

## Quicken Deactivation and Reactivation Procedures

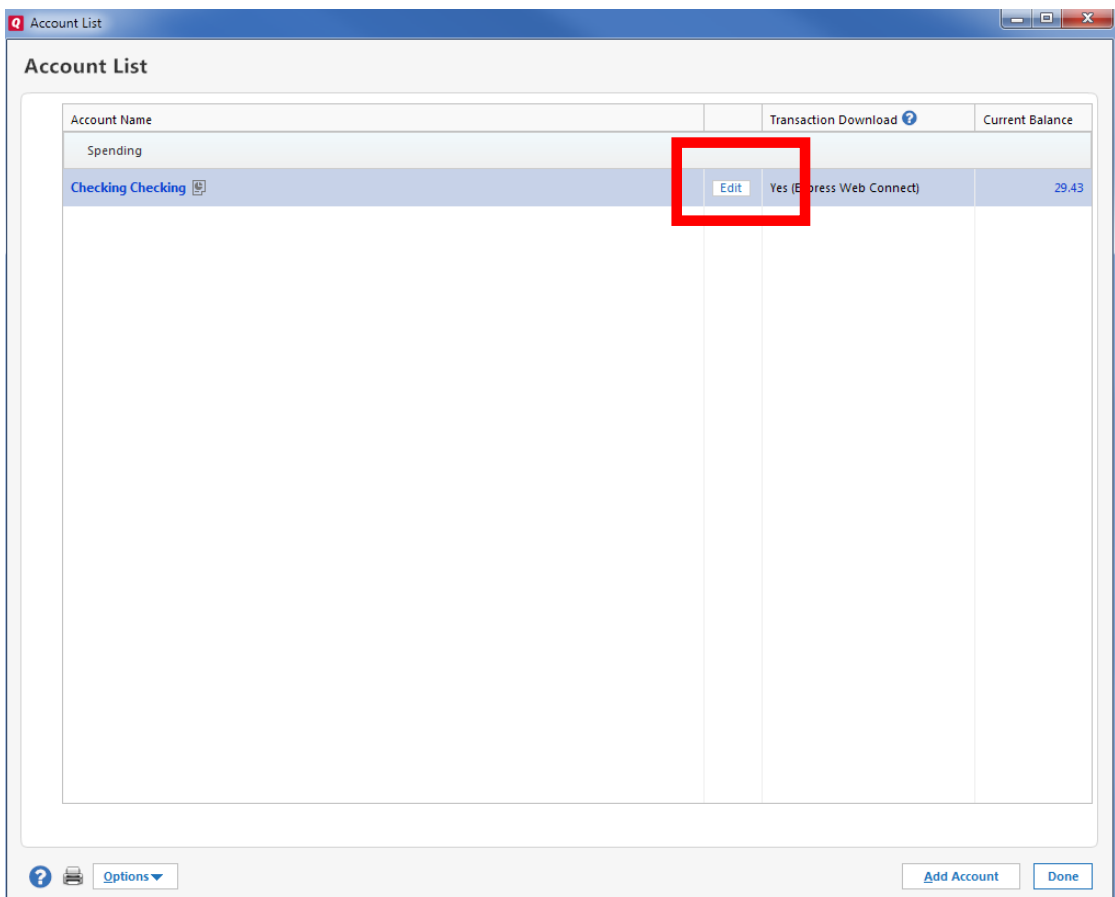
Union Bank is upgrading our online banking service on March 13th. If you are a Quicken or QuickBooks user, please be sure to download your latest transactions on MARCH 9TH OR 10TH.

To continue using Quicken after the upgrade, you will need to complete an account deactivation and reactivation process within Quicken.

