

End User Migration Instructions

INTUIT QUICKEN (WINDOWS/MAC) / QUICKBOOKS

As County Bank completes a system migration; you will need to modify certain information in your Quicken/QuickBooks software to ensure a smooth transition of your data. You must complete the following steps **after** the conversion date: **January 25, 2007**.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your PFM Banking service may stop functioning properly.

If you have any questions regarding these instructions, please contact the Internet Branch at 800-322-8233. An Internet Branch representative will be available to assist you from 9:00 a.m. to 5:00 p.m. Monday thru Friday and 9:00 a.m. to 12 p.m. Saturday. You may also visit our website at www.countrybank.com

Select your software version from this index to access instructions for your online accounts within Quicken (WIN/MAC) / QUICKBOOKS.

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Quicken Windows 2007 Instructions

STEP A.

INSTALL THE LATEST QUICKEN UPDATE

Follow the steps in this section to determine if a Quicken update is available and to download the update.

1. From the Quicken **Online** menu, choose **One Step Update**.
2. Uncheck all options in the One Step Update dialog boxes and click **Update Now**.
3. If an update is available, apply it now.
4. Exit and restart Quicken.

For more information, see <http://www.intuit.com/support/quicken/updates/>.

STEP B.

BACK UP YOUR CURRENT QUICKEN DATA

From the Quicken **File** menu, choose **Backup**, enter information, as needed in the Quicken Backup dialog boxes, and then click **OK**.

Do not restore to any earlier backups after you complete these instructions.

STEP C.

DEACTIVATE YOUR ACCOUNTS

1. Open the register for the first account at County Bank Savings.
2. Click the **Overview** tab.
3. Before you continue, it is important that you record your account information. From this window you will see your **Account Number**, **Routing Number**, and **Customer ID**. Write this information down so you have it later, or choose **File, Print Overview**.
4. In the Account Attributes area, click **Change Online Services**.
5. Click **Remove from One Step Update** in the One Step Update.
6. Click **Yes** when the "Would you like to deactivate this service?" message appears
7. Click **Yes** to continue and then **OK**
8. Repeat steps 1-7 for all accounts enabled for online access.
9. To ensure all online accounts have been disabled, go to the **Tools** menu, **Account List** and verify the word 'Activated' does not appear in the Online Services column for all your County Bank Savings accounts. Close this screen by clicking the 'X' on the top right corner of this page.

STEP D.**REACTIVATE YOUR ACCOUNT(S)**

1. Open the register for the first account at County Bank Savings
2. Click the **Overview** tab
3. In the account attributes area, click **Change Online Services**.
4. Click the **Online Services** tab.
5. To activate Transaction Download, click **Activate One Step Update** in the One Step Update area.
6. Enter the Direct Connect User ID and PIN and click **Next**. Follow the instructions to match the existing account and add new accounts, as applicable.
7. Repeat steps 1-6 until all County Bank Savings accounts have been activated.

If you use the Quicken PIN Vault, update it now.

If you use the Quicken PIN Vault, you will need to re-add your PIN for [County Bank for Savings](#).

1. From the Quicken **Online** menu, choose **Password Vault** and then choose **Edit**.
2. In the PIN Vault Password dialog box, enter your PIN Vault Password and then click **OK**.
3. Select the User ID at [County Bank for Savings](#) and click **Add Password**
4. In the "Add a Password" dialog box, enter your [County Bank for Savings](#) PIN, re-enter your [County Bank for Savings](#) PIN, and then click **Add**.
5. Click **Done**.

STEP E.**GO ONLINE**

1. From the Quicken **Online** menu, choose **Online Center**.
2. In the Online Center window, click **Update/Send**.
3. Click **Update Now** to continue and then wait until your online session is completed

Quicken Windows 2004 - 2006 Instructions

STEP A.

INSTALL THE LATEST QUICKEN UPDATE

Follow the steps in this section to determine if a Quicken update is available and to download the update.

1. From the Quicken **Online** menu, choose **One Step Update**.
2. Uncheck all options in the One Step Update dialog boxes and click **Update Now**.
3. If an update is available, apply it now.
4. Exit and restart Quicken.

For more information, see <http://www.intuit.com/support/quicken/updates/>.

