KNBT OnLine Banking
Personal Financial Management (PFM)
QUICKEN/MONEY Systems Interface Upgrade
April 2008

USER INSTRUCTIONS MANUAL

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INTUIT QUICKEN (WINDOWS/MAC)

As KNBT completes a system migration, you will need to modify certain information in your **Quicken** software to ensure a smooth transition of your data. You must complete the following steps *after* the conversion date: **April 21, 2008**.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your PFM Banking service may stop functioning properly.

If you have any questions regarding these instructions, please contact us at **800-996-2062**. A customer service representative will be available to assist you from **7:00 a.m. to 7:00 p.m., Monday through Friday and 8:00 a.m. to 2:00 p.m. on Saturdays**. You may also visit the KNBT website at **www.KNBT.com**.

Quicken Windows 2007-2008 Instructions

STEP A.	INSTALL THE LATEST QUICKEN UPDATE

Follow the steps in this section to determine if a Quicken update is available and to download the update.

1. From the Quicken **Online** menu, choose **One Step Update**.
2. Uncheck all options in the One Step Update dialog boxes and click **Update Now**.
3. If an update is available, apply it now.
4. Exit and restart Quicken.

For more information, see http://www.intuit.com/support/quicken/updates/.

STEP B.	BACK UP YOUR CURRENT QUICKEN DATA

From the Quicken **File** menu, choose **Backup**, enter information, as needed in the Quicken Backup dialog boxes, and then click **OK**.

Do not restore to any earlier backups after you complete these instructions.

STEP C.	DEACTIVATE YOUR ACCOUNTS

1. Open the register for the first account at KNBT.
2. Click the **Overview** tab.
3. Before you continue, it is important that you record your account information. From this window you will see your **Account Number**, **Routing Number**, and **Customer ID**. Write this information down so you have it later, or choose **File**, **Print Overview**.
4. In the Account Attributes area, click **Change Online Services**.
5. Click **Remove from One Step Update** in the One Step Update.
6. Click **Yes** when the "Would you like to deactivate this service?" message appears
7. Click **Yes** to continue and then **OK**
8. Repeat steps 1-7 for all accounts enabled for online access.
9. To ensure all online accounts have been disabled, go to the **Tools** menu**, Account List** and verify the word 'Activated' does not appear in the Online Services column for all your KNBT accounts. Close this screen by clicking the 'X' on the top right corner of this page.

STEP E. REACTIVATE YOUR ACCOUNT(S)

1. Open the register for the first account at KNBT
2. Click the **Overview** tab
3. In the account attributes area, click **Change Online Services**.
4. Click the **Online Services** tab.
5. To activate Transaction Download, click **Activate One Step Update** in the One Step Update area.
6. Enter the Direct Connect User ID and PIN and click **Next.** Follow the instructions to match the existing account and add new accounts, as applicable.
7. If you have more than 6 six accounts, repeat steps 1-6 for each additional set of 6 accounts used for online services.

If you use the Quicken PIN Vault, update it now.

If you use the Quicken PIN Vault, you will need to re-add your PIN for KNBT.

1. From the Quicken **Online** menu, choose **Password Vault** and then choose **Edit**.
2. In the PIN Vault Password dialog box, enter your PIN Vault Password and then click **OK**.
3. Select the User ID at KNBT and click **Add Password**
4. In the "Add a Password" dialog box, enter your KNBT PIN, re-enter your KNBT PIN, and then click **Add**.
5. Click **Done**.

STEP F. GO ONLINE

1. From the Quicken **Online** menu, choose **Online Center**.
2. In the Online Center window, click **Update/Send**.
3. Click **Update Now** to continue and then wait until your online session is completed

Quicken Windows 2005 - 2006 Instructions

STEP A. INSTALL THE LATEST QUICKEN UPDATE

Follow the steps in this section to determine if a Quicken update is available and to download the update.

