



Cash Management Quicken for Windows 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 > **Quicken Help**. Search for **Backup Data File** and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for *Update Software* and follow the instructions.

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

1. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you intend to deactivate.
3. In the **Account Details** dialog, click on the **Online Services** tab.
4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.
5. Click on the **General** tab.
6. Remove the financial institution name and account number. Click **OK** to close the window.
7. Repeat steps for each account you are disconnecting.

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. Choose **Tools** menu > **Account List**.
2. Click the **Edit** button of the account you want to activate.
3. In the **Account Details** dialog, click the **Online Services** tab.
4. Click **Set up Now**.
5. Use **Advanced Setup** to activate your account.

6. Enter **Centennial Bank-my100bank.com** in the search field, select the name in the list and click **Next**.
7. If presented with the Select Connection Method screen, select **Direct Connect**.
8. Type your **User ID** and **Password** and click **Connect**.
9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** to an existing account and select the matching accounts in the drop-down menu.
10. Do NOT choose **Add to Quicken** unless you want 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**.
11. After all accounts have been matched, click **Next**. You will receive confirmation that your accounts have been added.
12. Click **Done** or **Finish**.