



**NORTH COUNTRY  
SAVINGS BANK**

# Quicken for Mac 2015-2017 Conversion Instructions

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## *Web Connect*

### Introduction

As **North Country Savings Bank** completes its EagleNET Online Banking bill payment upgrade, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

You will need to disconnect your accounts from **North Country Savings Bank - New** and connect them to **North Country Savings Bank**. To complete these instructions, you will need your EagleNET Online Banking User ID and Password.

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

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#### **Task 1:** Conversion Preparation

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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.

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#### **Task 2:** Connect to **North Country Savings Bank - New** for a final download before **August 21, 2017**

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1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.

3. Sign in to online banking and download transactions for an account.
4. Import the transactions.
5. Repeat steps for each account that you use for online banking.

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**Task 3: Connect Accounts at *North Country Savings Bank* on or after *August 21, 2017***

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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 ***North Country Savings Bank*** in the **Search** field, select the name in the **Results** list and click **Continue**.
5. Log in to ***EagleNET Online Banking***. **Download** a file of your transactions to your computer.

**NOTE:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.

6. Drag and drop the downloaded file into the box **Drop download file**.

**NOTE:** Select "Web 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 unless you intend to add a new account to Quicken.

8. Click **Finish**.
9. Repeat steps for each account to be connected.