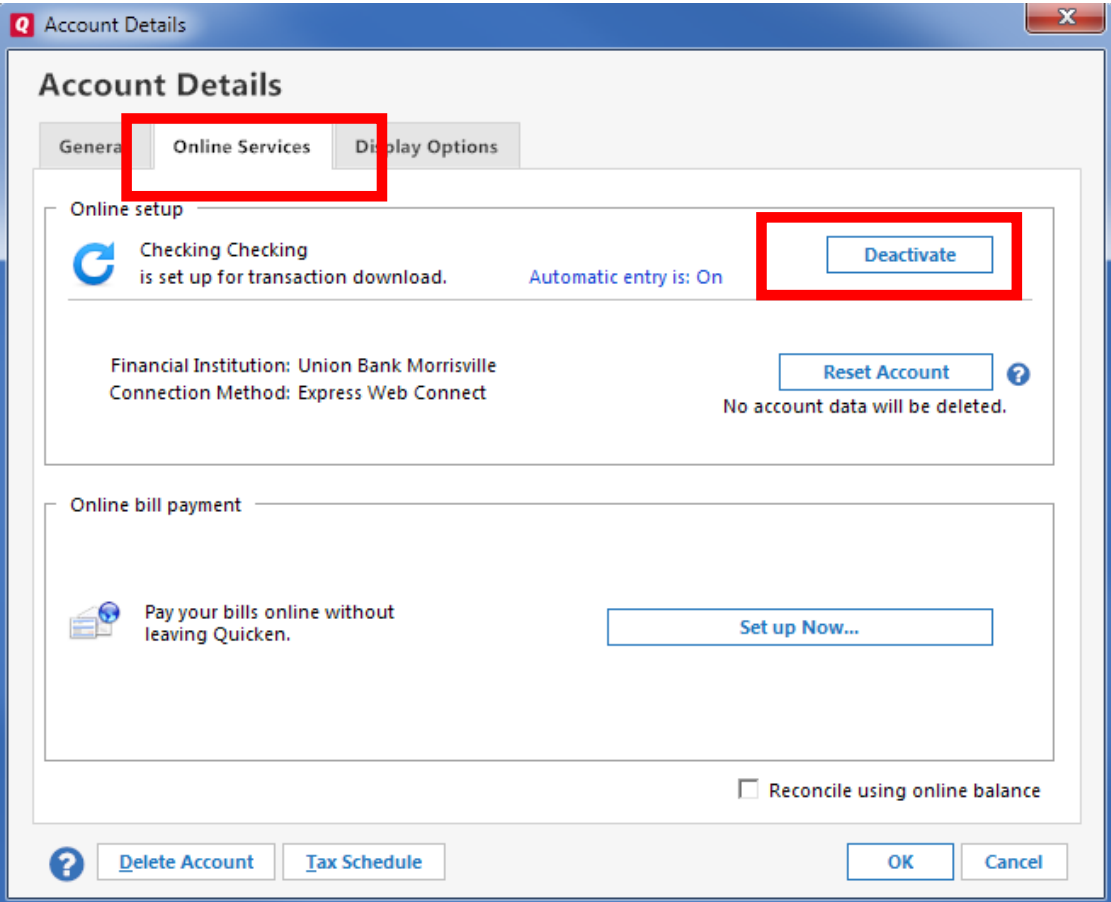
On or after March 19<sup>th</sup>, users need to perform a deactivate and activate process to connect Quicken/QuickBooks to “Union Bank Morrisville” so transactions automatically download from online banking to Quicken/QuickBooks when you go online through that software.

