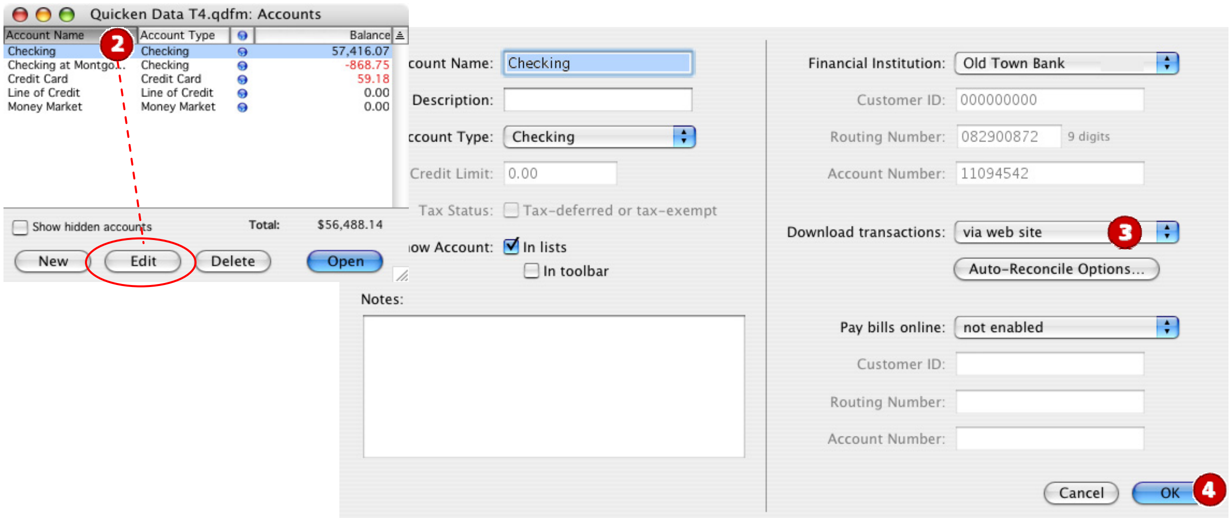
DISABLE YOUR ACCOUNTS

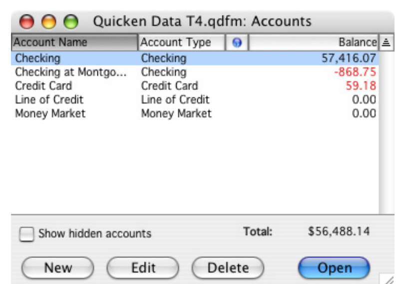
1. Choose **Lists** menu → **Accounts**.



2. Select the account you want to disable, and click **Edit**.

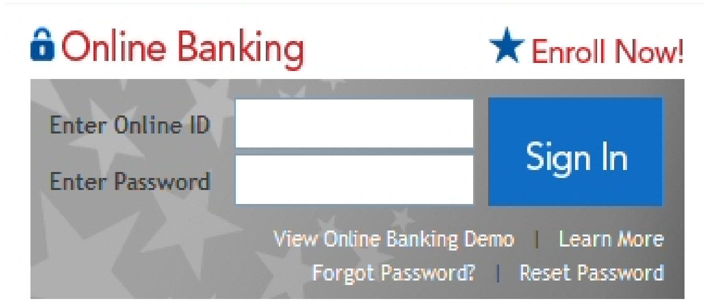
3. In the Download transactions: drop-down list, select **not enabled**. Click **OK** to the prompt, "You are about to disable…"

4. Click **OK** to save your edits.

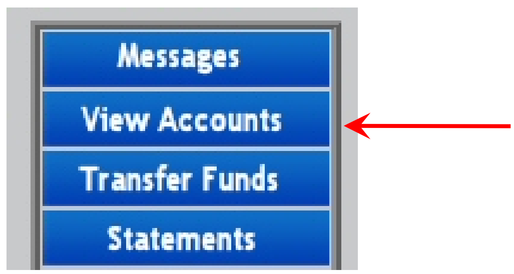


Repeat steps **2** through **4** for each online account (such as checking, savings, credit cards, and brokerage). As each online account is disabled, its blue online circle icon disappears. Verify that your account list does not display blue online circle icons for any accounts.

