Quicken 2016 for Mac OS X Getting Started Guide for Financial Institutions

Financial Institution Support – OFX Connectivity Group

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Quicken 2016 Getting Started Guide

Thank you for choosing Quicken!

About this Guide

This guide helps you get started with Quicken 2016 for Mac OS X as quickly as possible. You'll learn:

- What you will need to get started

- How to set up an account for online banking (Direct Connect, Web Connect & Express Web Connect)
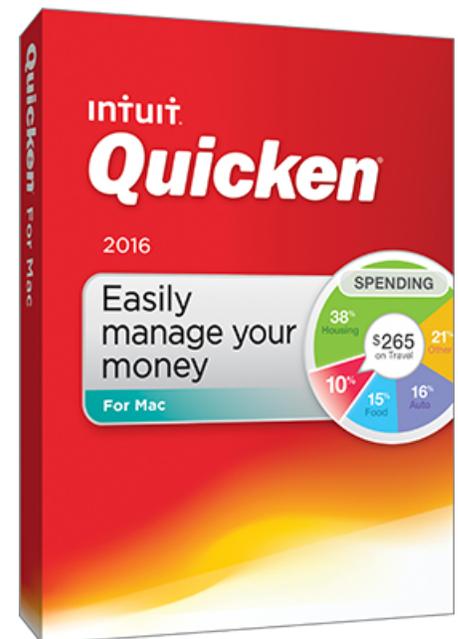
- How to set up Bill Pay (Direct Connect-only)

New in Quicken 2016 for Mac OS X

Quicken 2016 for Mac OS X includes a new feature not found on previous versions.

Bill Pay via Direct Connect

- Now pay all of your bills in Quicken
- Transfer money between bank accounts at the same bank

This is a separate service from bill pay or online banking.

Connect and Update your Data

Before you set Quicken to download transactions you may need to contact your financial institution (FI) for the following information:

• Customer ID

• Personal Identification Number (PIN) or password

For Quicken Web Connect/Express Web Connect accounts, use the same customer ID and PIN/password as your financial institution website. For Direct Connect, they may be different. Please contact your financial institution to verify your Direct Connect login information.
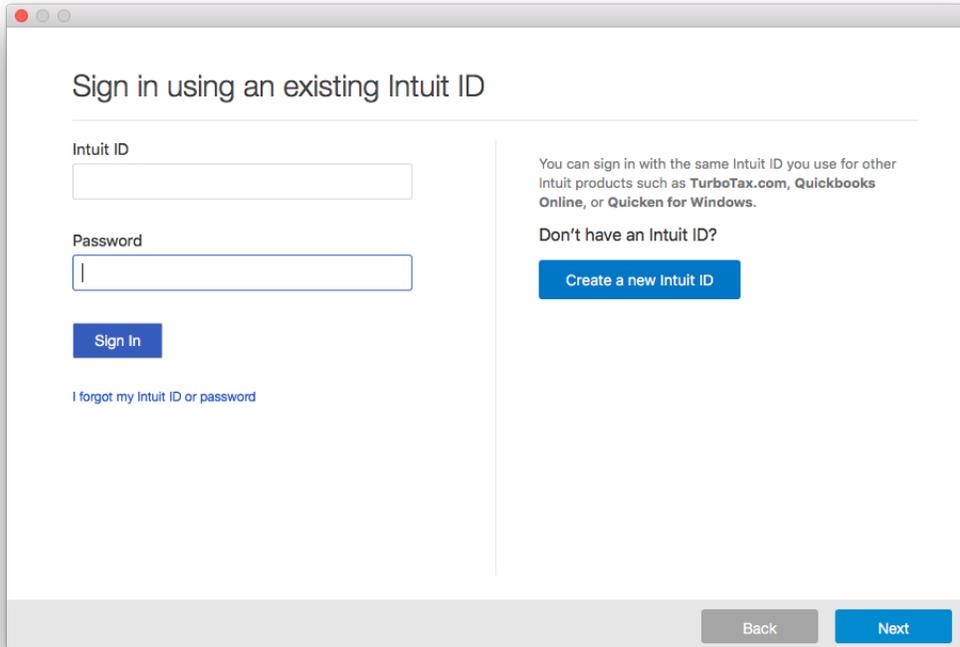
IMPORTANT:	You should back up your Quicken Data File before setting up your accounts for the first time. Choose **Help > Quicken Help** and search for **Back Up** for backup instructions.
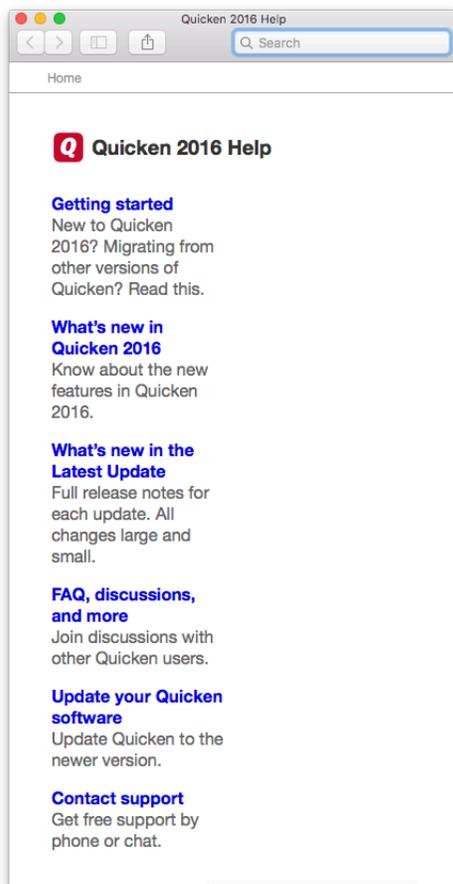
Register a Quicken Data File with an Intuit ID