**Note: Be sure to back-up your Quicken data files before beginning this procedure.**

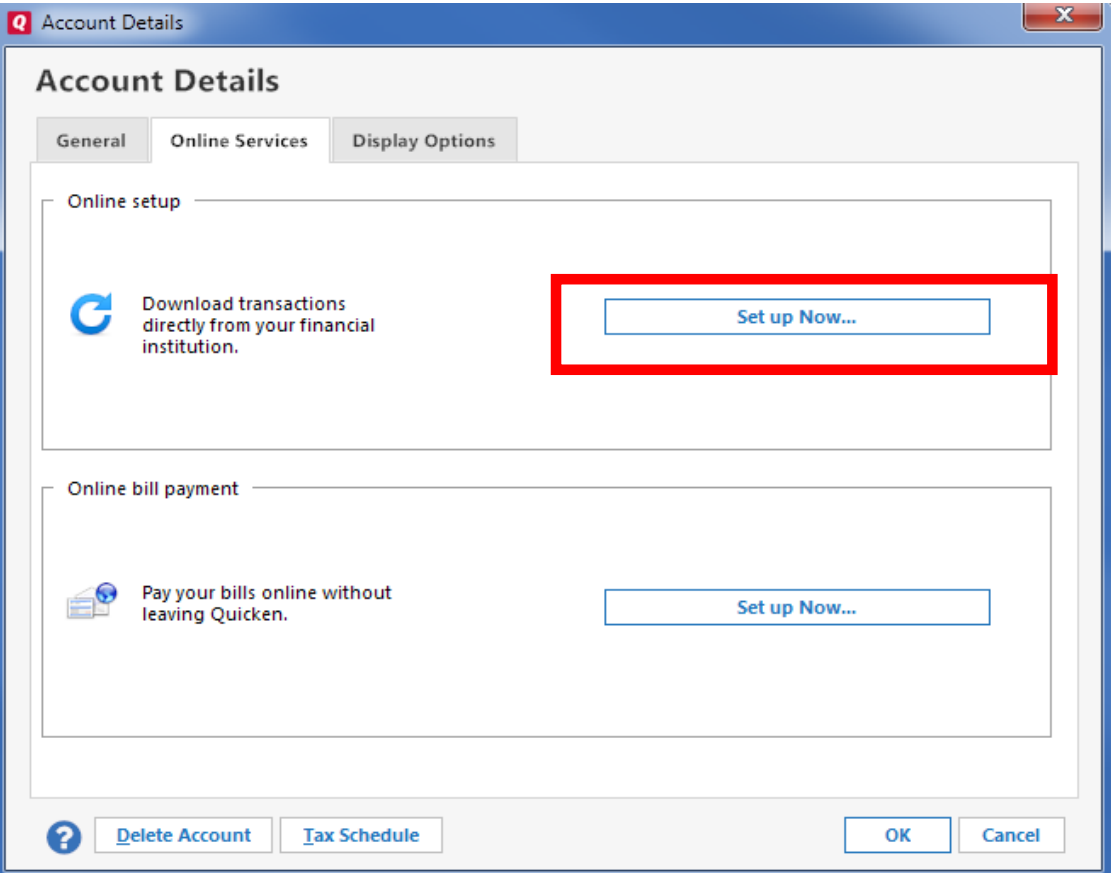
**Step One: Go to your Account List and click the Edit button.**



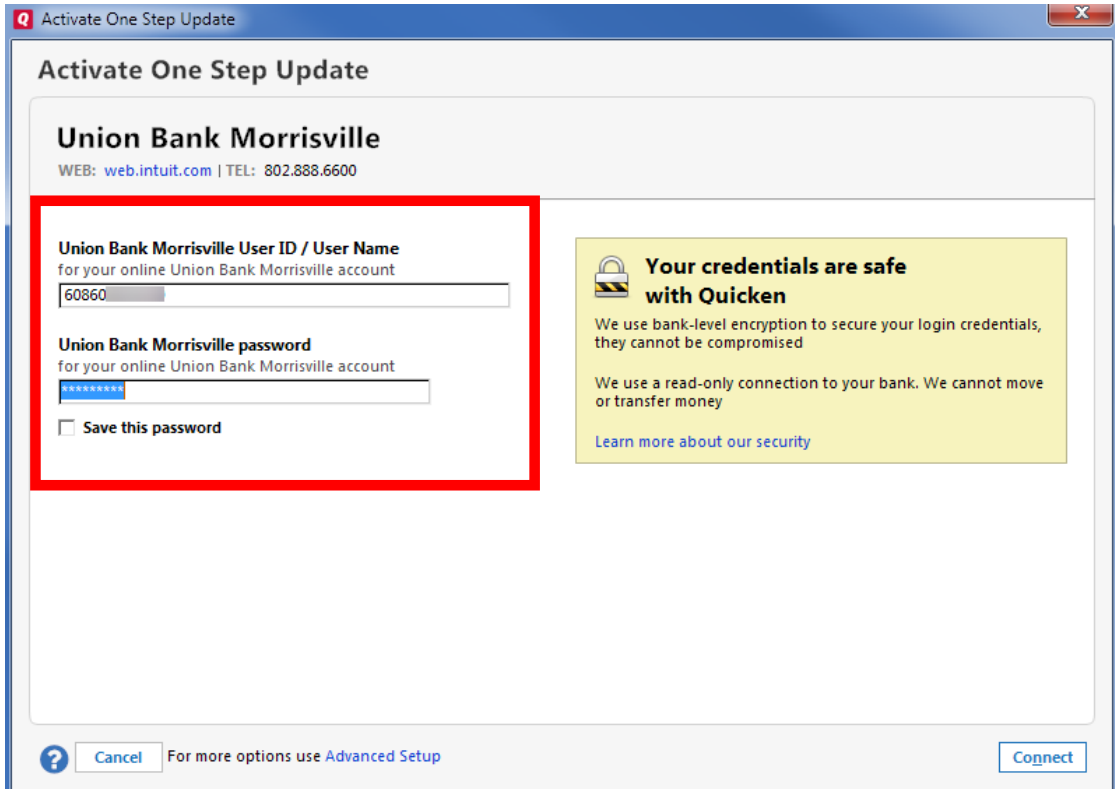
**Step Two:** On the Account Details screen, click the Online Services tab, and then the Deactivate button