STEP B.

BACK UP YOUR CURRENT QUICKEN DATA

From the Quicken **File** menu, choose **Backup**, enter information, as needed in the Quicken Backup dialog boxes, and then click **OK**.

Do not restore to any earlier backups after you complete these instructions.

STEP C.

DEACTIVATE YOUR ACCOUNTS

1. Open the register for the first account at County Bank Savings.
2. Click the **Overview** tab.
3. Before you continue, it is important that you record your account information. From this window you will see your **Account Number**, **Routing Number**, and **Customer ID**. Write this information down so you have it later, or choose **File, Print Overview** (2006/2005) or **Print Page** (2004).
4. In the Account Attributes area, click **Change Online Services**.
5. Click **Deactivate** in the Transaction Download area and then click **Yes** in the pop-up dialog box to confirm. You will receive the message: "You are about to delete setup information for an online account." Click **OK**. Click **OK** again.
6. Repeat steps 1-5 for all accounts enabled for online access.
7. To ensure all online accounts have been disabled, go to the **Tools** menu, **Account List** and verify the word 'Activated' does not appear in the Online Services column for all your County Bank Savings accounts. Close this screen by clicking the 'X' on the top right corner of this page.

STEP D.**REACTIVATE YOUR ACCOUNT(S)**

1. Open the register for the first account at County Bank Savings
2. Click the **Overview** tab
3. In the account attributes area, click **Edit Account Details**.
4. Click the **Online Services** tab.
5. To activate Transaction Download, click **Activate** in the Transaction Download area. Enter the Direct Connect User ID and PIN and click **Next**. Follow the in-screen instructions to match the existing account and add new accounts, as applicable.
6. Repeat steps 1-5 until all County Bank Savings accounts have been activated.

If you use the Quicken PIN Vault, update it now.

If you use the Quicken PIN Vault, you will need to re-add your PIN for [County Bank for Savings](#).

1. From the Quicken **Online** menu, choose **PIN Vault** and then choose **Edit**.
2. In the PIN Vault Password dialog box, enter your PIN Vault Password and then click **OK**.
3. Select your first account at [County Bank for Savings](#) by clicking the account number.
4. Click **Add PIN**.
5. In the Change A PIN dialog box, enter your [County Bank for Savings](#) PIN, re-enter your [County Bank for Savings](#) PIN, and then click **Add**.
6. Click **Done**.
7. Repeat steps 3 – 6 for each account at [County Bank for Savings](#)

STEP E.**GO ONLINE**

1. From the Quicken **Cash Flow** menu, choose **Online Center**.
2. In the Online Center window, click **Update/Send**.
3. Click **Update Now** to continue and then wait until your online session is completed

Quicken MAC 2007 Instructions

STEP A

INSTALL THE LATEST QUICKEN 2007 UPDATE

1. From the **Quicken 2007** menu, choose **Check for Updates**.
2. If an update is available, you will be prompted to go to <http://www.intuit.com/support/quicken/updates> and follow the instructions to update to the latest version of Quicken.
3. Quit and restart Quicken.

STEP B

BACK UP YOUR CURRENT QUICKEN DATA

From the **File** menu, choose **Save a Copy**, and then click **OK**.

STEP C

DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be accepted in the account register before accounts can be deactivated.

1. From the **Lists** menu, select **Accounts**.
2. Select the account you want to disable and click **Edit**. This will open the Edit Account sheet.
3. In the **Download transactions** dropdown menu, select **not enabled**. You will receive the message: "You are about to disable online services for this account within Quicken." Click **OK**.
4. To save these changes click **OK** at the bottom of the Edit Account sheet.
5. Repeat steps 1-4 for all accounts you have enabled for online access.
6. To ensure all your online accounts have been disabled, go to the **Lists** menu, select **Accounts** and verify the blue globe does not appear next to any of your accounts.
7. Close and reopen Quicken MAC.

STEP D

REACTIVATE YOUR ACCOUNTS

1. From the **Lists** menu, select **Accounts**.
2. Select the account you just disabled and click **Edit**. This will open the Edit Account sheet.
3. Select **using direct connect** in the **Download transactions** dropdown menu.
4. Click **OK** to save your changes to this account.
5. Repeat steps 1-6 for every account.

