

# Quicken

## Conversion Instructions



If your bank is not delivering more than you expect, we need to talk.

Member  
**FDIC**

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## Quicken for Mac Direct Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

### DOCUMENTATION AND PROCEDURES

#### STEP 1 Conversion Preparation

1. **Backup your data file.** For instructions to back up your data file, choose Help menu > Search. Search for Backing Up, select Backing up data file, and follow the instructions
2. **Download the latest QuickenUpdate.** For instructions to download an update, choose Help menu > Search. Search for Updates, then select Check for Updates and follow the instructions

#### STEP 2 Connect to Southcoast Community Bank for a final download by **June 24, 2016**

1. Select your account under the Accounts list on the left side
2. Choose Accounts menu > Update Selected Online Account

Repeat steps 1 – 2 for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing

#### STEP 3 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

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

Repeat steps 2 – 5 for each account at Southcoast Community Bank.

#### QUICKEN FOR MAC 2015

**NOTE: Direct Connect may require registration. Please contact BNC Bank to verify your Direct Connect login information.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

#### STEP 4 Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

1. Select your account under the Accounts list on the left side
2. Choose Accounts menu > Update Selected Online Account
3. Check the box I want to download transactions and click Assist me
4. Enter Bank of North Carolina-New in the Search field and click Continue
5. Type your User ID and Password and click Continue
6. If the bank requires extra information, enter it to continue
7. If prompted for connection type, select Direct Connect
8. In the Accounts Found screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, select Link to pick your existing account. Do Not select Add under the action column

Repeat step 8 for each additional account you wish to download into Quicken.

5. Click Continue

Thank you for making these important changes!

## Quicken for Mac Express Web Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

### DOCUMENTATION AND PROCEDURES

#### STEP 1 Conversion Preparation

1. **Backup your data file.** For instructions to back up your data file, choose Help menu > Search. Search for Backing Up, select Backing up data file, and follow the instructions
2. **Download the latest Quicken Update.** For instructions to download an update, choose Help menu > Search. Search for Updates, then select Check for Updates and follow the instructions

#### STEP 2 Connect to Southcoast Community Bank for a final download by **June 24, 2016**

1. Select your account under the Accounts list on the left side
2. Choose Accounts menu > Update Selected Online Account

**Repeat steps 1 – 2 for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing**

#### STEP 3 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

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

**Repeat steps 2 – 5 for each account at Southcoast Community Bank**

#### QUICKEN FOR MAC 2015

**NOTE: Quicken Web Connect/Express Web Connect accounts use the same User ID and PIN/Password as BNC Bank website**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

#### STEP 4 Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

1. Select your account under the Accounts list on the left side
2. Choose Accounts menu > Update Selected Online Account
3. Check the box I want to download transactions and click Assist me
4. Enter Bank of North Carolina-New in the Search field and click Continue
5. Type your User ID and Password and click Continue
6. If the bank requires extra information, enter it to continue.
7. If prompted for connection type, select Quicken Connect
8. In the Accounts Found screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, select Link to pick your existing account. Do Not select Add under the action column

**Repeat step 8 for each additional account you wish to download into Quicken**

9. Click Continue

Thank you for making these important changes!

## Quicken for Mac Web Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

### DOCUMENTATION AND PROCEDURES

#### STEP 1 Conversion Preparation

1. **Backup your data file.** For instructions to back up your data file, choose Help menu > Search. Search for **Backing Up**, select **Backing up data file**, and follow the instructions
2. **Download the latest Quicken Update.** For instructions to download an update, choose Help menu > Search. Search for **Updates**, then select **Check for Updates** and follow the instructions

#### STEP 2 Connect to Southcoast Community Bank for a final download by **June 24, 2016**

1. Select your account under the **Accounts** list on the left side
2. Choose **Accounts** menu > **Update Selected Online Account**

**Repeat steps 1 – 2 for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing**

#### STEP 3 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

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

**Repeat steps 2 – 5 for each account at Southcoast Community Bank**

#### QUICKEN FOR MAC 2015

**NOTE: This update is time sensitive. Important dates are highlighted in red.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

#### STEP 4 Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

1. Select your account under the **Accounts** list on the left side
  2. Choose **Accounts** menu > **Update Selected Online Account**
  3. Enter **Bank of North Carolina-New** in the Search field and click **Continue**
  4. Log into **BNC Bank**
  5. **Download** a file of your transactions to your computer
- Important:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.
6. Drag and drop the downloaded file into the box **Drop download file**
  7. If prompted for connection type, select **Web Connect**
  8. In the **Accounts Found** screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the **Action** column, select **Link** to pick your existing account. Do **Not** select **Add** under the action column
  5. Click **Continue**

Thank you for making these important changes!

