8. Click **OK**.

9. Click **OK** to close the edit register page.

10. Choose **Lists** menu → **Accounts.** Verify that each account at State Bank has a blue online circle indicating that it has been reactivated for online services.

Recreate Online Payments

If you do not use bill pay within Quicken, your conversion is complete.

1. You will now want to recreate your payments. If you need assistance in creating these payments, choose **Help** menu → **Search.** Search for and select "entering an online payment" and follow the instructions to enter or transmit an online payment.

Thank you for making these important changes!