



With FAA Credit Union's new *Flightline* system, you will need to modify your Quicken settings to ensure the smooth transition of your data. Be sure you have your Flightline credentials handy when you start the process.

It's important to follow the instructions below as service could stop functioning if they aren't completed in the order presented. The conversion should take 15-30 minutes.

**Be sure to complete this process between June 16<sup>th</sup> and July 15, 2014.**

## Quicken for Mac 2006-2007 Direct Connect

### **A. Conversion Preparation**

1. Backup your data file. For instructions, to backup 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.

### **B. Connect to FAA Credit Union**

1. Choose Online menu > Download Transactions.
2. Select your account from the drop down list.
3. Click "Download".
4. Enter your PIN and click "OK".
5. If new transactions display in the Download Transactions dialog, accept them in your Quicken register.

### **C. Deactivate Your Account(s) at FAA Credit Union**

1. Choose Lists menu > Accounts.
2. Select the account you want to disable and click "Edit".

3. Write down your account information (account number, routing number and customer ID) **you will need this to re-enable your account.**
4. If you use online bill pay, select Not Enabled in the Pay Bills Online drop-down list. Follow the prompts to confirm the deactivation.
5. In the Download Transactions drop-down list, select Not Enabled. Follow the prompts to confirm the deactivation.
6. Remove the information within the Account Number and Routing Number fields.
8. Repeat steps 2-7 for each account at FAA Credit Union.
9. Verify that your account list does not display a blue online circle icon for any accounts at FAA Credit Union.

**D. Re-activate Your Account(s) at FAA Credit Union.**

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 "Update List".
  5. In the Financial Institutions dialog, select **FAA Credit Union—New** from the list and click "Use".
  6. Enter the Customer ID and PIN. Click "OK".
  7. In the Add Online Services dialog, match your first account to the appropriate account number. Click "OK".
- 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 at FAA Credit Union has a blue online circle indicating it has been reactivated for online services.