## Quicken for Mac Direct Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

### DOCUMENTATION AND PROCEDURES

#### **STEP 1** Conversion Preparation

1. **Backup your data file.** For instructions to back up 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**, then select **Check for Updates** and follow the instructions

#### **STEP 2** Cancel Outstanding Payments by June 24, 2016



If you are not a bill pay user in Quicken, please skip this section. Otherwise, this step must be completed to avoid duplicate payment.

1. In your account register, check the **Number** column to see if there are any online payments scheduled for delivery after **June 24, 2016**
2. Choose **File menu > Print Register** to save a copy of your list of pending payments. You will use this list later to recreate your payments. Specify the transaction date range to print and click **OK**. You may select to save this as a PDF or send to your printer.
3. Click to select the first pending transaction in your account register. Choose **Online menu > Payments > Cancel Payment**. Quicken determines if there is enough time to cancel the payment
4. If there is not enough time to cancel, then it should process correctly in your current account. Repeat this step with a different pending transaction.
5. If there is enough time to cancel, then click **Put In Outbox** in the **Cancel Payment** dialog

**Repeat steps 3 – 5 for each additional pending transaction**

#### QUICKEN FOR MAC 2006-2007

**NOTE: Direct Connect may require registration. Please contact BNC Bank to verify your Direct Connect login information.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

6. Choose **Online menu > Payments > Send Payment**. Ensure all payment cancellations have a checkmark in the **Send** column
7. Click **Send Now**
8. In the **Online Transmission Summary**, verify that your payments were successfully cancelled
9. Click **OK** to close the **Online Transmission Summary**

**Repeat steps 1 – 8 for each account enabled for bill payment services**

#### **STEP 3** Connect to Southcoast Community Bank for a final download by June 24, 2016

1. Select your account under the **Accounts** list on the left side
2. Choose **Accounts menu > Update Selected Online Account**

**Repeat steps 1 – 2 for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing**

## STEP 4 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

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 information to re-enable your account.
4. If you use online payment services, then 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
7. Click **OK** to save your edits

### Repeat steps 2 – 7 for each account at Southcoast Community Bank

8. Verify that your account list does not display a blue online circle icon for any accounts at Southcoast CommunityBank.

## STEP 5 Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

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 on **Update List**
5. In the **Financial Institution** dialog, select **Bank of North Carolina-BP-NEW** from the list and click **Use**
6. Enter your **Customer ID** and **PIN** and click **OK**
7. In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**

**Note:** Each account will be displayed below *Use an existing account*

8. Click **OK**. Click **OK** to close the **Edit Register** page.
9. Choose **Lists menu > Accounts**. Verify that each account at BNC Bank has a blue online circle indicating that it has been reactivated for online services.

## STEP 6 Recreate Online Payments at BNC Bank

**Note:** If you do not use bill pay within Quicken, your conversion is complete. If you use online bill payments from within Quicken, you will now want to recreate your online bill payments.

1. For assistance in recreating payments, choose **Help menu > Search**. Search for **Entering an Online Payment** and follow the instructions.

Thank you for making these important changes!

## Quicken for Mac Web Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

### DOCUMENTATION AND PROCEDURES

#### STEP 1 Conversion Preparation

1. **Backup your data file.** For instructions to back up 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**, then select **Check for Updates to Quicken** and follow the instructions

#### STEP 2 Connect to Southcoast Community Bank for a final download by **June 24, 2016**

1. Choose **Online menu > Download Transactions**
2. Select your account from the drop-down list
3. Click **Download** to access Southcoast Community Bank website
4. Enter your **Customer ID** and **PIN** to login to the Southcoast Community Bank website. Download your transactions through **June 24, 2016** into Quicken

**Repeat steps 1 – 4 for each account you have at Southcoast Community Bank (such as checking, savings, credit cards, and brokerage)**

5. Once all accounts have been downloaded, accept all transactions into your Quicken account registers

#### QUICKEN FOR MAC 2006-2007

**NOTE: Direct Connect may require registration. Please contact BNC Bank to verify your Direct Connect login information.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

Thank you for making these important changes!

