



## **Quicken for Mac 2007**

### **“ Web Connect”**

To ensure connectivity to download transactions from your **Farmers & Merchants MeBanking** account(s), you will need to perform the following tasks on the dates indicated below in order to maintain proper functionality. Please follow the instructions exactly as described and in the order presented. This process takes approximately 15-30 minutes.

### **Quicken Backup – Please complete before May 31, 2018**

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select **Backing Up Your Data**, and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select “**Checking for Updates to Quicken,**” and follow the instructions.

### **Connect to Farmers & Merchants Bank – <https://www.mebanking.com/> for a final Download – Please complete before May 31, 2018**

1. Choose **Online** menu > **Download Transactions**.
2. Select your account from the drop-down list.
3. Click Download to access <https://www.mebanking.com/>
4. Enter your **User ID** and **Password** to login to the website. Download your transactions through **May 31, 2018** into Quicken.
5. Repeat the download process for each account you have (such as checking, savings and credit cards).
6. Once all accounts have been downloaded, accept all transactions into your Quicken account registers.

**<https://www.mebanking.com/> – Please complete on or after June 4, 2018**

1. Choose **Lists** menu > **Accounts**.
2. Select the account to deactivate and click **Edit**.
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
4. Remove the information within the **Account Number** and **Routing Number** fields.
5. Click **OK** to save your edits.
6. Repeat steps 2-5 for each account to be disconnected.
7. Verify your account list does not display a blue online circle icon for the accounts you are disconnecting.

**<https://www.mebanking.com/>**  
**<https://www.mebanking.com/> – Please complete on or after June 4, 2018**

1. Download your Quicken Web Connect file from <https://www.mebanking.com/>.

**NOTE:** Take note of the date you last had a successful connection. If you have overlapping dates in the Web Connect import, you may end up with duplicate transactions.

2. Import your transactions to Quicken.
3. Associate the account to the appropriate account already listed in Quicken. Select **Use an existing account**.
4. Match the transactions you are importing to the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps for each account to be reconnected.
6. Choose **Lists** menu > **Accounts**. Verify each account at [Farmers & Merchants Bank \(AR\) Retail or Farmers & Merchants Bank \(AR\) Biz](https://www.mebanking.com/) has a blue online circle indicating it has been reactivated for online services.

***[Thank you for making these important changes!](https://www.mebanking.com/)***