

# Quicken for Windows Conversion Instructions

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*Quicken for Windows 2011-2013*

*Express Web Connect*

**IMPORTANT:** Express Web Connect will not be active for 3-4 business days after the conversion is complete, but users will still be able to export/import transactions via Web Connect.

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## Introduction

As **The Commerce Bank of Oregon** completes its Online Banking service conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your login credentials for **The Commerce Bank of Oregon's** Online Banking website.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This process should take 15–30 minutes.

**NOTE:** This update is time sensitive and can be completed on or after **September 23, 2013**.

## Documentation and Procedures

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### Task 1: Conversion Preparation

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1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for **Backup Data File** and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for **Update Software** and follow the instructions.

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### Task 2: Connect to The Commerce Bank of Oregon (optional)

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1. Choose **Tools** menu > **One Step Update**.
2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the One Step Update dialog.
3. In the **One Step Update Settings** dialog, make sure all items are checked and click **Update Now**.
4. If new transactions display in the **Online Update Summary**, accept them in your Quicken account register.

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### **Task 3: Deactivate Your Account(s) At The Commerce Bank of Oregon**

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1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** or **Edit Details** button of the account you want to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.

**NOTE:** The name of the buttons referenced above may vary depending on the services you currently use and the version of Quicken you are using.

5. Click on the **General** or **General Information** tab. Remove the **Account Number**.
6. Remove the name of the **Financial Institution**. Click **OK** to close the window.
7. Repeat steps 2–6 for each account at **The Commerce Bank of Oregon**.

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### **Task 4: Re-activate Your Account(s) at The Commerce Bank of Oregon.**

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1. Open the account register that you want to enable for online account access.
2. Choose **Account Actions** menu > **Set Up Online**.
3. Enter **The Commerce Bank of Oregon** and click **Next**.
4. Type your **User ID** and **Password**. Click **Connect**.

**NOTE:** You may be presented with a security question from your Financial Institutions prior to receiving your accounts.

5. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** or **Exists in Quicken** and select the matching accounts in the drop-down menu.

**IMPORTANT:** Do **NOT** select **New** or **Add In Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

6. After all accounts have been matched, click **Next**.  
You will receive confirmation that your account(s) have been added.
7. Click **Done** or **Finish**.

***Thank you for making these important changes!***