Quicken Conversion Instructions

As BankCherokee completes its system conversion, you will need to modify your Quicken settings to ensure that your data connectivity transfers smoothly to the new system.

This document contains instructions for both Windows and Mac, and all three connectivity types (Direct Connect, Express Web Connect or Web Connect).

Two Action Dates:

These instructions refer to two Action Dates:

- 1st Action Date: **On or before Friday, October 17, 2025**, by 4:00 PM Central Time
- 2nd Action Date: **On or after Tuesday, October 21, 2025**, at 9:00 AM Central Time

IMPORTANT: Express Web Connect will not be available until 5 business days after the 2nd Action Date, so please utilize another connectivity type if you need transaction updates during this downtime. There is no delay for Web Connect or Direct Connect (if supported)

To navigate this document, just click the link below that matches your product and connectivity:

Instructions for One-Step Update initiated from within Quicken

Instructions for Downloading a Web Connect file from your Online Banking Site

Quicken Conversion Instructions

Quicken Windows Direct Connect + Express Web Connect

On the 1st Action Date
(On or before Friday, October 17, 2025, by 4:00 PM Central Time):

1) Back up your Quicken Windows Data File.
Go to **File > Backup and Restore > Backup Quicken File.**
2) Download the latest Quicken Update. Go to **Help > Check for Updates.**
3) Complete a final transaction download. Accept all new transactions into the appropriate registers.

On the 2nd Action Date
(On or after Tuesday, October 21, 2025, at 9:00 AM Central Time):

1) Deactivate online banking connection for accounts connected to BankCherokee.

a) Choose **Tools > Account List.**

b) Click **Edit** on the account to deactivate.

c) In Account Details, click **Online Services.**

d) Click **Deactivate**. Follow prompts to confirm deactivation.

e) Click the General tab.

f) Delete BankCherokee and Account Number information. Click **OK** to close window.

g) Repeat steps for any additional accounts that apply.

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Quicken Windows Direct Connect + Express Web Connect

2) Reconnect the online banking connection for your accounts.

a) Choose **Tools > Account List.**

b) Click **Edit** on the account you want to activate.

c) In **Account Details**, click **Online Services** and then choose **Set up Now.**

d) Type your institution's name (BankCherokee) in the search field and click **Next**.

e) Enter your BankCherokee credentials.
Express Web Connect uses the same credentials you use for your institution's online banking login.

f) Ensure you associate the accounts to the appropriate accounts already listed in Quicken. Select Link to an existing account and select the matching accounts in the drop-down menu.

Important: Do NOT choose "Create a new account" unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, choose Ignore – Don't Download into Quicken or click Cancel.

g) After all accounts have been matched, click **Next** and then **Done**.

Quicken Conversion Instructions

Quicken Mac Direct Connect + Quicken Connect

On the 1st Action Date
(On or before Friday, October 17, 2025, by 4:00 PM Central Time):

1) Backup Quicken Mac Data File and Update the application.

   a) Choose **File > Save a Backup.**

   b) Download the latest Quicken Update. Choose **Quicken > Check for Updates.**

2) Complete a final transaction download.

   a) Complete last transaction update before the change to get all of your transaction history up to date.

   b) Accept all new transactions into the appropriate registers.

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Quicken Mac Direct Connect + Quicken Connect

On the 2nd Action Date
(On or after Tuesday, October 21, 2025, at 9:00 AM Central Time):

Activate the online banking connection for accounts connected to BankCherokee.

1) Click your account in the Accounts list on the left side.

2) Choose **Accounts > Settings.**

3) Select **Set up transaction download.**

4) Enter BankCherokee's name in the search field, select the correct option and click **Continue**.

5) Enter your BankCherokee credentials. Express Web Connect uses the same credentials you use for your institution's online banking login.
Important: If your credentials do not work, contact BankCherokee.

6) In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under **Action**, choose **Link** to pick your existing account.
Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

7) Click **Finish**.

Quicken Conversion Instructions

Quicken Windows Web Connect

On the 1st Action Date
(On or before Friday, October 17, 2025, by 4:00 PM Central Time):

1) Backup your Quicken Mac data file and update the application.

   a) Choose **File > Save a Backup.**

   b) Download the latest Quicken Update. Choose **Quicken > Check for Updates.**

2) Complete a final transaction download.

   a) Complete last transaction update before the change to get all of your transaction history up to date.

   b) Repeat this step for each account you need to update.

   c) Accept all new transactions into the appropriate registers.

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Quicken Windows Web Connect

On the 2nd Action Date
(On or after Tuesday, October 21, 2025, at 9:00 AM Central Time):

1) Deactivate online banking connection for accounts connected to BankCherokee.

a) Choose **Tools > Account List.**
b) Click **Edit** on the account to deactivate.
c) In Account Details, click **Online Services.**
d) Click **Deactivate**. Follow prompts to confirm deactivation.
e) Click the **General** tab.
f) Delete BankCherokee and Account Number information.
g) Click **OK** to close window.
h) Repeat steps for any additional accounts.

2) Reconnect online banking connection for accounts that apply.

a) Download a Quicken Web Connect file from BankCherokee's online banking site. **Navigate to Accounts,** then look for the **down arrow icon** just below the **Search** window to create your download file.
b) In Quicken, choose **File > File Import > Web Connect (.QFX) File.**
c) Use the import dialog to select the Web Connect file you downloaded. An "Import Downloaded Transactions" window opens.
d) Choose Link to an existing account. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
e) Repeat this step for each account you have connected to this institution.

Quicken Mac Web Connect

On the 1st Action Date
(On or before Friday, October 17, 2025, by 4:00 PM Central Time):

1) Backup your Quicken Mac data file and update the application.

   a) Choose **File > Save a Backup.**

   b) Download the latest Quicken Update. Choose **Quicken > Check for Updates.**

2) Complete a final transaction download.

   a) Complete last transaction update before the change to get all of your transaction history up to date.

   b) Repeat this step for each account you need to update.

   c) Accept all new transactions into the appropriate registers.

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Quicken Conversion Instructions

Quicken Mac Web Connect

On the 2nd Action Date
(On or after Tuesday, October 21, 2025, at 9:00 AM Central Time):

Activate online banking connection for accounts connected to BankCherokee.

1) Select your account under the Accounts list on the left side.
2) Choose **Accounts > Settings.**
3) Select **Set up transaction download.**
4) Enter BankCherokee’s name in the search field, select the correct option and click **Continue**.
5) Log into BankCherokee’s online banking site and download your transactions to your computer.
Navigate to Accounts, then look for the **down arrow icon** just below the **Search** window to create your download file.
Important: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.
6) Drag and drop the downloaded file into the box titled Drop download file. Choose Web Connect for the “Connection Type” if prompted.
7) In the “Accounts Found” screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, click Link to pick your existing account.
Important: Do NOT select “ADD” in the Action column unless you intend to add a new account to Quicken.
8) Click **Finish**.