#### STEP 3 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

1. Choose **Lists menu > Accounts**
2. Select the account you want to disable and click **Edit**
3. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation
4. Remove the information within the **Account Number** and **Routing Number** fields
5. Click **OK** to save your edits

**Repeat steps 2 – 5 for each account at Southcoast Community Bank**

6. Verify that your account list does not display a blue online circle icon for any accounts at Southcoast Community Bank.

#### STEP 4 Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

1. Log in to **BNC Bank** and download your Quicken Web Connect file
  2. Import your transactions to Quicken
- Important:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.
3. Ensure you associate each new account to the appropriate account already listed in Quicken. Click the **Use an existing account** radio button
  4. Select the corresponding existing Quicken account in the drop-down list and click **OK**

**Repeat steps 3 – 4 for all accounts at BNC Bank.**

5. Choose **Lists menu > Accounts**. Verify that each account at BNC Bank has a blue online circle indicating that it has been reactivated for online services.



## Quicken for Windows® Direct Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

### DOCUMENTATION AND PROCEDURES

#### STEP 1 Conversion Preparation

1. **Backup your data file.** For instructions to back up your data file, choose **Help menu > Quicken Help**. Search for **Backup Data File** and follow the instructions
2. **Download the latest Quicken Update.** For instructions to download an update, choose **Help menu > Quicken Help**. Search for **Update Software** and follow the instructions

#### STEP 2 Connect to Southcoast Community Bank for a final download by **June 24, 2016**

1. Choose **Tools menu > One Step Update**
2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the **One Step Update** dialog
3. In the **One Step Update Settings** dialog, make sure all items are checked and click **Update Now**
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help menu > Quicken Help**. Search for **Matching Transactions** and follow the instructions.

#### QUICKEN FOR WINDOWS 2013-2015

**NOTE: Direct Connect may require registration. Please contact BNC Bank to verify your Direct Connect login information.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

#### STEP 3 Cancel Outstanding Payments by **June 24, 2016**



If you are not a bill pay user in Quicken, please skip this section. Otherwise, this step must be completed to avoid duplicate payment.

1. Choose **Tools menu > Online Center**
2. Select **Southcoast Community Bank** from the **Financial Institution** drop-down list
3. On the **Payments** tab, select an account from which a payment is scheduled in the future

**Note:** Click **Print** to save your list of pending payments. You can use this when you recreate and send these payments later.

4. In the payment status list, you will cancel payments for each payee with a status that is schedule for delivery on a date after **June 24, 2016**. To do this, select the first payee and click **Cancel Payment**

**Perform steps 3 – 4 for all payments scheduled for delivery on a date after June 24, 2016**

5. On the toolbar, choose **Repeating**
6. Select a payment instruction and click **Delete**. You will need to click **Delete** again in a confirmation window

**Repeat step 6 for each repeating payment instruction you have with Southcoast Community Bank**

## STEP 4 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

1. Choose Tools menu > Account List
2. Click the **Edit** button of the account you want to deactivate
3. In the **Account Details** dialog, click on the **Online Services** tab
4. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation
5. Click on the **General** tab
6. Remove the financial institution name and account number. Click **OK** to close the window

### Repeat steps 2 – 6 for each account at Southcoast Community Bank

7. Backup your data file

## STEP 5 Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

1. Choose Tools menu > Account List
2. Click the **Edit** button of the account you want to activate
3. In the **Account Details** dialog, click on the **Online Services** tab
4. Click **Set up Now**
5. Use **Advanced Setup** to activate your account
6. Enter **Bank of North Carolina-New** and click **Next**
7. On the **Select Connection Method** screen, select **Direct Connect**
8. Type your **User ID** and **Password** and click **Connect**
9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching accounts in the drop-down menu

**Important:** Do **Not** select **Add to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**

10. After all accounts have been matched, click **Next**. You will receive confirmation that your account(s) have been added
11. Click **Done** or **Finish**

## STEP 6 Recreate Online Payments at BNC Bank

**Note:** If you do not use bill pay within Quicken, your conversion is complete. If you use online bill payments from within Quicken, you will now want to recreate your online bill payments.

1. Recreate your payments. For assistance in recreating payments, choose **Help menu > Quicken Help**. Search for **Create an online payment** and follow the instructions.

Thank you for making these important changes!

