Quicken Instructions for Mac Users

Task 1: Deactivate Your Account(s) At VCCU

1. Choose **Lists** menu > **Accounts**.
1. Select the account that you want to disable and click **Edit**.
2. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.
3. Remove the information within the **Account Number** and **Routing Number** fields.
4. Click **OK** to save your edits.
5. Repeat steps 2 – 5 for each account at *VCCU*.
6. Verify that your account list does not display a blue online circle icon for any accounts at *VCCU.*

Task 2: Re-activate Your Account(s) at VCCU

1. Log into the VCCU website.
2. Download and import your transactions to Quicken.
3. Click the **Use an existing account** radio button.
4. Select the corresponding existing Quicken account in the drop-down list and click **OK**.
5. Repeat steps 3-4 for all accounts at *VCCU.*
6. Choose **Lists** menu > Accounts. Verify that each account at *VCCU* has a blue online circle indicating that it has been reactivated for online services.

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