

Quicken 2017 for Mac Getting Started Guide for Financial Institutions

Financial Institution Support – OFX Connectivity Group

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Quicken 2017 for macOS Getting Started Guide

Thank you for choosing Quicken!

About this Guide

This guide helps you get started with Quicken 2017 as quickly as possible. You'll learn:

- What you will need to get started
- How to set up an account for online banking (Direct Connect)
- How to set up an account for online banking (Web Connect & Express Web Connect)
- How to update an account setup for online banking
- How to set up Bill Pay (Direct Connect-only)

New in Quicken 2017 for macOS

Quicken 2017 maintains the same online banking connectivity features, along with some new features not found on previous versions.

- Mobile Investments
- Quicken Bill Pay
- Feature Bar with animation descriptions
- Updated Sidebar with eliminated icons and updated fonts. The sidebar can be customized.
- New Reports

Connect and Update your Data

Before you set Quicken to download transactions you may need to contact your financial institution (FI) for the following information:

- Customer ID
- Personal Identification Number (PIN) or password

For Quicken Web Connect/Express Web Connect accounts, use the same customer ID and PIN/password as your financial institution website. For Direct Connect, they may be different. Please contact your financial institution to verify your Direct Connect login information.

IMPORTANT: We recommend that you back up your Quicken Data File before setting up online banking accounts for the first time. Choose **Help > Quicken Help** and search for **Back Up** for backup instructions.

Register a Quicken Data File with an Intuit ID

When you set up an account for online banking, Quicken requires you to register your Quicken data file with an Intuit ID. If you already use other Intuit products, like TurboTax or QuickBooks, you may already have an Intuit ID.

Create your <u>Intuit ID</u> 1	o get connected	Already have an Intuit ID?	
Email		You can use the same Intuit ID you use for:	
Email address	This will be your Intuit ID	Quicken.com	
Password		Investing.Quicken.com	
Password	Minimum 6 characters, no spaces.	TurboTax 💞	
Confirm Password		QuickBooks	
Confirm Password			
Security Question			
What was the name of your first pet?			
Answer			
Answer	Use this if you ever need to recover your password.		

Fill in the information to set up your Intuit ID and complete your registration

If you already have an Intuit ID, click "Already have an Intuit ID" on the right and sign in to complete your registration

Set Up an Account for Online Banking (Direct Connect)

1. Choose Tools > Add Account...

2. Click the type of account you want to set up. For example, you can choose a specific investment type if you wish

Why do t Avoid late Checking Cash Savings Money Market Credit Card Line of Credit	00 529 00 Brokerage 00 Other 00 Trust 00 UGMA 2401(k) 403(b) 20 IRA	an bi
Asset Liability vestments	E KEOGH SEP SIMPLE	м

3. After you choose the type of account you want to add, you will see the financial institution selection screen. Type the name of your financial institution to filter the list.

n the list below.		
n the list below.		
m the list below.		

4. When your financial institution name appears in the filter results, click your financial institution's listing and and then click **Options** to see the connectivity selection screen.

Quicken C	connect
This is the st	andard way of connecting from Quicken 2015 to your bank.
Direct Con	nnect
Some banks	offer a special service called Direct Connect, which sometimes includes additional features. Use this service if you
expressly sig	med up for Direct Connect with your bank, and your bank sent you a special login PIN or password.
Web Conn	ect
If your bank	doesn't support Quicken Connect or Direct Connect, you can download your transactions into Quicken 2015 usin
Web Connec	t, a two-step process:
1. You wil	I go to your bank's web site and download a file containing your transactions onto your computer.
2. Then yo	ou'll import that file into Quicken 2015.
Manual	
you will have	doesn't support Quicken Connect, Direct Connect, or Web Connect, you can still create an account in Quicken bu 2 to manually enter your transactions or other financial information.

NOTE: Be sure to select the correct financial institution, because some financial institutions may appear more than once. If you have any questions about which listing to choose for Direct Connect, please contact your financial institution.

- 5. In the connectivity selection screen, select **Direct Connect** and click **Continue**.
- 6. Quicken will now display a login screen: type your Direct Connect credentials and follow the prompts to add your accounts to Quicken 2017.

Set Up an Account for Online Banking (Web Connect)

- 1. Log into your financial institution's web site.
- 2. Download your transactions according to your financial institution's instructions.
- 3. If you are given a choice for your download format, choose "Quicken Web Connect (*.QFX)" and save the file to your computer.