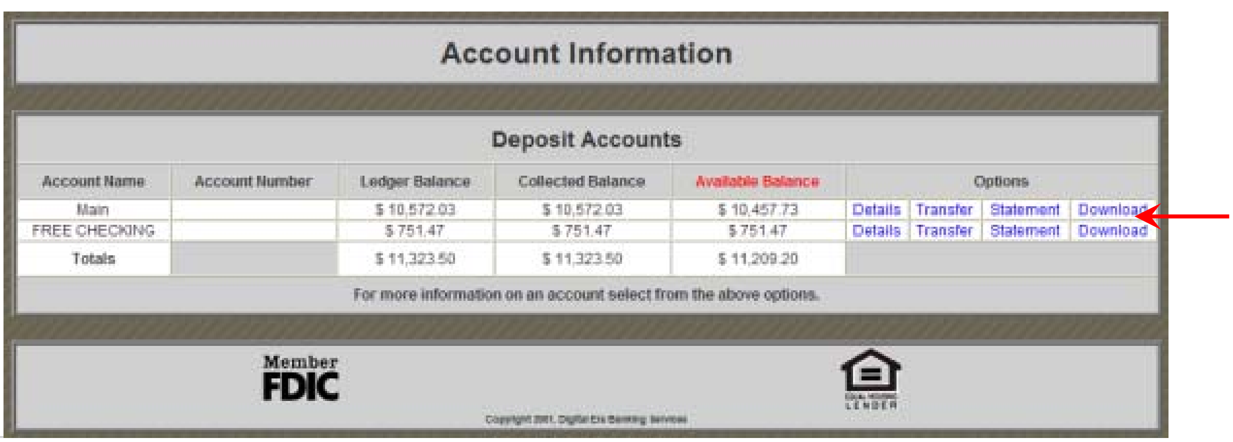
1. Login to Internet Banking at your Bank's web site.



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.



Account Information

Deposit Accounts

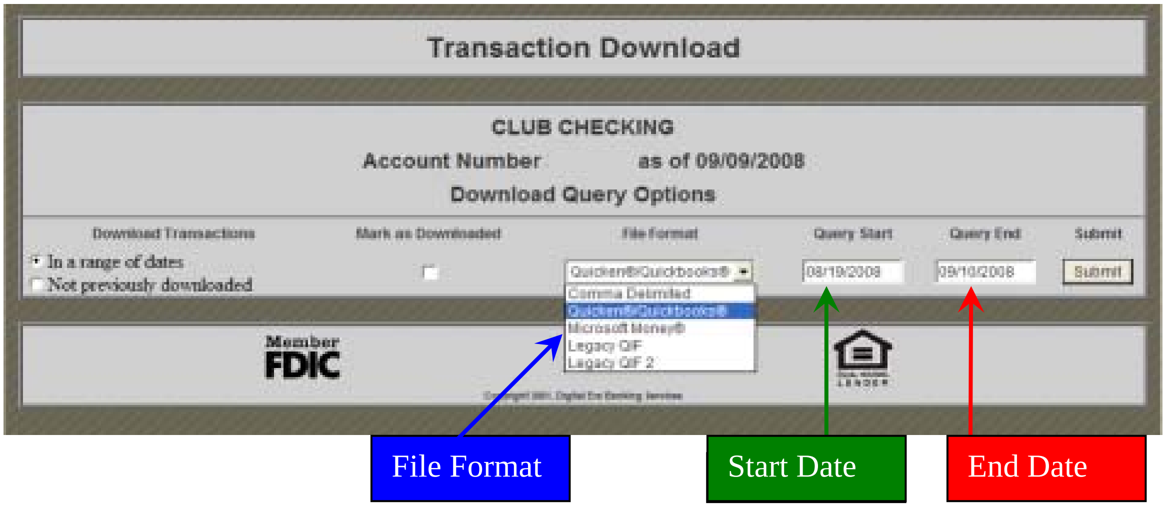
Account Name	Account Number	Ledger Balance	Collected Balance	Available Balance	Options			
Main		$ 10,572.03	$ 10,572.03	$ 10,457.73	Details	Transfer	Statement	Download
FREE CHECKING		$ 751.47	$ 751.47	$ 751.47	Details	Transfer	Statement	Download
Totals		$ 11,323.50	$ 11,323.50	$ 11,209.20				

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

Member FDIC

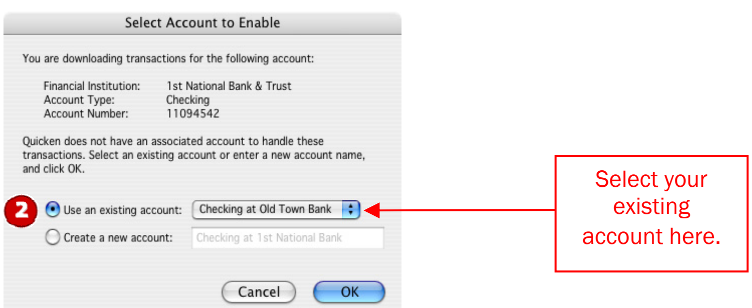
4. On the Transaction Download screen, enter the appropriate query start date and end date. Also select the file type, Quicken/QuickBooks, from the dropdown box. Then click the "Submit" button.

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.**



5. From the next "Transaction Download" screen **LEFT CLICK** the Quicken link to download the file and launch Quicken.

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



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