



ATTENTION QUICKBOOKS, QUICKEN AND MINT USERS

Our financial institution is migrating to a new online and mobile banking system on **Monday, January 31st, 2022** and this upgrade will require that you make changes to your QuickBooks and Quicken software. Please take action to ensure a smooth transition.

Conversion instructions are available below.

The conversion instructions reference two Action Dates. Please use the dates provided below:

1st Action Date: Friday, January 28th, 2022

A data file backup and a final transaction download should be completed by this date. Please make sure to complete the final download before this date because transaction history might not be available after the upgrade.

2nd Action Date: Monday, January 31st, 2022

This is the action date for the remaining steps on the conversion instructions. You will complete the deactivate/reactivate of your online banking connection to ensure that you get your current QuickBooks accounts set up with the new connection.

Conversion instructions

QuickBooks Desktop – click [HERE](#)

QuickBooks Online – click [HERE](#)

Quicken Desktop – click [HERE](#)

Mint – click [HERE](#)

Intuit aggregation services may be interrupted for up to 3-5 business days. Users are encouraged to download a QBO file during this outage. The following services may not work during the outage:

- QuickBooks Online *Express Web Connect*
- Mint

Please carefully review your downloaded transactions after completing the migration instructions to ensure no transactions were duplicated or missed on the register.

If you have any questions, please contact us at 1-855-855-3268.