

# Quicken for Mac 2007 Conversion Instructions



Direct Connect

## Introduction

As **Scottrade** completes its system conversion to **TD Ameritrade**, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive.

To complete these instructions, you will need your User ID and Password for each Financial Institution.

**NOTE: Direct Connect may require registration. Please contact your Financial Institution to verify your Direct Connect login information.**

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This conversion should take 15–30 minutes.

Thank you for making these important changes!

## Documentation and Procedures

### Task 1: Conversion Preparation

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.

### Task 2: Connect to Scottrade for a final download before 2/23/2018

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Update Selected Online Account**.
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) you use for online banking or investing.
4. Choose **Online** menu > **Payments** > **Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column.
5. Click **Send Now**.
6. In the **Online Transmission Summary**, verify that your payments were successfully cancelled.
7. Click **OK** to close the **Online Transmission Summary**.
8. Repeat steps for each account to be deactivated that is enabled for bill payment services.

### Task 3: Disconnect Accounts at Scottrade on or after 2/26/2018

1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. Write down your account information (account number, routing number, and customer ID).

**NOTE: You will need this information to re-enable your account.**

4. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.
5. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
6. Remove the information within the **Account Number** and **Routing Number** fields.
7. Click **OK** to save your edits.
8. Repeat steps for each account to be disconnected.
9. Verify your account list does not display a blue online circle icon for any accounts at **Scottrade**.

### Task 4: Reconnect Accounts to TD Ameritrade on or after 2/26/2018

1. Choose **Lists** menu > **Accounts**.
2. Select your first disabled account and click **Edit**.
3. Click the **Financial Institution** drop-down list and select **Change Financial Institution**.
4. Click on **Update List**.
5. In the **Financial Institutions** dialog, enter, then select **TD Ameritrade** from the list and click **Use**.
6. Enter your Direct Connect **User ID** and **Password**. Click **OK**.

