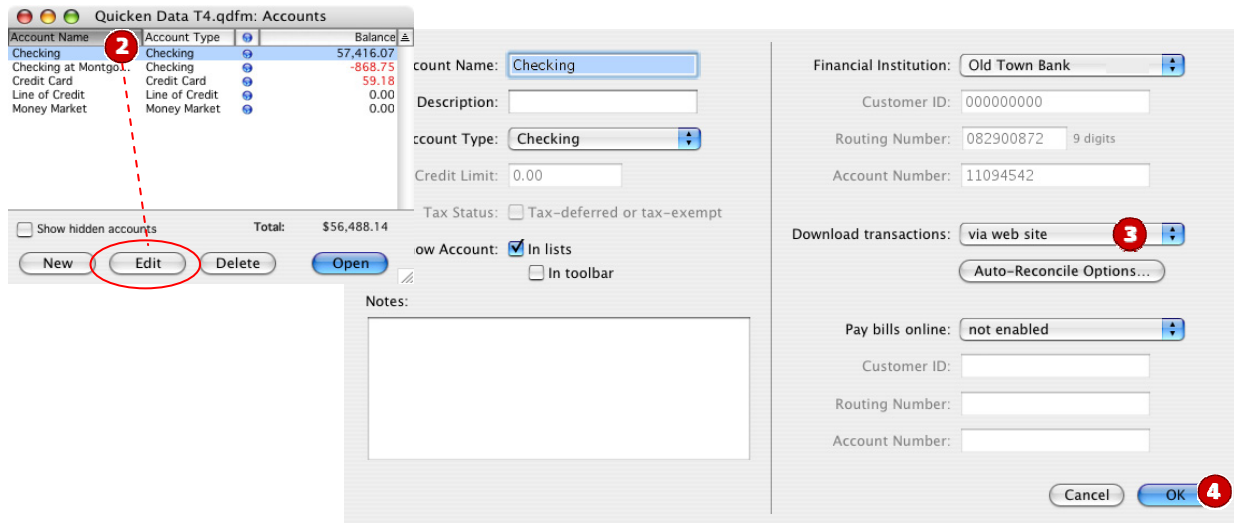


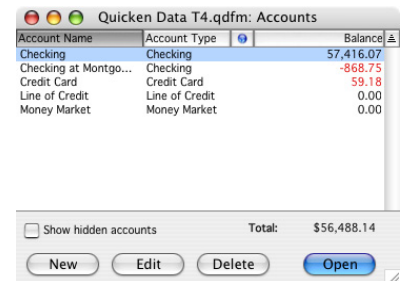
## DISABLE YOUR ACCOUNTS

1. Choose **Lists** menu → **Accounts**.



2. Select the 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.

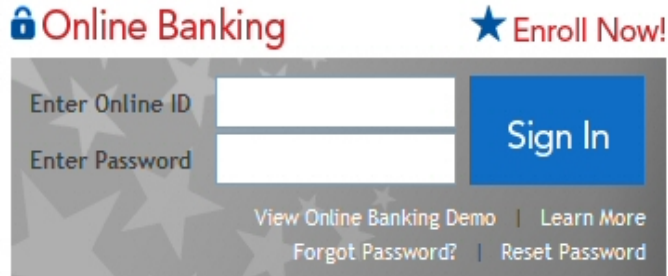
Repeat steps **2** through **4** for each online account (such as checking, savings, credit cards, and brokerage). As each online account is disabled, its blue online circle icon disappears. Verify that your account list does not display blue online circle icons for any accounts.



## ENABLE YOUR ACCOUNTS

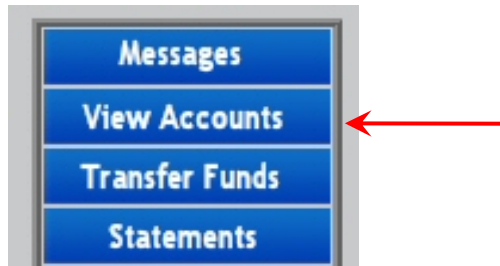
1. Login to Internet Banking at your Bank's web site.

