Quicken for Mac® Personal Finance Software 2005–2007
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 RegionsNet Login ID and password. **This update is time sensitive and must be completed before October 26, 2007 and after October 28, 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.

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

Important Note: Complete sections A through D on or as close to October 26, 2007, as possible.

A. BACK UP YOUR CURRENT DATA
(ALL customers)

1. Quicken for Mac 2006 and 2007 customers: Choose **File** menu ➔ **Back Up** ➔ **To Disk.**
   Quicken for Mac 2005 customers: Choose **File** menu ➔ **Save a Copy.**
2. Complete the remaining prompts.

B. DOWNLOAD THE LATEST QUICKEN UPDATE
(ALL customers)

1. Quicken for Mac 2007 customers: Choose **Quicken 2007** menu ➔ **Check for Updates.**
   Quicken for Mac 2006 customers: Choose **Quicken 2006** menu ➔ **Check for Updates.**
   Quicken for Mac 2005 customers: Choose **Quicken 2005** 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.

C. GET YOUR LATEST TRANSACTIONS FROM REGIONS
(ALL customers)

1. Log in to RegionsNet and download your last transactions.
2. If new transactions display in the **Download Transactions** dialog, then accept them in your Quicken account register.

For assistance accepting transactions, choose **Help** menu ➔ **Quicken Help.** In the **Ask a Question** prompt, enter **Downloading my account statement.** Specific instructions list under the **Updating your register** section.

For help reconciling your account register, choose **Help** menu ➔ **Quicken Help.** Under contents, click **Accounts.** Under Accounts, click **reconcile an account.**

D. DEACTIVATE YOUR ACCOUNTS WITH REGIONS
(ALL customers)

1. Choose **Lists** menu ➔ **Accounts**.
2. Select the account you want to disable, and click **Edit**.
3. Write down your account information (account name, account number, routing number, and customer ID). You will need this information to enable your new Regions Bank - New account in section E.
4. In the Download transactions: drop-down list, select **not enabled**. Click **OK** to the prompt, "You are about to disable ..."
5. If you use online payment, then select **not enabled** in the Pay bills online: drop-down list. Click **OK** to the prompt, "You are about to disable ..."
6. Click **OK** to save your edits.

Repeat steps **2** through **6** for each Regions online account (such as checking and savings). 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 accounts at Regions.

Important Note: Complete sections E and F on or after October 28, 2007.

E. ENABLE YOUR ACCOUNTS WITH REGIONS BANK – NEW
(ALL customers)

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. In the Financial Institutions dialog, select Regions Bank - New from the list, and click **Use**. Enter your RegionsNet Login ID and password. Click **OK**.
5. Complete the remaining prompts as they relate to Regions Bank and your accounts, using the account information that you wrote down in section D.
   - In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**.
   - In the **Review Accounts** dialog, match each Regions Bank - New account to the appropriate Quicken account by clicking **Select an Account** under the **Store in the Quicken Account** column header. Click **OK**.
   - Verify that the correct routing number is listed.

STATE	ROUTING NUMBER
Alabama	062000019
Florida	063210112
Louisiana	062000019
Mississippi	062000019
Tennessee	064003962

   - Click OK to close the edit register page.

   As each online account is enabled, its blue online circle icon reappears. Verify that each Regions Bank – New account in your list displays a blue online circle icon.

F. CONNECT TO REGIONS BANK – NEW

(ALL customers)

1. Choose **Online** menu ➔ **Download Transactions.**
2. Select your account from the drop-down list.
3. Click **Download.**
4. Enter your RegionsNet Login ID as the customer ID and your RegionsNet password as the PIN or password, and click **OK.**

If you use the PIN Vault, choose **Help** menu ➔ **Quicken Help.** In the **Ask a Question** prompt, enter **Editing a PIN Vault entry.**

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.