When you set up an account for online banking, Quicken requires you to register your Quicken file with an Intuit ID. If you already use other Intuit products, like TurboTax or QuickBooks, you may already have an Intuit ID.

1. Fill in the Intuit ID and password.

2. If don't have an Intuit ID, click **Create a new Intuit ID** to proceed.
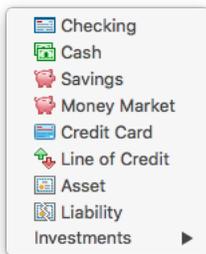
# Set Up an Account for Online Banking (Direct Connect)

1. Click **Add Account** on the Sidebar.

2. Choose the type of account you want to set up.

3. After you choose the type of account you want to add, you will see the financial institution selection screen. Type the name of your financial institution to filter the list.

4. When your financial institution shows in the list, select it and click **Continue**.
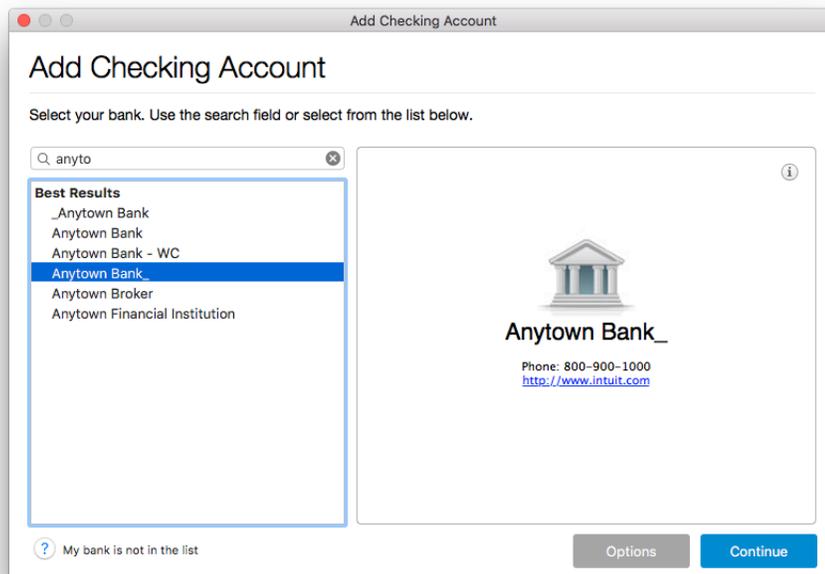
> **IMPORTANT:** Be sure to select the correct financial institution, because some financial institutions may appear more than once. If you have any questions about which listing to choose for Direct Connect, please contact your financial institution.

5. Quicken will now display a login screen: type your Direct Connect credentials and follow the prompts to add your accounts to Quicken 2016.

## Set Up an Account for Online Banking (Web Connect)

1. Log into your financial institution's web site.

2. Download your transactions according to your financial institution's instructions.

3. If you are given a choice for your download format, choose "Quicken Web Connect (*.QFX)" and save the file to your computer.

> **NOTE:** These instructions assume you will save the download to your computer. If you "open" it instead, your web browser should open Quicken and begin to import the transactions. If you plan to open the file directly, we recommend that you have your Quicken data file open in Quicken 2016 for Mac OS X before Step 2.

4. Open Quicken, then choose **File > Import > Bank or Brokerage File (OFX, QFX)…** You will see an import dialog.

5. Navigate to and select the file you downloaded in Step 2, then click **Open**.

6. Click **Link an Existing Account** if you have an appropriate account in the account list. If you don't have an account yet, click **Create a new account** and enter a nickname for that account.