1. From the Quicken **Online** menu, choose **One Step Update**.
2. Uncheck all options in the One Step Update dialog boxes and click **Update Now**.
3. If an update is available, apply it now.
4. Exit and restart Quicken.

For more information, see http://www.intuit.com/support/quicken/updates/.

STEP B. BACK UP YOUR CURRENT QUICKEN DATA

From the Quicken **File** menu, choose **Backup**, enter information, as needed in the Quicken Backup dialog boxes, and then click **OK**.

Do not restore to any earlier backups after you complete these instructions.

STEP C. DEACTIVATE YOUR ACCOUNTS

1. Open the register for the first account at KNBT.
2. Click the **Overview** tab.
3. Before you continue, it is important that you record your account information. From this window you will see your **Account Number**, **Routing Number**, and **Customer ID**. Write this information down so you have it later, or choose **File**, **Print Overview** (2006/2005) or **Print Page** (2004).
4. In the Account Attributes area, click **Change Online Services**.
5. Click **Deactivate** in the Transaction Download area and then click **Yes** in the pop-up dialog box to confirm.
   You will receive the message: “You are about to delete setup information for an online account.” Click **OK**. Click **OK** again.
6. Repeat steps 1-5 for all accounts enabled for online access.
7. To ensure all online accounts have been disabled, go to the **Tools** menu**, Account List** and verify the word ‘Activated’ does not appear in the Online Services column for all your KNBT accounts. Close this screen by clicking the ‘X’ on the top right corner of this page.

STEP E. REACTIVATE YOUR ACCOUNT(S)

1. Open the register for the first account at KNBT
2. Click the **Overview** tab
3. In the account attributes area, click **Edit Account Details**.
4. Click the **Online Services** tab.
5. To activate Transaction Download, click **Activate** in the Transaction Download area. Enter the Direct Connect User ID and PIN and click **Next.** Follow the in-screen instructions to match the existing account and add new accounts, as applicable.
6. If you have more than six accounts, repeat steps 1-5 for each additional set of 6 accounts that use online services.

If you use the Quicken PIN Vault, update it now.

If you use the Quicken PIN Vault, you will need to re-add your PIN for KNBT.

1. From the Quicken **Online** menu, choose **PIN Vault** and then choose **Edit.**
2. In the PIN Vault Password dialog box, enter your PIN Vault Password and then click **OK**.
3. Select your first account at KNBT by clicking the account number.
4. Click **Add PIN**.
5. In the Change A PIN dialog box, enter your KNBT PIN, re-enter your KNBT PIN, and then click **Add**.
6. Click **Done**.
7. Repeat steps 3 – 6 for each account at KNBT

STEP F. GO ONLINE

1. From the Quicken **Cash Flow** menu, choose **Online Center**.
2. In the Online Center window, click **Update/Send**.
3. Click **Update Now** to continue and then wait until your online session is completed

Quicken MAC 2007-2008 Instructions

STEP A	INSTALL THE LATEST QUICKEN 2007 UPDATE

1. From the **Quicken 2007** menu, choose **Check for Updates**.
2. If an update is available, you will be prompted to go to http://www.intuit.com/support/quicken/updates and follow the instructions to update to the latest version of Quicken.
3. Quit and restart Quicken.

STEP B	BACK UP YOUR CURRENT QUICKEN DATA

From the **File** menu, choose **Save a Copy**, and then click **OK**.

STEP C	DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be accepted in the account register before accounts can be deactivated.

1. From the **Lists** menu, select **Accounts**.
2. Select the account you want to disable and click **Edit**. This will open the Edit Account sheet.
3. In the **Download transactions** dropdown menu, select **not enabled**. You will receive the message: "You are about to disable online services for this account within Quicken." Click **OK**.
4. To save these changes click **OK** at the bottom of the Edit Account sheet.
5. Repeat steps 1-4 for all accounts you have enabled for online access.
6. To ensure all your online accounts have been disabled, go to the **Lists** menu**,** select **Accounts** and verify the blue globe does not appear next to any of your accounts.
7. Close and reopen Quicken MAC.

