Quicken for Mac 2016-2018
"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 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.

Connect to Farmers & Merchants Bank - https://www.mebanking.com/ for a final download. – Please complete before May 31, 2018

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 (such as checking, savings and credit cards) that you use for online banking.

Connect Accounts at Farmers & Merchants Bank (AR) Retail or Farmers & Merchants Bank (AR) Biz – Please complete on or after June 4, 2018

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 **Farmers & Merchants Bank (AR) Retail or Farmers & Merchants Bank (AR) Biz** in the **Search** field, select the name in the **Results** list and click **Continue**.

5. Log in to **https://www.mebanking.com/**. **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.

Thank you for making these important changes!