# QUICKEN® 2004 FOR MACINTOSH®: HUNTINGTON OLD TO HUNTINGTON NATIONAL BANK WEB CONNECT

### **ACCOUNT CONVERSION INSTRUCTIONS**

You must complete the following steps before continuing to download transactions from Huntington.

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

1.

#### INSTALL THE LATEST QUICKEN® UPDATE.

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

2.

#### **BACK UP YOUR QUICKEN DATA.**

Before proceeding with the following steps outlined in this document, we <u>strongly</u> recommend that you back up your data file and do not restore to any earlier backups after you have switched to Huntington. Store this copy of your Quicken data file to the location you normally use for Quicken backups.

3.

#### **DISABLE YOUR HUNTINGTON ACCOUNTS.**

You will need to disable your account(s) with Huntington.

- a) From the Lists menu, select Accounts.
- b) Select the account you want to disable and click Edit.
- c) Click the Enable Online Access button.
- d) Quicken will connect to the Internet and update the information it has about your financial institution. Then the Account Review panel of the Quicken Assistant will open.
- e) Click the "Web connect" link to the right of Statement Download. Deselect the **Download** statements using checkbox.
- f) Quicken displays a warning You are about to delete setup information....
- g) Click **OK** and then the **Return to Review** button in the lower left.
- h) Click **Continue** and then **Done**.

Repeat these steps until all Huntington accounts have been disabled.

4.

## LOG IN TO HUNTINGTON ONLINE BANKING TO DOWNLOAD YOUR LATEST TRANSACTIONS.

You are now ready to re-enable your accounts for online services at Huntington.

a) From the **Lists** menu, select **Accounts**.

- b) Select the account you want to re-enable for online services and click Edit.
- c) Click the **Enable Online Access** button. This will open the Set up Online Services Assistant.
- d) Click Continue.
- e) Select the appropriate account from the pop-up menu and click **Continue**.
- f) Scroll down the list to **Huntington**. Select **Huntington** and click **Continue**. Quicken will connect to the Internet and update the information it has about your financial institution.
- g) Select the **Download statements using** checkbox and **Web Connect**. Click **Continue**.
- h) Review your online account information and click **Continue**. Then click the **Web site** button.
- Log in to your financial institution's web site and download your transactions into Quicken.
- j) Huntington's Web Site: http://www.huntington.com
- k) Locate the file you just downloaded from your financial institution's web site and double click the file.
- In the Select Account to Enable window, click the "Use an existing account" radio button. In the adjacent popup, choose the Quicken account that you used for Huntington and click OK. Once the account is re-enabled for online access at Huntington, future downloads will be associated with this Quicken account automatically.

Repeat these steps for each account for which you want to download transactions from Huntington.

#### THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

If you have specific questions relating to your accounts, please call us at 1-877-932-BANK (2265) weekdays, 7:00 a.m. to 10:00 p.m. ET and weekends, 8:00 a.m. to 5:00 p.m. ET.