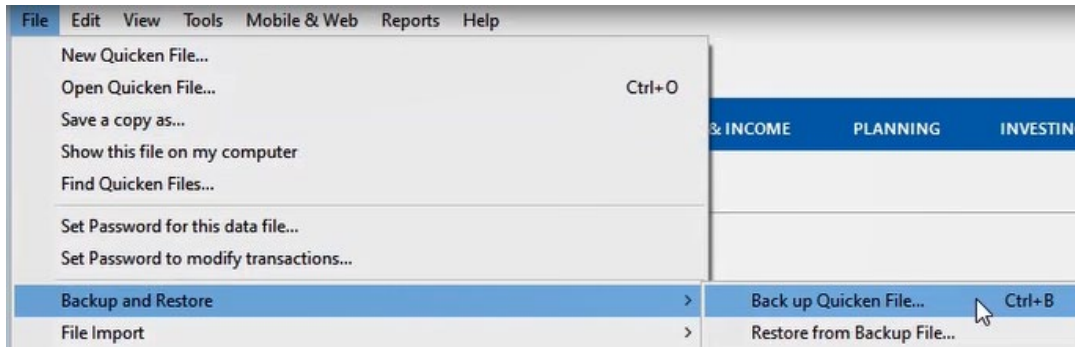


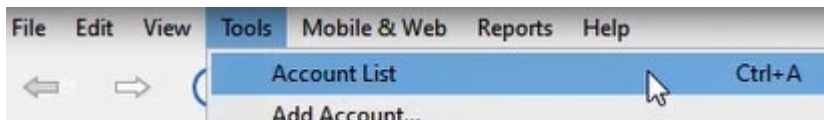
Deactivate Online Banking Connection in Quicken for Windows

This document provides action needed and step by step instructions on how to deactivate your accounts on the current online banking connection within Quicken for Windows.

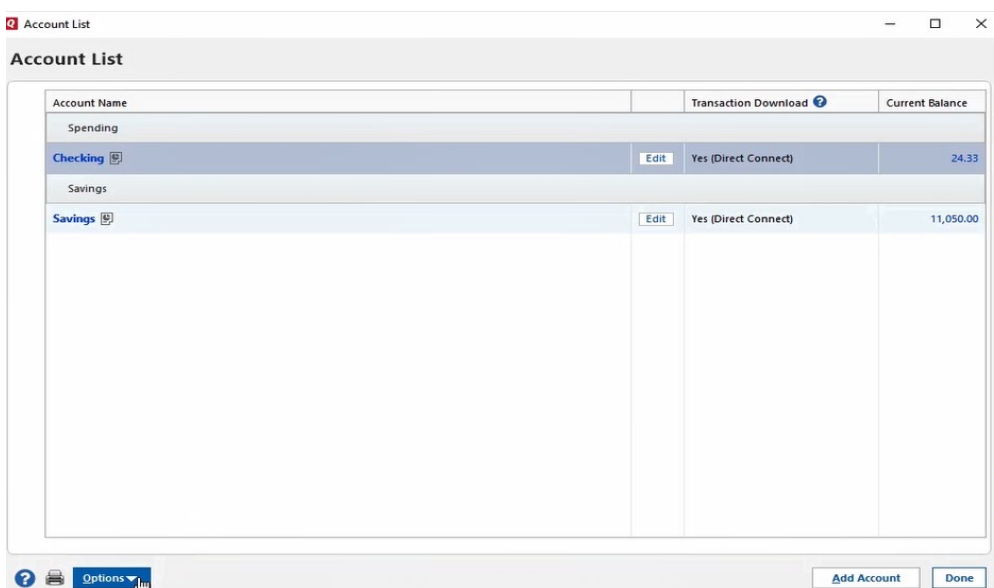
1. Create a Quicken data file backup: go to **File menu >Backup and Restore >Back up Quicken File**



2. Go to **Tools menu >Account List:**



3. To help identify the accounts you need to take actions on, you need to make sure you have the Financial Institution column, to do so, select **Options** on the lower left of the screen, then select **Show financial institution**.



You will now be able to see your Financial Institution name next to each of your accounts.

Account Name	Transaction Download	Financial Institution	Current Balance
Spending			
Checking	Yes (Direct Connect)	Anytown Bank_	24.33
Savings			
Savings	Yes (Direct Connect)	Anytown Bank_	11,050.00

To deactivate, click **Edit**

Account Name	Transaction Download	Financial Institution	Current Balance
Spending			
Checking	Yes (Direct Connect)	Anytown Bank_	24.33
Savings			
Savings	Yes (Direct Connect)	Anytown Bank_	11,050.00

In the **Online Services** tab, within the **Online setup** box, select **Deactivate**

Account Details

General | **Online Services** | Display Options

Online setup

Checking is set up for transaction download. Automatic entry is: On **Deactivate**

Financial Institution: Anytown Bank_
Connection Method: Direct Connect **Reset Account** ?
No account data will be deleted.

Online bill payment

Checking is set up for Online Bill Pay **Deactivate**

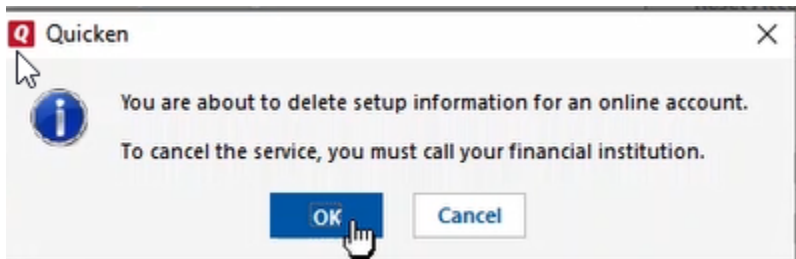
Reconcile using online balance

Delete Account **Tax Schedule** **OK** **Cancel**

At the next prompt, **Would you like to deactivate this service?** select **Yes**.



Click **Ok** to move forward



4. Repeat steps for any additional accounts that apply.