

Quicken® Personal Finance Software 2005–2006 for Windows® Regions Account Conversion Instructions



As Regions completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. You will need your customer ID and PIN for Regions. This update is time sensitive and must be completed between July 12, 2007 and July 14, 2007.

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

◆ This detour symbol indicates section instructions that are for bill pay customers only. If you do not use Quicken to make online bill payments, then you can skip these sections or steps.

▲ Throughout this guide, this symbol displays to indicate that there are optional FAQs.

A.

BACK UP YOUR CURRENT DATA (ALL customers)


1. Choose File menu Backup.
2. Specify which file to back up and where you want the backup saved in the Quicken Backup dialog, and then click OK.

B.**DOWNLOAD THE LATEST QUICKEN UPDATE**
(ALL customers)

1. Choose Online menu One Step Update.
2. In the One Step Update dialog, click Update Now.
3. If a software update is available, then you will be prompted to apply it now.
4. Once the update is complete, restart Quicken.

C.**DELETE REPEATING ONLINE PAYMENTS**
(BILL PAY customers only)


A repeating online payment is one made automatically by Quicken after you have sent one initial online payment instruction that specifies the payment amount, frequency, and delivery dates. After creation, your financial institution will continue to send payments until you cancel the transaction or until it expires.

 **BILL PAY ONLY:** If you do not use online bill payment, then skip to section E.

1. Choose Cash Flow menu Scheduled Transaction List.
2. Click the Repeating Online tab. If the list is empty, then skip to section D.
3. Click Print to save your list of repeating payments. (You'll use this when you re-create these payments in section H.)
4. Click to highlight the first payment in the Name/Payee column, and click Delete. Click Delete again to confirm. The transaction Method changes from Repeat to Rept-Cancel.
Repeat step 4 for each additional repeating online payment.
5. Close the Scheduled Transaction List dialog when complete.

D.**DELETE PENDING ONLINE PAYMENTS**
(BILL PAY customers only)

A pending online payment is a single payment entered and sent; however, this payment has not been processed yet by your financial institution.

 **BILL PAY ONLY:** If you do not use online bill payment, then skip to section E.

1. Choose Online menu → Online Center.
2. Select Regions from the Financial Institution drop-down list.
3. Click the Payments tab.

4. Click Print to save your list of pending payments. (You'll use this when you re-create and send these payments in section I.)
5. You will need to cancel any payment with a Status that is Scheduled for delivery on a date after July 20, 2007. Select the first payee, and click Cancel Payment. The Status column reflects this change by noting Cancel payment instruction ready to send.

Repeat step 5 for each payee with a pending payment after July 20, 2007.


* Please note - Do not establish any new payments on July 13, 2007.


E.

GET YOUR LATEST TRANSACTIONS FROM REGIONS

(ALL customers)

1. Choose Online menu Online Center.
2. Select Regions from the Financial Institution drop-down list.
3. Click the E-mail tab and view any e-mails, if necessary.
4. Click Update/Send...
5. In the Online Update for this account dialog, make sure all items are checked. Enter your Regions password, and then click Update Now.
6. If new transactions display in the Online Update Summary window, then accept them in your Quicken account register.

 For help accepting transactions, choose Help menu Quicken Help. In the Type in the word(s) to search for: prompt, enter Accept downloaded transactions into my transaction list.

 For assistance reconciling your account register, choose Help menu Quicken Help. In the Type in the word(s) to search for: prompt, enter Reconciling an account.

F.

DEACTIVATE YOUR ACCOUNTS WITH REGIONS

(ALL customers)

1. Right-click your Regions account from the list of accounts under Cash Flow Center.
2. Select Edit account from the drop-down list.
3. Click the Online Services tab.
4. Click Deactivate for Transaction Download. Confirm the remaining prompts.
5. Click Deactivate for Online Payment, if applicable. Confirm the remaining prompts.

6. Click the General Information tab. In the Financial Institution field, type Regions Bank - New.
7. Click OK to close the Account Details dialog.

Repeat steps 1 through 7 for each Regions account (such as checking, savings, and credit cards). Verify that each account is deactivated by choosing Tools menu Account List. As each online account is deactivated, the word Activated disappears for each account in the Online Services column.

G.


ACTIVATE YOUR ACCOUNTS WITH REGIONS BANK - NEW


(ALL customers)

IMPORTANT: Complete sections G through I on or after July 14, 2007.

1. Right-click your first Regions account from the list of accounts under Cash Flow Center.
2. Select Edit account from the pop-up menu.
3. Click the Online Services tab.
4. Click Activate in the Transaction Download area. Confirm the remaining prompts.
5. Follow the on-screen instructions, and enter your account information. If you have more than one account, then match each Quicken account to the appropriate Regions account in the drop-down list, and complete the remaining prompts.

If you have more than six accounts, then repeat steps 1 through 5 for each additional set of six accounts that you use with online services.


 If you use the PIN Vault, be sure to update it with your Regions PIN. See Update your PIN Vault at <http://www.quicken.com/conversionfaqs>.

 To verify that all your online accounts have been reactivated, see Account List Maintenance at <http://www.quicken.com/conversionfaqs>.

H.


RE-CREATE REPEATING ONLINE PAYMENTS

(BILL PAY customers only)

 **BILL PAY ONLY:** If you do not use online bill payment, then congratulations, your conversion is complete! If you did not delete any online payments in section C, then continue with section I.

1. Choose Cash Flow menu → Scheduled Transaction List.
2. Click the Repeating Online tab.
3. Choose Create New → Scheduled Transaction to set up each repeating online payment from the list you printed in section C.


4. In the Create Scheduled Transaction dialog:
 - a. Select the appropriate account in Account to use.
 - b. For Transaction method, choose Online Payment from Quicken.
 - c. Check Repeat this online payment automatically even if I don't go online.
 - d. Enter the Payee, Category, Amount, and Scheduling fields.
 - e. Click OK. Repeat steps 3 and 4 for each additional repeating online payment.
5. Close the Scheduled Transaction List window.
6. Send the online payments by completing a One Step Update. Choose Online menu → One Step Update.

 If you use the PIN Vault, see Update your PIN Vault at <http://www.quicken.com/conversionfaqs>.


I.

RE-CREATE PENDING ONLINE PAYMENTS

(BILL PAY customers only)

 **BILL PAY ONLY:** If you do not use online bill payment, then congratulations, your conversion is complete!

1. Choose Online menu Online Center.
2. Select Regions - New from the Financial Institution drop-down list.
3. Click the Payments tab.
4. Using the list you printed in section D, re-create each online payment in the green area. Click Enter after each entry is complete.
5. Click Update/Send.
6. In the Online Update for this account dialog, make sure all items are checked. Enter your customer ID and PIN, and then click Update Now.
7. If new transactions display in the Online Update Summary window, then accept them in your Quicken account register. When complete, click Done in the Online Update Summary window.

 To verify that your payee list is complete and up to date, see Verify Your Payee List at <http://www.quicken.com/conversionfaqs>.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

If you have any questions regarding these instructions, then click <http://www.quicken.com/conversionfaqs> to access Quicken FAQs for Financial Institution Conversion Customers.

Additionally, you may also contact us at 1-866-243-5251. A customer service representative will be available to assist you from 7:00 A.M. to 7:00 P.M. Monday – Friday and 7:00 A.M. to 2:00 P.M. Saturday. You may also visit the Regions Web site at regions.com or refer to: <http://www.intuit.com/support/quicken>.