If you use the Quicken PIN Vault, you will need to update your [County Bank for Savings PIN](#).

1. From the Quicken **Online** menu, choose **PIN Vault**.
2. In the PIN Vault tab, select [County Bank for Savings](#) and click **Edit**.
3. In the Change PIN sheet, enter your [County Bank for Savings](#) PIN, and re-enter your [County Bank for Savings](#) PIN, and then click **OK**.

STEP E

GO ONLINE

1. From the Quicken **Online** menu, choose **One Step Update**
2. Click on **Enter PIN**.
3. Enter the Direct Connect PIN and click **OK** and then **Update Now**

Quicken MAC 2005-2006 Instructions

STEP A

INSTALL THE LATEST QUICKEN 2005/2006 UPDATE

1. From the **Quicken 2005/2006** menu, choose **Check for Updates**.
2. If an update is available, you will be prompted to go to <http://www.intuit.com/support/quicken/updates> and follow the instructions to update to the latest version of Quicken.
3. Quit and restart Quicken.

STEP B

BACK UP YOUR CURRENT QUICKEN DATA

From the **File** menu, choose **Save a Copy**, and then click **OK**.

STEP C

DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be accepted in the account register before accounts can be deactivated.

1. From the **Lists** menu, select **Accounts**.
2. Select the account you want to disable and click **Edit**. This will open the Edit Account sheet.
3. In the **Download transactions** popup, select **not enabled**. You will receive the message: "You are about to disable online services for this account within Quicken." Click **OK**.
4. To save these changes click **OK** at the bottom of the Edit Account sheet.
5. Repeat steps 1-4 for all accounts you have enabled for online access.
6. To ensure all your online accounts have been disabled, go to the **Lists** menu, select **Accounts** and verify the blue globe does not appear next to any of your accounts.
7. Close and reopen Quicken MAC.

STEP D

REACTIVATE YOUR ACCOUNTS

1. From the **Lists** menu, select **Accounts**.
2. Select the account you just disabled and click **Edit**. This will open the Edit Account sheet.
3. Select **using direct connect** in the **Download transactions** dropdown menu.
4. Click **OK** to save your changes to this account.
5. Repeat steps 1-6 for every account.

If you use the Quicken PIN Vault, you will need to update your [County Bank for Savings](#) PIN.

1. From the Quicken **Online** menu, choose **PIN Vault**.
2. In the PIN Vault tab, select [County Bank for Savings](#) and click **Edit**.
3. In the Change PIN sheet, enter your [County Bank for Savings](#) PIN, and re-enter your [County Bank for Savings](#) PIN, and then click **OK**.

STEP E

GO ONLINE

1. From the Quicken **Online** menu, choose **Download Transactions**. Make sure that [County Bank for Savings](#) is selected from the Financial Institution popup.
2. Click **Download** and enter your Direct Connect PIN when prompted.

Quicken MAC 2004 Instructions

STEP A.

INSTALL THE LATEST QUICKEN® 2004 UPDATE

From the **File** menu choose **Check for Updates**. *If there is an update available*, you will be prompted to go to <http://www.intuit.com/support/quicken/updates> and follow the step-by-step instructions to update to the latest version of Quicken 2004.

STEP B.

BACK UP YOUR CURRENT QUICKEN DATA

Quicken MAC software comes preset to download your data file every time the software is closed. When you choose **Quit** from the **File** menu, Quicken automatically saves a backup copy of your current data file and puts it in the folder of your choice.

To access the backup folder Go to the **File** drop down menu and click **Open Backup**.

To change a backup settings using OS X:

1. Choose **Preferences** from the Quicken menu
2. Scroll down the list of preferences on the left until you see **Security**; Select the **File Backup** option.
3. Click **Automatically backup my data file when closing** to select or clear check box, as appropriate
4. To change the folder where the backup copy is saved, click **Choose**
5. Click **OK**.

NOTE: To change a backup setting using OS 9.x choose preferences from Quicken Edit menu.

STEP C.

DEACTIVATE YOUR ACCOUNTS

All transactions must be accepted in the account register before accounts can be deactivated.