NOTE: These instructions assume you will save the download to your computer. If you "open" it instead, your web browser should open Quicken and begin to import the transactions. If you plan to open the file directly, we recommend that you have your Quicken data file open in Quicken 2017 before you begin Step 2.

- 4. Open Quicken, then choose File > Import > Bank or Brokerage File (OFX, QFX).... You will see a navigation window.
- 5. Navigate to the file you downloaded in Step 2, then click Open.
- 6. Click **Link an Existing Account** if you have an appropriate account in the account list. If you don't have an account yet, click **Create a new account** and enter a nickname for that account.

- 7. Click Import.
- 8. Click OK to confirm and finish.

Set Up an Account for Online Banking (Quicken Connect)

- 1. Click Add Account on the sidebar.
- 2. Choose the type of account you want to set up.
- **3.** After you select the type the name of account you want to add, you will see the financial institution selection screen. Type the name of your financial institution to filter the list.

dd Chooking Account		
uu checking Account		
ect your bank. Use the search field or sel	ct from the list below.	
1Point Solutions - HSA Account		
1st Advantage Bank		
1st Advantage Federal Credit Union		
1st American State Bank of Minne		
1st Bank – Evanston		
1st Bank & Trust		
1st Bank Yuma		
1st Bank, N.A.		
1st Capital Bank		
1st Century Bank, N.A.		
1st City CU		
1st Colonial Bancorp		
1st Commerce Bank		
1st Commonwealth Bank of Virginia		
1st Community Bank Corpus Christi		
1st Community Bank GA		
1st Community Bank TN		
<	_	

- 4. When you see your financial institution's name in the filter results, click it, and click **Continue**.
- 5. Quicken will now display a login screen: type the credentials you use to log in to your financial institution's website and follow the prompts to add your accounts to Quicken 2017.

NOTE: During the Quicken Connect setup, you might be asked to enter your Multi-Factor Authentication information. This could be a series of security questions, a one-time passcode, etc.

Updating Accounts: The One Step Update

After an account has been set up for online banking, you can use update your account data and information very easily. Just click Update Accounts.

	0			1Quicken Data Ar	neritest			H.
All A	ccounts	\$50,000.00	Test Che	ecking			Today's Ba	alance 🔻
0	Cash & Credit	\$50,000.00					\$50,00	0.00
_	Checking	\$0.00	Transactions	Spending Income		Q- Search All Visible Colu	mns	
_	Credit Card	\$0.00	All Dates	Any Type Any Status	Reset Filters	1 item (1	selected \$50,0	000.00)
	CC 123	\$0.00	• Date	Payee	Category	@ Payment	Deposit	Balance
~	Investments	\$0.00	10/23/14	Deposit	Opening Balance		50.000.00	50,000.0
-	Assets & Loans	\$0.00						
0	Overview							
	Reports							
	Bill Reminders							
-	Budget							
СІ	ick the <u>U</u> u	pdate A Ipdate a	<u>ccounts</u> l ccounts	outton to				

Set Up Bill Pay (Direct Connect)

Some financial institutions offer Direct Connect subscribers the ability to send payments directly from within Quicken. If your financial institution offers Bill Pay services, this feature is turned on during the Direct Connect account setup.

This section assumes that you have already activated Direct Connect Bill Pay.

NOTE: Contact your financial institution if you have any questions about Bill Pay enrollment processes and capabilities.

Adding an Online Payee

Sending online payments with Quicken is a fast and easy way to pay your bills. Just add the payment to the Online Payee List once; all Quicken accounts share this list.

1. Choose Window > Payees or press CMD-Shift-E.

•	Payees	Q Search	
	Name	*	Uses
	ATM Deposit		2
	Bank Transfer		<u>3</u>
	Bjs Membership Auto		1
	Body Builders Gym		2
	Cash		1
	Check		1
	credit		<u>3</u>
	debit		5
	deposit		<u>4</u>
	Direct		1
	Direct Deposit		<u>4</u>
	Dish Network		1
	fee		1
	monthly charge		2
	Palisades Painting		1
	Payee unknown		1
	Payment		2
	Paytrust Com		2
	Roberts Grocery		<u>1</u>
	Starbucks		<u>1</u>
	Thank you		1
	withdrawal		<u>10</u>
	Marga Davaga	C Charry b	

