

Quicken Conversion Instructions

As Horicon Bank completes its system conversion, you will need to modify your Quicken settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac.

IMPORTANT: Express Web Connect will not be available until August 8, 2023, so please utilize another connectivity type if you need transaction updates during this downtime. There is no delay for Web Connect.

To navigate this document, just click the link or links below that match your product and connectivity:
Instructions for One-Step Update initiated from within Quicken

[**Quicken Windows Express Web Connect**](#)

[**Quicken Mac Quicken Connect**](#)

Instructions for Downloading a Web Connect file from your Online Banking Site

[**Quicken Windows Web Connect**](#)

[**Quicken Mac Web Connect**](#)

[**Quicken Windows Bill Pay**](#)

Quicken Windows Express Web Connect

On July 26, 2023:

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.

On August 1, 2023:

1. Deactivate online banking connection for accounts connected to Horicon Bank.
 - 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 Horicon Bank 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 *Horicon Bank* in the search field and click **Next**.
 - e. Enter your Horicon Bank credentials.
- Express Web Connect uses the same credentials you use for Horicon Bank's online banking login.

Important: If your credentials do not work, contact Horicon Bank.

- 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**.

Quicken Mac Quicken Connect

On July 26, 2023:

1. Backup Quicken Mac Data File and Update the application.
 - a. Choose **File > Save a Backup**.
 - b. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Accept all new transactions into the appropriate registers.

On August 1, 2023:

Activate the online banking connection for accounts connected to Horicon Bank.

1. Click your account in the Accounts list on the left side.
 2. Choose **Accounts > Settings**.
 3. Select **Set up Transaction Download**.
 4. Enter *Horicon Bank* in the search field, select the correct option and click **Continue**.
 5. Enter your Horicon Bank credentials.
- Express Web Connect uses the same credentials you use for Horicon Bank's online banking login.

Important: If your credentials do not work, contact Horicon Bank.

6. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under **Action**, choose **Link** to pick your existing account.

Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

7. Click **Finish**.

Quicken Windows Web Connect

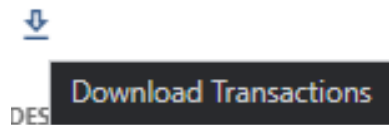
On July 26, 2023:

1. Backup Quicken Windows Data File and Update.
 - a. Choose **File > Backup and Restore > Backup Quicken File**.
 - b. Download the latest Quicken Update. Choose **Help > Check for Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.
 - c. Accept all new transactions into the appropriate registers.

On August 1, 2023:

1. Deactivate online banking connection for accounts connected to Horicon Bank.
 - 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 Horicon Bank and Account Number information.
 - g. Click **OK** to close window.
 - h. Repeat steps for any additional accounts.
2. Reconnect online banking connection for accounts that apply.
 - a. Download a Quicken Web Connect file from Horicon Bank's online banking site.

From the Dashboard, Click on any account. In the Transactions area, there is a Download Transactions button.



- b. In Quicken, choose **File > File Import > Web Connect (.QFX) File**.
- c. Use the import dialog to select the Web Connect file you downloaded. An "Import Downloaded Transactions" window opens.
- d. Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
- e. Repeat this step for each account you have connected to this institution.

Quicken Mac Web Connect

On July 26, 2023:

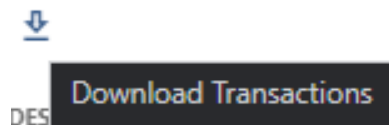
1. Backup your Quicken Mac data file and update the application.
 - a. Choose **File > Save a Backup**.
 - b. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.
2. Complete a final transaction download.
 - a. Complete last transaction update before the change to get all of your transaction history up to date.
 - b. Repeat this step for each account you need to update.
 - c. Accept all new transactions into the appropriate registers.

On August 1, 2023:

Activate online banking connection for accounts connected to Horicon Bank.

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up Transaction Download**.
4. Enter *Horicon Bank* in the search field, select the correct option and click **Continue**.
5. Log into Horicon Bank online banking site and download your transactions to your computer.

From the Dashboard, Click on any account. In the Transactions area, is a Download Transactions button.



Important: 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 titled **Drop Download File**. Choose **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, click **Link** to pick your existing account.

Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

8. Click **Finish**.

Quicken Windows Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within Quicken Windows.

Important: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid on or after July 26, 2023, these payments may still be processed.

On or Before July 26, 2023:

Cancel Existing Bill Payments.

1. Choose **Tools > Online Center**.
2. Choose *Horicon Bank* from the Financial Institution drop-down list.
3. On the Payments tab, choose an account from which a payment is scheduled in the future.
4. In the payments status list, you will cancel payments for each payee with a status that is scheduled for delivery on a date after July 26, 2023. To do this, select the first payee and click **Cancel Payment**.
5. Repeat steps 3 & 4 for all payments that are scheduled for delivery after July 26, 2023.
6. On the toolbar, click **Repeating**.
7. Choose a payment instruction and click **Delete**. Click **Delete** again in the confirmation window.
8. Repeat step 7 for each repeating payment you have with Horicon Bank.

On or Before August 1, 2023:

Note: This section only applies if Horicon Bank will support Bill Payments initiated from within Quicken Windows after the system change.

Re-create Your Bill Payments.

If you need help re-creating payments, choose **Help > Quicken Help**. Search for **Create an online Payment** and follow the instructions to create and transmit an online payment.