

Quicken for Mac Conversion Instructions

Quicken for Mac 2006-2007

Web Connect

After Northrop Grumman Federal Credit Union completes its account processing system conversion on September 29, 2014, you will need to modify your Quicken settings to ensure the smooth transition of your data from **the_Max!** eBranch. To complete these instructions, you will need your login credentials for **the_Max!** eBranch.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

NOTE: This update is time sensitive and must be completed on or after **9/29/2014**. Do not complete this procedure before that date.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select "**Backing Up Your Data**," and follow the instructions.
2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select "**Checking for Updates to Quicken**," and follow the instructions.

Task 2: Deactivate Your Account(s) At Northrop Grumman Federal Credit Union

1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
4. Remove the information within the **Account Number** and **Routing Number** fields.
5. Click **OK** to save your edits.

6. Repeat steps 2 – 5 for each account at Northrop Grumman Federal Credit Union.
7. Verify that your account list does not display a blue online circle icon for any accounts at Northrop Grumman Federal Credit Union.

Task 3: Re-activate Your Account(s) at Northrop Grumman Federal Credit Union

1. Log in to the Northrop Grumman Federal Credit Union *the_Max!* eBranch at www.ngfcu.us.
2. Download and import your transactions to Quicken.
3. Click the **Use an existing account** radio button.
4. Select the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps 3-4 for all accounts.
6. Choose **Lists** menu > Accounts. Verify that each account at Northrop Grumman Federal Credit Union has a blue online circle indicating that it has been reactivated for online services.

Thank you for making these important changes!