

Quicken for Mac 2015-2017 Conversion Instructions

Express Web Connect

Introduction

As **First Financial Bank** completes its system conversion to the new **First Online Business Banking**, you will need to modify your QuickBooks settings to ensure the smooth transition of your data. Please reference the dates next to each task, as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for First Financial Bank.

NOTE: **Quicken Express Web Connect** uses the same User ID and Password as the First Financial Bank website.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

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: Disconnect Accounts at *First Financial Corp. —QB Direct/First Financial Corporation* on or after **April 19, 2017 at 9 a.m. EST**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads**.
4. Repeat steps for each account to be disconnected.

Task 3: Reconnect Accounts to *First Financial Corporation* on or after **April 26, 2017 at 9 a.m. EST**

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Set up transaction download**.
4. Enter *First Financial Corporation* in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Enter your **User ID** and **Password** and click **Continue**.
6. If the bank requires extra information, enter it to continue.

NOTE: Select “Express Web Connect” or “Quicken 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. Select **Finish**.