



# Cash Management Quicken for Mac 2007 Conversion Instructions

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## *Direct Connect*

### Introduction

You will need to modify your Quicken settings to use Direct Connect. To complete these instructions, you will need your User ID and Password for your online banking with Centennial Bank.

You should perform the following instructions exactly as described and in the order presented. If you do not, your online banking connectivity may stop functioning properly. This upgrade should take 15–30 minutes.

*Thank you!*

**PLEASE NOTE:** Direct Connect may require registration. Please contact Cash Management at **844-213-5198** or [CEN-DigitalProduction@my100bank.com](mailto:CEN-DigitalProduction@my100bank.com) for Direct Connect login information. Registration must be complete before Task 3 below.

### Documentation and Procedures

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#### **Task 1:** Conversion Preparation

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1. Back up your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select "**Backing up data files**," and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select “Check for Updates,” and follow the instructions.

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**Task 2: Disconnect Accounts - *Centennial Bank-my100bank.com***

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1. Choose **Lists** menu > **Accounts**.
2. Select the account that you want to disable and click **Edit**.
3. Write down your account information (account number, routing number, and customer ID).

**NOTE:** You will need this information to re-enable your account.

4. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
5. Remove the information within the **Account Number** and **Routing Number** fields.
6. Click **OK** to save your edits.
7. Repeat steps for each account to be disconnected.
8. Verify your account list does not display a blue online circle icon for any accounts at **Stonegate Bank**.

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**Task 3: Activate Direct Connect and Sub-Users**

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**PLEASE NOTE:** If you have not already contacted Cash Management to register your company, please contact them at **844-213-5198** or [CEN-DigitalProduction@my100bank.com](mailto:CEN-DigitalProduction@my100bank.com). This must be done before continuing.



If you do not have any Sub-Users to activate, skip these steps and go to Task 4.

1. The CM Super User must log into Cash Management at <https://online.my100bank.com/CM/bankonline>
2. Choose **Maintenance** menu > **User Maint**.
3. Select the appropriate user and choose **Get User**.
4. Check the box associated with **Enable user for Direct Connect**

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**Task 4: Reconnect Accounts**

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1. Choose **Lists** menu > **Accounts**.

2. Select your first disabled account and click **Edit**.
3. Click the **Financial Institution** drop-down list and select **Change Financial Institution**.
4. Click on **Update List**.
5. In the **Financial Institutions** dialog, enter, then select ***Centennial Bank-my100bank.com*** from the list and click **Use**.
6. Enter your **User ID** and **Password**. Click **OK**.
7. In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**.

**NOTE:** Each account will be displayed below **“Use an existing account.”**

8. Click **OK**.
9. Click OK to close the **Edit Register** page.
10. Choose **Lists** menu > **Accounts**. Verify that each account you are reactivating has a blue online circle for online services.