STEP D	REACTIVATE YOUR ACCOUNTS

1. From the **Lists** menu, select **Accounts**.
2. Select the account you just disabled and click **Edit**. This will open the Edit Account sheet.
3. Select **using direct connect** in the **Download transactions** dropdown menu.
4. Click **OK** to save your changes to this account.
5. Repeat steps 1-6 for every account.

If you use the Quicken PIN Vault, you will need to update your KNBT PIN.

1. From the Quicken **Online** menu, choose **PIN Vault**.
2. In the PIN Vault tab, select KNBT and click **Edit**.
3. In the Change PIN sheet, enter your KNBT PIN, and re-enter your KNBT PIN, and then click **OK**.

STEP E	GO ONLINE

1. From the Quicken **Online** menu, choose **One Step Update**
2. Click on **Enter PIN**.
3. Enter the Direct Connect PIN and click **OK** and then **Update Now**

Quicken MAC 2005-2006 Instructions

STEP A	INSTALL THE LATEST QUICKEN 2005/2006 UPDATE

1. From the **Quicken 2005/2006** menu, choose **Check for Updates**.
2. If an update is available, you will be prompted to go to http://www.intuit.com/support/quicken/updates and follow the instructions to update to the latest version of Quicken.
3. Quit and restart Quicken.

STEP B	BACK UP YOUR CURRENT QUICKEN DATA

From the **File** menu, choose **Save a Copy**, and then click **OK**.

STEP C	DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be accepted in the account register before accounts can be deactivated.

1. From the **Lists** menu, select **Accounts**.
2. Select the account you want to disable and click **Edit**. This will open the Edit Account sheet.
3. In the **Download transactions** popup, select **not enabled**. You will receive the message: "You are about to disable online services for this account within Quicken." Click **OK**.
4. To save these changes click **OK** at the bottom of the Edit Account sheet.
5. Repeat steps 1-4 for all accounts you have enabled for online access.
6. To ensure all your online accounts have been disabled, go to the **Lists** menu**,** select **Accounts** and verify the blue globe does not appear next to any of your accounts.
7. Close and reopen Quicken MAC.

STEP D	REACTIVATE YOUR ACCOUNTS

1. From the **Lists** menu, select **Accounts**.
2. Select the account you just disabled and click **Edit**. This will open the Edit Account sheet.
3. Select **using direct connect** in the **Download transactions** dropdown menu.
4. Click **OK** to save your changes to this account.
5. Repeat steps 1-6 for every account.

If you use the Quicken PIN Vault, you will need to update your KNBT PIN.

1. From the Quicken **Online** menu, choose **PIN Vault**.
2. In the PIN Vault tab, select KNBT and click **Edit**.
3. In the Change PIN sheet, enter your KNBT PIN, and re-enter your KNBT PIN, and then click **OK**.

STEP E GO ONLINE

1. From the Quicken **Online** menu, choose **Download Transactions**. Make sure that KNBT is selected from the Financial Institution popup.
2. Click **Download** and enter your Direct Connect PIN when prompted.

End User Migration Instructions

MICROSOFT MONEY 2005 - 2007

As KNBT completes a system migration, you will need to modify certain information in your **Microsoft Money** software to ensure a smooth transition of your data. You must complete the following steps *after* the conversion date: **April 21, 2008**.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your PFM Banking service may stop functioning properly.

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Microsoft Money 2005 - 2007

STEP A.	BACK UP YOUR CURRENT MONEY DATA

From the Microsoft Money menu choose **File,** then **Backup.**

STEP B.	PERFORM INTERNET UPDATE / MERGE ACCOUNTS

1. On the **Tools** menu, point to **Internet Updates** and then click **Update Now**.
2. Check the **Download cleared transactions** option.
3. Enter the Direct Connect User ID and PIN and click **Update**.