Guide to connecting to Quicken®

Quicken® for Mac Personal Finance Software
Quicken Account Conversion Instructions

As we continue to update BMO Harris Online Banking^{SM} you may need to <u>modify your Quicken settings before attempting to download transactions from BMO Harris Online Banking.</u>

It is important that you perform the following instructions in Quicken exactly as described and in the order presented. It should take 10 minutes to complete all instructions.

Note: In the following screen shots, red icon numbers match step number instructions. All financial institution and register information is fictitious and for illustration only. In this document, Quicken 2006 screen shots display. While the screens may look slightly different depending upon version, the functionality remains the same. Any instructional differences are clearly noted.

Intuit has provided the following instructions that will help you maintain consistency in your Quicken register. BMO Harris provides these instructions as a courtesy to its customers and does not assume responsibility for any inaccuracies. If you have any questions as you work through these instructions, please contact your Quicken product support help desk.

Step 1: Back up your current data

1. Choose **File** menu **> Backup**. Then choose whether to save the backup to a disk or to your Mac.

2. Follow the on screen instructions to complete the backup method you choose.

Step 2: Download the latest Quicken update

1. From your Quicken menu **> Check for Updates**.

2. If a software update is available, then you will be prompted to download the update from the Quicken Web site.

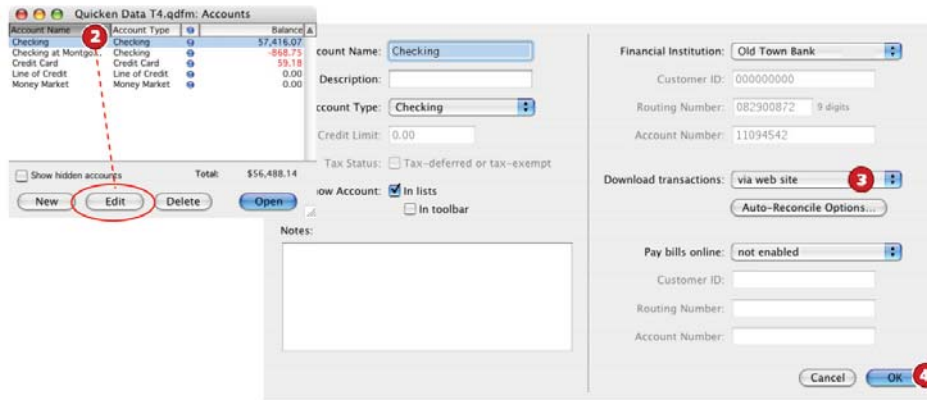**3.** Once the update is complete, restart Quicken.

BMO ▲ Harris Bank

bmoharris.com

Step 3: Disable BMO Harris accounts in Quicken

1. Choose **Lists** menu **> Check for Accounts.**

2. Select the BMO Harris account you want to disable, and click **Edit**.

3. In the Download transactions: drop-down list, select **not enabled**. Click **OK** to the prompt, "You are about to disable…"

4. Click **OK** to save your edits.

Repeat steps **2** through **4** for each BMO Harris online account (such as checking, savings, and certificates of deposit). As each online account is disabled, its blue online circle icon disappears. Verify that your account list does not display blue online circle icons for any BMO Harris accounts.

Step 4: Enable your BMO Harris accounts in Quicken

Note: The financial institution is set to BMO Harris Bank N.A. – Retail, SB and should remain the same once Quicken modifications are made.

1. Log in to BMO Harris Online Banking at bmoharris.com. Download your BMO Harris transactions into Quicken utilizing the Date Range option to select the starting date from which you would like to download transactions.

2. Click the **Use an existing Quicken BMO account** radio button. In the corresponding drop-down list, select the Quicken account that you used for BMO Harris Bank N.A. – Retail, SB.

3. Repeat steps **1** and **2** for each account that you wish to download from BMO Harris Online Banking.

4. Once the first download is complete for all BMO Harris accounts you can improve your connection to when prompted by Quicken.

Thank you for making these important changes!