Quicken® Personal Finance Software 2007-2008 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 RegionsNet Login ID and password. **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.

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

Important Note: Complete steps A through D 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 then click **Update Now.** When the Online Update Summary appears, click **Done.**
3. If a software update is available, then you will be prompted to apply it now.
4. When the update is complete, restart Quicken.

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

1. Choose **Online** menu ➔ **Online Center.**
2. Select RegionsNet 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 that all items are checked. Enter your RegionsNet password, and then click **Update Now.**

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6. If new transactions display in the **Online Update Summary** window, then accept them in your Quicken account register.

   OR

1. Log into RegionsNet and download your last transactions.
2. If new transactions display, 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.**

D. 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 **Remove from One Step Update** in the **One Step Update** area. Confirm the remaining prompts.
6. Click **Deactivate Online Payment** in the **Online Payment** area. Confirm the remaining prompts.

   Note: If the online services tab also has verbiage (similar to the following) stating "there is a connection between this account and your financial institution's website", you must click "remove connection". If you do not, you will not be able to change the financial institution name as directed in step 7.

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.

E. ACTIVATE YOUR ACCOUNTS WITH REGIONS BANK – NEW

(ALL customers)

Important Note: Complete step E on or after December 9, 2007.

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 **General Information** tab. In the **Financial Institution** field, type Regions and select Regions Bank – New from the list that appears. (If Regions Bank – New is not an option, just select Regions Bank Group. Quicken will then ask for more information at which time you will select Regions Bank – New.)
4. Change the account number to be the true ten digit account number.

5. Verify that the correct routing number is listed.

STATE	ROUTING NUMBER
Alabama	062000019
Arkansas	064003962
Florida	063210112
Georgia	261170740
Illinois	064003962
Indiana	064003962
Iowa	064003962
Kentucky	064003962

STATE	ROUTING NUMBER
Louisiana	062000019
Mississippi	062000019
Missouri	064003962
North Carolina	261170740
South Carolina	261170740
Tennessee	064003962
Texas	062000019
Virginia	261170740

6. Click the **Online Services** tab.
7. Click **Activate One Step Update** in the **One Step Update** area. Confirm the remaining prompts.
8. 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 RegionsNet account in the drop-down list, and complete the remaining prompts.

Please Note: The RegionsNet Login ID and password will need to be used to complete the download process.

If you have more than six accounts, then repeat steps **1** through **8** 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 **How do I maintain the Account List** 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.