



Quicken for Windows **“ 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 Your Data** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Update Software** and follow the instructions.

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

1. Download your Quicken Web Connect file from <https://www.mebanking.com/>.
2. Click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.
3. Repeat this step for each account (such as checking, savings and credit cards that you use for online banking).
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

NOTE: If you need assistance matching transactions, choose **Help menu** > **Quicken Help**. Search for **Matching Transactions** and follow the instructions.

**[Disconnect Accounts at Farmers & Merchants Bank –
https://www.mebanking.com/ – Please complete on or after June 4, 2018](https://www.mebanking.com/)**

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the Online Services tab.
4. Click **Deactivate**. Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove **Farmers & Merchants Bank** name and account number. Click **OK** to close the window.
7. Repeat steps for each account to be disconnected.

[ReConnect Accounts to Farmers & Merchants Bank \(AR\) Retail or Farmers & Merchants Bank \(AR\) Biz – 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 in your Quicken account. If you have overlapping dates in the Web Connect download, you may end up with duplicate transactions.

2. Click **File** > **File Import** > **Web Connect File**. Locate and select the Web Connect file to import.
3. **Import Downloaded Transactions** window opens: Select **Link to an existing account** and choose the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.

IMPORTANT: Do **NOT** select **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, select **Ignore – Don't Download into Quicken** or click the **Cancel** button.

Thank you for making these important changes!