Download to  
Quicken

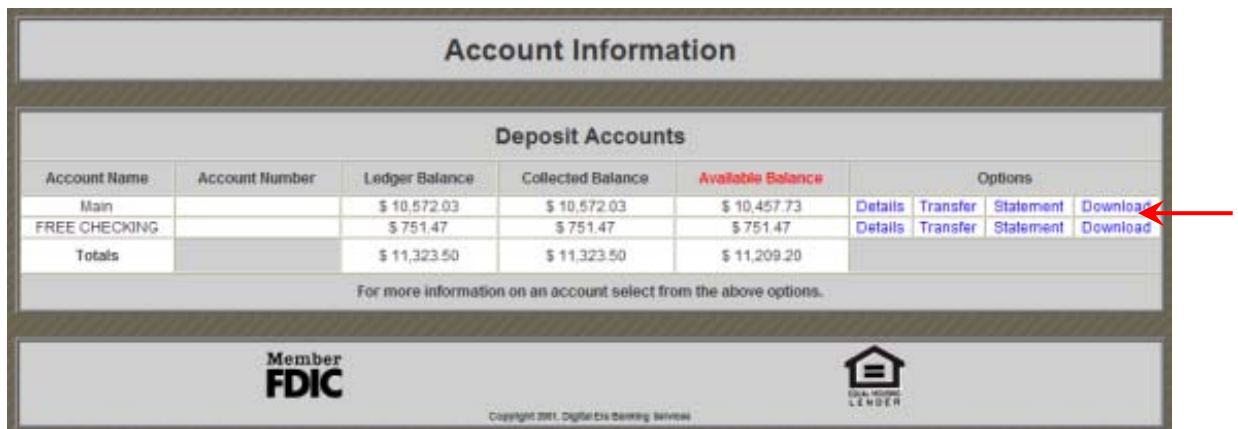


The image shows a web interface for online banking. At the top left, there is a lock icon followed by the text "Online Banking". At the top right, there is a star icon followed by "Enroll Now!". Below this, there are two input fields: "Enter Online ID" and "Enter Password". To the right of these fields is a blue button labeled "Sign In". Below the input fields, there are links: "View Online Banking Demo", "Learn More", "Forgot Password?", and "Reset Password".

2. From the main menu select "View Accounts"



3. From the Account Information Screen click the "Download" button to the far right of the account you want to download.



The image shows a screenshot of the "Account Information" screen. The title "Account Information" is at the top. Below it is a section titled "Deposit Accounts" containing a table with columns for "Account Name", "Account Number", "Ledger Balance", "Collected Balance", "Available Balance", and "Options". The "Options" column contains links for "Details", "Transfer", "Statement", and "Download". A red arrow points to the "Download" link for the "FREE CHECKING" account.

Account Name	Account Number	Ledger Balance	Collected Balance	Available Balance	Options			
Main		\$ 10,572.03	\$ 10,572.03	\$ 10,457.73	Details	Transfer	Statement	Download
FREE CHECKING		\$ 751.47	\$ 751.47	\$ 751.47	Details	Transfer	Statement	Download
Totals		\$ 11,323.50	\$ 11,323.50	\$ 11,209.20				

For more information on an account select from the above options.

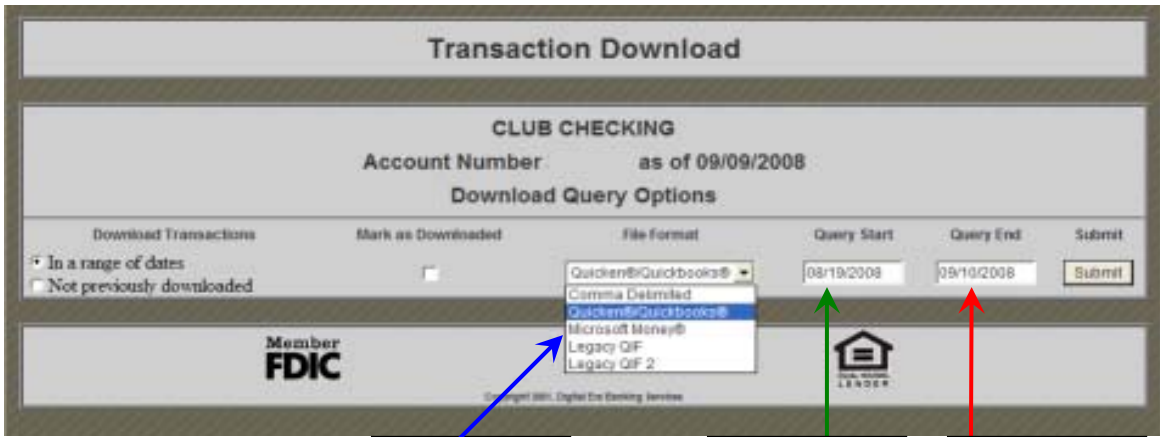
Member FDIC

Copyright 2011, Digitalix Banking Services

LOCAL MORTGAGE LENDER

4. On the Transaction Download screen, enter the appropriate query start date and end date. Also select the file type, Quicken/QuickBooks, from the dropdown box. Then click the "Submit" button.

**Important:** To avoid the possibility of creating duplicate records when downloading into Quicken, select a query start date that does not include records previously downloaded.



File Format

Start Date

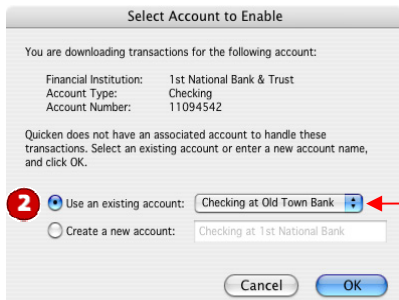
End Date

- From the next “Transaction Download” screen **LEFT CLICK** the Quicken link to download the file and launch Quicken.



Select Quicken

- Click the **Use an existing Quicken account** radio button. In the corresponding drop-down list, select the Quicken account.



Select your existing account here.

Repeat steps **1** through **6** for each account that you will use for online banking or investing.