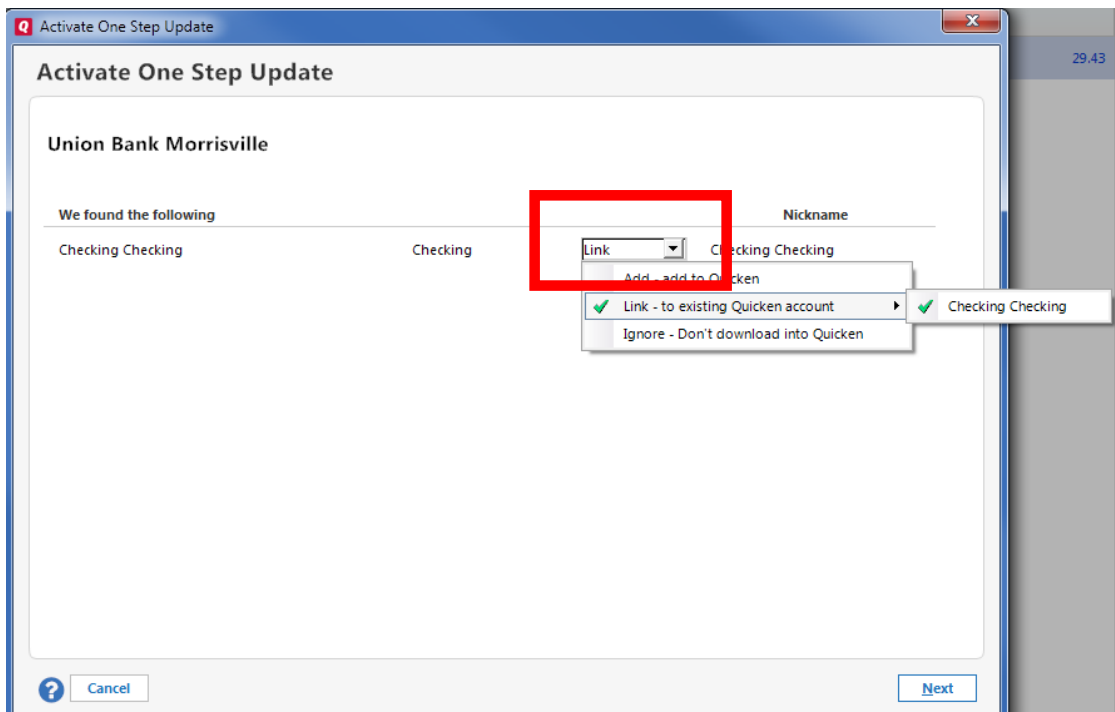
**Step Three:** Click “Yes” to the deactivate question. Once the process is complete, you may click the “Set Up Now” button



**Step Four:** In the “Activate One Step Update”, please enter your Username and Password and click the “Connect” button in the lower right of the screen. If you changed your Username or Password in the new online banking system, please use those new credentials in Quicken.



**Step Five:** After Quicken completes the connection process, be sure the “Activate One Step Update” screen shows **Link** before the account nickname. If not, please select **Link**. Do not select “Add” or you will create duplicate accounts in Quicken.



Complete the procedure by clicking the Next button.