## Quicken for Windows® Express Web Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

### DOCUMENTATION AND PROCEDURES

#### STEP 1 Conversion Preparation

1. **Backup your data file.** For instructions to back up your data file, choose **Help menu > Quicken Help**. Search for **Backup Data File** and follow the instructions
2. **Download the latest Quicken Update.** For instructions to download an update, choose **Help menu > Quicken Help**. Search for **Update Software** and follow the instructions

#### STEP 2 Connect to Southcoast Community Bank for a final download by **June 24, 2016**

1. Choose **Tools menu > One Step Update**
2. Depending on how you manage financial institution passwords, you may be prompted to enter your Vault password at this time or to enter individual passwords in the **One Step Update** dialog
3. In the **One Step Update Settings** dialog, make sure all items are checked and click **Update Now**
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

**Note:** If you need assistance matching transactions, choose **Help menu > QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

#### QUICKEN FOR WINDOWS 2013-2015

**NOTE: Quicken Web Connect/Express Web Connect accounts use the same User ID and PIN/Password as BNC Bank website**

#### STEP 3 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

1. Choose **Tools menu > Account List**
2. Click the **Edit** button of the account you want to deactivate
3. In the **Account Details** dialog, click on the **Online Services** tab
4. Click on **Deactivate**. Follow the prompts to confirm the deactivation
5. Click on the **General** tab
6. Remove the financial institution name and account number. Click **OK** to close the window

**Repeat steps 2 – 6 for each account at Southcoast Community Bank**

**Continue to Step 4**

**STEP 4** Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

1. Choose Tools menu > Account List
2. Click the **Edit** button of the account you want to activate
3. In the Account Details dialog, click on the **Online Services** tab
4. Click **Set up Now**
5. Use **Advanced Setup** to activate your account
6. Enter **Bank of North Carolina-New** and click **Next**
7. On the Select Connection Method screen, select **Express Web Connect**
8. Type your **User ID** and **Password** and click **Connect**

**Note:** You may be presented with a security question from your Financial Institutions prior to receiving your accounts.

9. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching accounts in the drop-down menu

**Important:** Do **Not** select **Add to Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**

10. After all accounts have been matched, click **Next**. You will receive confirmation that your account(s) have been added
11. Click **Done** or **Finish**

Thank you for making these important changes!

## Quicken for Windows® Web Connect

As Southcoast Community Bank completes its system conversion to BNC Bank, you will need to modify your Quicken settings to ensure the smooth transition of your data. Please reference the dates next to each task as this information is time sensitive. To complete these instructions, you will need your User ID and Password for the Southcoast Community Bank and BNC Bank websites.

### DOCUMENTATION AND PROCEDURES

#### STEP 1 Conversion Preparation

1. **Backup your data file.** For instructions to back up your data file, choose **Help menu > Search**. Search for **Backing Up Your Data** and follow the instructions
2. **Download the latest Quicken Update.** For instructions to download an update, choose **Help menu > Search**. Search for **Update Software** and follow the instructions

#### STEP 2 Connect to Southcoast Community Bank for a final download by **June 24, 2016**

1. Log in to Southcoast Community Bank and download your Quicken Web Connect file
2. Click **File > File Import > Web Connect File**
3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing
4. If new transactions were received from your connection, accept all new transactions into the appropriate registers.

**Note:** If you need assistance matching transactions, choose **Help menu > Quicken Help**. Search for **Matching Transactions** and follow the instructions.

#### QUICKEN FOR WINDOWS 2013-2015

**NOTE: This update is time sensitive. Important dates are highlighted in red.**

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15 – 30 minutes.

Thank you for making these important changes!

#### STEP 3 Deactivate Your Account(s) at Southcoast Community Bank on or after **June 27, 2016**

1. Choose **Tools menu > Account List**
2. Click the **Edit** button of the account you want to deactivate
3. In the **Account Details** dialog, click on the **Online Services** tab
4. Click on **Deactivate**. Follow the prompts to confirm the deactivation
5. Click on the **General** tab
6. Remove the financial institution name and account number. Click **OK** to close the window

**Repeat steps 2 – 6 for each account at Southcoast Community Bank**

#### STEP 4 Re-activate Your Account(s) at BNC Bank on or after **June 27, 2016**

1. Log in to BNC Bank and download your Quicken Web Connect file
  2. Click **File > File Import > Web Connect File**
  3. If prompted for connectivity type, select **Web Connect**
- Important:** Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.
4. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link to an existing account** and select the matching accounts in the drop-down menu

**Important:** Do Not select **Create a new account**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken** or click the **Cancel** button

**Repeat steps 2 – 4 for each account at BNC Bank.**