



Cash Management Quicken for Mac 2015-2018 Conversion Instructions

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 for Direct Connect login information. Registration must be complete before Task 3 below.

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 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.

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

1. Select your account under the **Accounts** list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Troubleshooting** > **Deactivate Downloads**.
4. Repeat steps for each account to be disconnected.

Task 3: Activate Direct Connect and Sub-Users

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. 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**

Task 4: Reconnect Accounts

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts** menu > **Settings**.
3. Select **Set up transaction download**.
4. Enter **Centennial Bank-my100bank.com** in the **Search** field, select the institution name in the **Results** list and click **Continue**.
5. Enter your **User Id** and **Password** and click **Continue**.
6. If the bank requires extra information, enter it to continue.

NOTE: Select “Direct Connect” for the “Connection Type” if prompted.

7. In the “**Accounts Found**” screen, associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select “**Link**” to pick your existing account.

IMPORTANT: Do **NOT** select “**ADD**” under the action column unless you intend to add a new account to Quicken.

8. Select **Finish**.