1. From the **Lists** menu, select **Accounts**.
2. Select the first account at [County Bank for Savings](#) and click **Edit**.
3. Click the **Edit Online Access** button.
4. Quicken will connect to the Internet and update the information it has about your financial institution. Note: if you are on a dialup connection this may take a few minutes.
5. Once the information is updated, the **Account review** panel of the Quicken Assistant will open. Write down the account number and routing number. It will be needed to reconnect the account.

6. On the **Account review** panel click the **Direct connect** link to the right of Statement download. Quicken automatically opens the **Choose Services** panel of the Assistant. Deselect the **Download statements**.
7. Quicken displays a warning "You are about to delete setup information...."
8. Click **OK** and then the **Return to Review** button in the lower left.
9. Click **Continue** and then **Done**.
10. Repeat steps 2 – 9 until all [County Bank for Savings](#) accounts have been disabled.

STEP D.

REACTIVATE YOUR ACCOUNT(S)

1. From the **Lists** menu, select **Accounts**.
2. Select the account you want to re-enable for online services and click **Edit**.
3. Click the **Enable Online Access** button. This will open the **Set up Online Services Assistant**.
4. Click **Continue**.
5. Select the appropriate account from the pop-up menu and click **Continue**.
6. Scroll down the list to [County Bank for Savings](#). Select [County Bank for Savings](#) and click **Continue**.
7. Quicken will connect to the Internet and update the information it has about your financial institution. Select the online services you would like to use and click **Continue**.
8. Quicken will ask if you have received your customer ID and PIN. Click **Yes** and then **Continue**.
9. Enter your **Customer ID**, **Routing number**, and **Account number** and click **Continue**.
10. Review your online account information and click **Continue** and then **Done**.
11. Repeat steps 2 – 10 for each account at [County Bank for Savings](#).

STEP E.

GO ONLINE

1. From the **Online** menu select **Download Transactions**.
2. Select [County Bank for Savings](#) and click **Get Online Data**. Quicken will retrieve the latest transactions for all accounts enabled for online services with [County Bank for Savings](#)
3. Enter the PIN.
4. Click **OK** to get your data.

QuickBooks 2006-2007 Instructions

STEP A.

INSTALL THE QUICKBOOKS UPDATE

1. From the **Help** menu, select **Update QuickBooks**.
2. Select **Update Now** and then **Get Updates**

STEP B.

BACKUP YOUR CURRENT QUICKBOOKS DATA

From the QuickBooks menu, choose **File, Backup**, and enter a new backup filename.

STEP C.

DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be added to the account register before deactivating accounts.

1. From the **List** menu select **Chart of Accounts**.
2. Select a **County Bank for Savings** online account. Click the **Account** button, Select **Edit Account**.
3. The Edit Account dialog box appears. Click **Online Info** tab.
4. Write down the ROUTING NUMBER, ACCOUNT NUMBER, ACCOUNT TYPE, and CUSTOMER ID. You will need this in a later step.
5. QuickBooks displays the Online Info window. Deselect **Online Account Access**. Click **OK**.
6. QuickBooks displays a warning message informing you that you are about to delete online setup information for a QuickBooks online account. Click **OK**
7. If QuickBooks displays a warning message asking you if you want to retain the online information associated with this account. Click **NO**.
8. Repeat steps 1 through 8 until all **County Bank for Savings** Accounts have been disabled.
9. **CLOSE and REOPEN QuickBooks**.

STEP D.

REACTIVATE YOUR ACCOUNT(S)

1. From the **Banking** menu, select **Online Banking**, and then **Online Banking Center**
2. At the prompt to set up accounts for online services, select **Yes**
3. Click **Yes** to continue
4. Click **Enable Accounts** tab. Click **Next**. Click **Add Financial Institution** button.

