



Quicken for Mac 2015-2017 Conversion Instructions

Express Web Connect

Introduction

As Allegiance Bank completes its technology upgrade, you will need to modify your Quicken settings to ensure a 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 Allegiance Bank Online Banking.

NOTE: **Quicken Express Web Connect** uses the same User ID and Password as the Allegiance 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 by May 9, 2018.

1. Backup your data file. For instructions to back up your data file, choose the **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 the **Help** menu > **Search**. Search for **Updates**, select “Check for Updates,” and follow the instructions.
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Task 2: Connect to Allegiance Bank for a final download before May 9, 2018.

1. Select your account under the **Accounts** list on the left side.
 2. Choose the **Accounts** menu > **Update Selected Online Account**.
 3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) you use for online banking or investing.
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Task 3: Disconnect Accounts at Allegiance Bank on or after May 14, 2018.

1. Select your account under the **Accounts** list on the left side.
 2. Choose the **Accounts** menu > **Settings**.
 3. Select **Troubleshooting** > **Deactivate Downloads**.
 4. Repeat steps for each account to be disconnected.
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Task 4: Reconnect Accounts to Allegiance Bank on or after May 19, 2018.

1. Select your account under the **Accounts** list on the left side.
2. Choose the **Accounts** menu > **Settings**.
3. Select **Set up transaction download**.
4. Enter Allegiance Bank 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**.