7. Click **Import**.

8. Click **OK** to confirm and finish.

Set Up an Account for Online Banking (Quicken Connect)
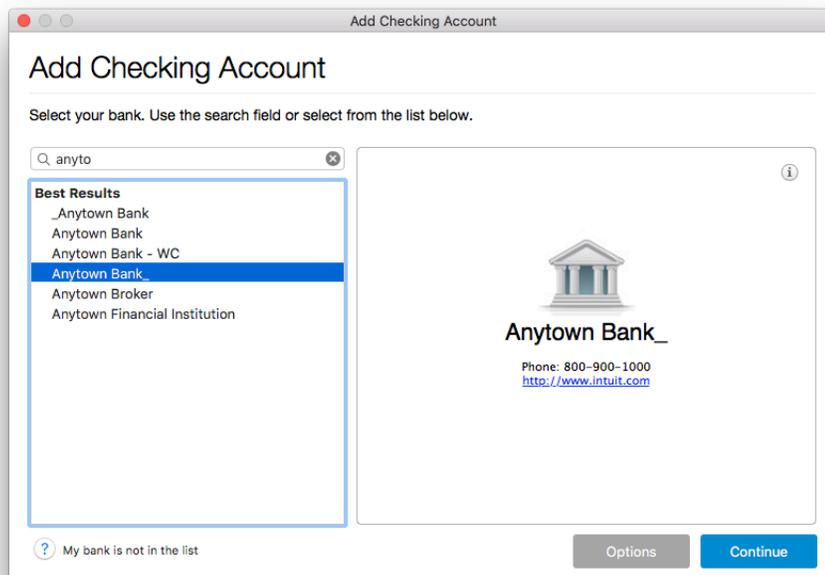
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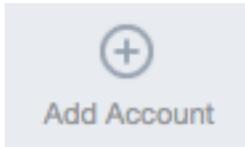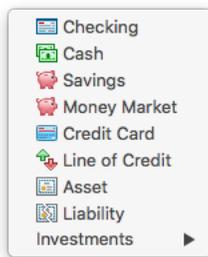
2. Choose the type of account you want to set up.

3. After you choose the type of account you want to add, you will see the financial institution selection screen. Type the name of your financial institution to filter the list.

4. When your financial institution shows in the list, select it and click **Continue**.

> **IMPORTANT:** Be sure to select the correct financial institution, because some financial institutions may appear more than once. Your connectivity will default to the connectivity your financial institution supports.

5. Quicken will now display a login screen: type your financial institution's online banking login credentials and follow the prompts to add your accounts to Quicken 2016.

> **NOTE:** During the Quicken Connect setup, you might be asked to enter your Multi-Factor Authentication information. This could be a series of security questions, a one-time passcode, etc.

Updating Accounts in Quicken 2016 for Mac OS X

After an account has been set up for online banking, you can update the account with data at any time:

1. Click the update accounts icon in the Sidebar.
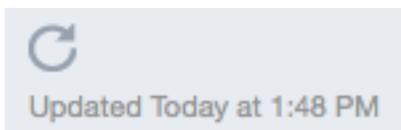
2. Your accounts and account data will be updated.

Set Up Bill Pay (Direct Connect)

Some financial institutions offer Direct Connect subscribers the ability to send payments directly from within Quicken. If your financial institution offers Bill Pay services, this feature is turned on during the Direct Connect account setup.

> **NOTE:** Contact your financial institution if you have any questions about Bill Pay enrollment processes and capabilities.

Enable Bill Pay

Sending online payments with Quicken is a fast and easy way to pay your bills. Just add the payment to the Online Payee List once; all Quicken accounts share this list.

1. In the Sidebar, click the checking account that you have linked to bill pay at your bank.

2. Click Settings at the bottom right corner.

3. You will see the connection settings for that account.

4. Connection Type must be Direct Connect to enable Bill Pay; if the Connection method does not show Direct Connect, click Change Connection Type and select Direct Connect.

> **IMPORTANT:** If you don't have the option to choose Direct Connect, contact your financial institution.

If you see Bill Pay with ON (green icon), as shown in the above screenshot, the service is already enabled for this account. Just click Save or Cancel to exit the Settings dialog.

5. If you see Bill Pay with OFF (red icon), you need to enable the service before completing the next Tasks.

6. Click the Change Connection Type button.

7. Set up your connectivity as shown on page 9 of these instructions.

8. Ensure that the service displayed in Settings now shows Direct Connect.

9. If the Bill Pay icon is still Red, click Check for Bill Pay.

10. If the status stays Red, contact your bank to verify that you are enabled for online bill pay services.

Add an Online Payee

Sending online payments with Quicken is a fast and easy way to pay your bills. Just add the Payee to the Online Payee List once; all Quicken accounts share this list.

1. Go to **Window** > **Payees**.

2. If the Payee you wish to pay is already on the list, **double-click** the name to **Edit**. (If you need to setup a New Payee, click the Add (+) button.)

3. Confirm your Payee has all of the required information for an online payment
    • Payee Name (not a nickname)
    • Physical Address
    • Phone Number
    • Account Number (for billers; for personal payees, any memo will work)

Create an Online Payment

After you have added your online payees, you are ready to create an online bill payment.

1. Open the account register for the account you activated for Bill Pay.

2. Add a new Transaction.

3. Select Online Payment.

4. Check the Pay This Online checkbox.

5. Enter the Payee name you confirmed in Step 3 (above).

6. Select the date you want the payment to be received; the Debit Date is typically 5 banking days prior to the Pay Date, but can vary by Payee.

7. Enter the Payment Amount.

8. Select either Send Now (to send payment instruction immediately) or Save (to send the payment the next time you Update Account)