



**Premier Bank  
Minnesota**

**Quicken**

**Conversion Instructions**

# **Quicken Conversion Instructions**

As your Premier Bank completes its Digital Banking 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 Web Connect for both Windows and Mac.

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# Quicken Windows Web Connect

## On May 15, 2026, by 5pm CST:

1. Backup Quicken Windows Data File and Update.
  - a. Choose **File > Backup and Restore > Backup Quicken File**.
  - b. Download the latest Quicken Update. Choose **Help > Check for Updates**.
2. Complete a final transaction download.
  - a. Complete the last transaction update before the change to get all 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.

## On or After May 18, 2026:

1. Deactivate Online Banking connection for accounts connected to Premier Bank.
  - 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 Financial Institution and Account Number information.
  - g. Click **OK** to close the window.
  - h. Repeat steps for any additional accounts.
2. Reconnect using Premier Bank's new Digital Banking connection for accounts that apply.
  - a. Download a Quicken Web Connect file from your financial institution's Digital Banking site.
  - 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 with the correct account listed in Quicken.
  - e. Repeat this step for each account you have connected to this institution.

# Quicken Mac Web Connect

## On May 15, 2026, by 5pm CST:

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 the last transaction update before the change to get all 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.

## On or After May 18, 2026:

### Activate Digital Banking connection for accounts connected to Premier Bank.

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter your financial institution name in the search field, select the correct option and click **Continue**.
5. Log into Premier Bank's new Digital Banking site and download your transactions to your computer.  
**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 **WebConnect** 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**.

# Conversion Checklist

Please note that not all action items in the checklist below may be applicable to you. This checklist is provided as a reference tool only and may not capture every update or impact related to the conversion.

## **Pre-Conversion: On or Before May 15<sup>th</sup>, 2026, at 5pm CST:**

- ✓ Action Item
- Verify contact info is up to date
- Download ACH batch and wire history
- Download list of recurring/scheduled transfers
- Complete Quicken transaction download

## **Post-Conversion: Starting May 18<sup>th</sup>, 2026, at 9:00am CST:**

- ✓ Action Item
- Log into new Digital Banking
- Update/Download new mobile app
- Review & re-establish alerts
- Review & re-establish recurring transfers
- Reconnect Quicken
- Review/Update ACH & Wire templates