2. Click Add Payee (the + sign) at the bottom left. You'll see the Add Payee sheet.

9	Payee name			🗌 Hide	ł
	Description			Optional	
Ν	Description			optional	se
A'		Payment Deta	ails		
B				All fields are	
Bj	Address	[required to setup	
В				this payee for	
С	City			payments.	-
С	0.1,			(Second address	-
CI	State	Select	Zip Code	line is optional)	-
de	Phone Number				÷
D	Account Number				÷
D	Account Number	If you don't have	an account number		
D		enter a phone nu	umber or note.		
fe				Canaal	
m				Cancel	
Pan	isaues Painting				
Pay	vee unknown				
Pay	/ment				
Pay	trust Com				
Rot	oerts Grocery				
Sta	rbucks				
with	hdrawal				
- Hitt					
	Morgo Pay	200		C Show b	dda

In the Add Payee sheet, enter your payee's contact and account information, then click Done.
 Now you can send a payment to the Payee.

Creating an Online Payment

After you have added your online payees, you are ready to create an online bill payment.

- 1. Click "New Transaction.
- 2. Click Edit Details.

All A	ccounts	\$67,535.67	Checkin	g			O Today's Balance		
0	Cash & Credit Cash	\$67,535.67 \$7,000.22	Anytown Bank-	CA New			\$7,000.22		
-	Checking	\$7,000.22 \$66,803.21 \$53,897.88	\$7,000.22	Transactions	Spen	ding Income		Q. Search All Visible Columns	
	Savings Money Market		All Dates 🔄 An		Type 🔄 Any Status	Reset Filters	15 items (1 selected \$0.00)		
	Savings	\$12,905.33	• Date	Check #	Рауее	* Category	& Amount Balance		
	Credit Card	-\$3,877.99	🖋 08/31/15		Opening balance adjustment	Adjustment	4,420.88		
	Line of Credit	-\$2,389.77	/ 01/21/16			Uncategorized	0.00		
24	Investments	\$0.00	9/30/2016	Check #	Payes	Uncategorized	Y @ 0.00		
*	Assets & Loans	\$0.00	09/01/15		ATM Deposit	EDIT DETAILS	73.62		
0	Overview		• 10/10/15		Cash	Perional Income	234.79		
•	Calendar		• 10/03/15		credit	Personal Income	51.94		
B	Reports		• 10/11/15		credit	Personal Income	2,499.78		
	Bill Reminders		09/05/15		debit	Uncategorized	-50.00		
	Budget		• 10/10/15		fee	Fees & Charges	-3.84		
			• 10/05/15		monthly charge	Bank Fee	-5.00		
C Jpdate	ed 3/25/2016 at 11:08 A	+ Add Account	+ /	¶Y* Spitt	Delete	Schedule Paid	Print Reconcile Columna Settin		
	-	/	/						
		. /_							

3. In the Details panel, click Online Payments, then click the Online Payment checkbox.



The online payment panel will appear.

			Banking	
All Accounts Cash & Credit Cash	\$67,535.67 \$67,535.67 \$7,000.22	Checking Anytown Bank-CA New		Today's Balance * \$7,000.22
Checking Savings Money Market Savings Credit Card Credit Card Line of Credit	\$7,000.22 \$66,803.21 \$53,897.88 \$12,905.33 -\$8,267.76 -\$3,877.99 -\$2,389.77	Transactions Spending Income All Dates Any Type Date Check # Payee 10/ 3/2016 To Send Payee	Any Status Reset Filters	Q. Search All Visible Columns 15 items (1 selected \$0.00) @ Amount Balance V @ 0.00
investments Assets & Loans Assets & Loans Coverview Coverview	\$0.00 \$0.00	Online Payment Souther, 2011 4 Souther, 2012 2 Souther, 2012 3 Souther, 2012 3	Peres pers Associates Decks Lancescoperative Person Amount Amount Withdrawal date Sep 30 New / Unsent	New Payment Enter the date you wish the payment to be received, the payme and amount. Bend Nevor Save. Saved payments can be sent during your next update.
C Updated 3/25/2016 at 11:08	+ Alv Add Account	Payment Transfer + // Y III New Edit Split Delete	O	Cancel Save

4. Choose the payment date, enter your payee information and the amount, and click Save.

