

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. These updates are time sensitive and must be completed as noted in the steps below.

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.

Important Note: Complete steps A through F on or as close to December 7, 2007, as possible (but no later than this date).

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, uncheck any boxes and click **Update Now**. When the **Online Update Summary** appears, click **continue**.
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, Regions Bank 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 print 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 Regions Bank.



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 print 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 December 13, 2007. Select the first payee, and click **Cancel Payment**. The Status column reflects this change by noting **Cancel payment instruction ready to send**.

Note: The cancelled transactions remain in the register after you send the cancellation instructions; however, Quicken marks them as ****void****.

Repeat step 5 for each payee with a pending payment after December 13, 2007.

Please Note: Do not establish any new payments on December 7, 2007.

E.

GET YOUR LATEST TRANSACTIONS FROM REGIONS

(ALL customers)

1. Choose **Online** menu → **Online Center**.
2. Select Regions Bank 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** dialog for this account, make sure all items are checked. Enter your Regions PIN, and click **Update Now**.
6. If new transactions display in the **Online Update Summary** window, 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** on the left hand side of the screen.
2. Select **Edit account** from the drop-down list.
3. Write down your routing number, account name, account number and customer ID.
4. Click the **Online Services** tab.
5. Click **Deactivate for Transaction Download**. Confirm the remaining prompts.
6. Click **Deactivate for Online Payment**, if applicable. Confirm the remaining prompts.
7. Click the **General Information** tab. In the **Financial Institution** field, type Regions and select Regions Bank – New from the list that appears.
8. Click **OK** to close the **Account Details** dialog.

Repeat steps 1 through 8 for each Regions account (such as checking and savings). Verify that each account is deactivated by choosing **Tools** menu → **Account List**. As each online account is deactivated, the word **Activate** appears for each account in the **Online Services** column.

Important Note: Complete steps G through I on or after December 9, 2007.

G.

ACTIVATE YOUR ACCOUNTS WITH REGIONS BANK – NEW


(ALL customers)


1. Right-click your first Regions account from the list of accounts under the **Cash Flow Center** on the left hand side of the screen.
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. Verify that the correct routing number is listed.

STATE	ROUTING NUMBER	STATE	ROUTING NUMBER
Alabama	062000019	Louisiana	062000019
Arkansas	064003962	Mississippi	062000019
Florida	063210112	Missouri	064003962
Georgia	261170740	North Carolina	261170740
Illinois	064003962	South Carolina	261170740
Indiana	064003962	Tennessee	064003962
Iowa	064003962	Texas	062000019
Kentucky	064003962	Virginia	261170740

6. 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 6 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 **What if I need to change the information in the 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 **This is a repeating online payment**.

- 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**.

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 Bank - 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 dialog for this account, 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 [How do I verify my payee information is correct?](#) at <http://www.quicken.com/conversionfaqs>.

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

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

Also, you may 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. on Saturday. You may also visit the Regions Web site at regions.com or refer to: <http://www.intuit.com/support/quicken>.