



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 Essentials for Mac 2010 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. Select your account under the "Accounts" list on the left side.
2. Choose Accounts menu > Update Selected Online Account.
3. Repeat this step for each account you have at FAA Credit Union (including checking, savings, credit cards and others).

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

1. Select your account under the "Accounts" list on the left side.
2. Choose Accounts menu > Settings.
3. Remove the checkmark from "I want to download transactions".
4. Click "Save".
5. Click "Continue" when asked to confirm this deactivation.

6. Repeat steps 2-5 for each account at FAA Credit Union.

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

1. Select your account under the “Accounts” list on the left side.
2. Choose Accounts menu > “Update Selected Online Account”.
3. Click “List” > Select **FAA Credit Union—New**
4. Click “Continue”.

**If prompted, select “Direct Connect” for the connection type.**

5. Enter your login credentials for *Flightline*.
6. In the “Choose Your Accounts” screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, you will want to select your existing account.

**Do NOT select ADD under the action column.**

7. Repeat step 6 for each additional account you wish to download into Quicken Essentials.
8. Click “Save”.