5. Select [County Bank for Savings](#). Click the **Done** button and then **OK**.
6. Click the dropdown arrow to the right of **I would like to enter information for my accounts**.
7. Select [County Bank for Savings](#). Click **Next**.
8. Select **Yes I have my confirmation letter from County Bank for Savings**. Click **Next**.
9. Enter the **Routing Number**.
10. Enter your Customer ID.
11. Click **Next**. Click the dropdown arrow to the right of **Use my existing QuickBooks account**. Select your QuickBooks online Account. Click **Next**.
12. Click the dropdown arrow to the right of [County Bank for Savings Account Type](#).
13. Select the correct account type for this account.
14. Type your [County Bank for Savings](#) account number into the Account Number.
15. Select online account access and click **Next**.
16. Review the account information.
17. If you have more accounts to enable, select **Yes** next to **Do you wish to enable additional accounts?** Click **Next** and repeat these steps until all [County Bank for Savings](#) Accounts have been enabled.
18. If you do not have more accounts to enable, select **No** next to "Do you wish to enable additional accounts?" Click **Next**.
19. QuickBooks displays the Service Agreement. Click **OK**.
20. QuickBooks asks if you wish to enable accounts at another institution.
21. Select **No**. Click **Next**.
22. QuickBooks displays a Congratulations screen. Click **Leave**.

STEP E.

GO ONLINE

1. From the **Banking** menu, select **Online Banking**, and then **Online Banking Center**.
2. The Online Banking Center appears. Click **Go Online**. Enter your PIN and click **OK**.

QuickBooks 2005 - 2004 Instructions

STEP A.

INSTALL THE QUICKBOOKS UPDATE

From the QuickBooks menu, choose **File, Update QuickBooks**. Follow update instructions.

STEP B.

BACKUP YOUR CURRENT QUICKBOOKS DATA

Back up your current QuickBooks data. From the QuickBooks menu, choose File, Backup, and enter a new backup filename.

STEP C.

DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be added to the account register before deactivating accounts.

1. Select **Chart of Accounts** from the **List** menu.
2. Select a [County Bank for Savings](#) online account. Click the **Account** button, Select **Edit**.
3. The Edit Account dialog box appears. Click **Online Info** tab.
4. Write down the ROUTING NUMBER, ACCOUNT NUMBER, ACCOUNT TYPE, and CUSTOMER ID. You will need this in a later step.
5. QuickBooks displays the Online Info window. Deselect **Online Account Access**. Click **OK**.
6. QuickBooks displays a warning message informing you that you are about to delete online setup information for a QuickBooks online account. Click **OK**
7. If QuickBooks displays a warning message asking you if you want to retain the online information associated with this account. Click **NO**.
8. **CLOSE and REOPEN QuickBooks**.
9. Repeat steps 1 through 8 until all [County Bank for Savings](#) Accounts have been disabled.

STEP D.

REACTIVATE YOUR ACCOUNT(S)

1. Select **Set Up Online Financial Services** from the **Banking** menu.
2. Select **Set Up Account for Online Access**. Click **Enable Accounts** tab. Click **Next**. Click **Add Financial Institution** button.
3. Select [County Bank for Savings](#). Click the Done button and then **OK**. Click **Add to QuickBooks** button. Click **Exit** on the Browser bar. Click the dropdown arrow to the right of **I would like to enter information for my accounts**.

4. Select [County Bank for Savings](#). Click **Next**.
5. Select **Yes I have my confirmation letter from** [County Bank for Savings](#). Click **Next**.
6. Enter the **Routing Number**.
7. Enter your Customer ID.
8. Click **Next**. Click the dropdown arrow to the right of **Use my existing QuickBooks account**.
9. Select your QuickBooks online Account. Click **Next**. Click the dropdown arrow to the right of [County Bank for Savings Account Type](#).
10. Select the correct account type for this account. Type your [County Bank for Savings](#) account number into the Account Number.
11. Select online account access and click **Next**.
12. Review the account information.
13. If you have more accounts to enable, select **Yes** next to **Do you wish to enable additional accounts?** Click **Next** and repeat these steps until all [County Bank for Savings](#) Accounts have been enabled.
14. If you do not have more accounts to enable, select **No** next to "Do you wish to enable additional accounts?" Click **Next**.
15. QuickBooks displays the Service Agreement. Click **OK**.
16. QuickBooks asks if you wish to enable accounts at another institution.
17. Select **No**. Click **Next**.
18. QuickBooks displays a Congratulations screen. Click **Leave**.

STEP E.

GO ONLINE

1. From the **Banking** menu, select **Online Banking Center**
2. The Online Banking Center appears. Click **Go Online**. Enter your PIN and click **OK**.