End User Migration Instructions

INTUIT QUICKEN (WINDOWS/MAC) / QUICKEN & QUICKBOOKS

As The Bank of Kentucky completes a system migration, you will need to modify certain information in your Quicken/QuickBooks software to ensure a smooth transition of your data. You must complete the following steps *after* the conversion date: 2-28-2008.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your PFM Banking service may stop functioning properly.

If you have any questions regarding these instructions, please contact Patti McDermott at 859-372-9754 to assist you from 9:00 a.m. to 5:00 p.m. EST Monday – Friday.

Select your software version from this index to access instructions for your online accounts within Quicken (WIN/MAC) / QUICKEN & QUICKBOOKS.

Quicken Windows 2007 - 2008
Quicken Windows 2005-2006
Quicken MAC 2007-2008
Quicken MAC 2005-2006
QuickBooks 2008
QuickBooks 2006 - 2007
QuickBooks 2005

Quicken Windows 2007-2008 Instructions

STEP A.	INSTALL THE LATEST QUICKEN UPDATE

Follow the steps in this section to determine if a Quicken update is available and to download the update.

1. From the Quicken **Online** menu, choose **One Step Update**.
2. Uncheck all options in the One Step Update dialog boxes and click **Update Now**.
3. If an update is available, apply it now.
4. Exit and restart Quicken.

For more information, see http://www.intuit.com/support/quicken/updates/.

STEP B.	BACK UP YOUR CURRENT QUICKEN DATA

From the Quicken **File** menu, choose **Backup**, enter information, as needed in the Quicken Backup dialog boxes, and then click **OK**.

Do not restore to any earlier backups after you complete these instructions.

STEP C.	DEACTIVATE YOUR ACCOUNTS

1. Open the register for the first account at The Bank of Kentucky.
2. Click the **Overview** tab.
3. Before you continue, it is important that you record your account information. From this window you will see your **Account Number**, **Routing Number**, and **Customer ID**. Write this information down so you have it later, or choose **File**, **Print Overview**.
4. In the Account Attributes area, click **Change Online Services**.
5. Click **Remove from One Step Update** in the One Step Update.
6. Click **Yes** when the "Would you like to deactivate this service?" message appears
7. Click **Yes** to continue and then **OK**
8. Repeat steps 1-7 for all accounts enabled for online access.
9. To ensure all online accounts have been disabled, go to the **Tools** menu**, Account List** and verify the word 'Activated' does not appear in the Online Services column for all your The Bank of Kentucky accounts. Close this screen by clicking the 'X' on the top right corner of this page.

STEP D. REACTIVATE YOUR ACCOUNT(S)

1. Open the register for the first account at The Bank of Kentucky
2. Click the **Overview** tab
3. In the account attributes area, click **Change Online Services**.
4. Click the **Online Services** tab.
5. To activate Transaction Download, click **Activate One Step Update** in the One Step Update area.
6. Enter the Direct Connect User ID and PIN and click **Next.** Follow the instructions to match the existing account and add new accounts, as applicable.
7. If you have more than 6 six accounts, repeat steps 1-6 for each additional set of 6 accounts used for online services.

If you use the Quicken PIN Vault, update it now.

If you use the Quicken PIN Vault, you will need to re-add your PIN for The Bank of Kentucky.

1. From the Quicken **Online** menu, choose **Password Vault** and then choose **Edit**.
2. In the PIN Vault Password dialog box, enter your PIN Vault Password and then click **OK**.
3. Select the User ID at The Bank of Kentucky and click **Add Password**
4. In the "Add a Password" dialog box, enter your The Bank of Kentucky PIN, re-enter your The Bank of Kentucky PIN, and then click **Add**.
5. Click **Done**.

STEP E. GO ONLINE

1. From the Quicken **Online** menu, choose **Online Center**.
2. In the Online Center window, click **Update/Send**.
3. Click **Update Now** to continue and then wait until your online session is completed

Quicken Windows 2005 - 2006 Instructions

STEP A.	INSTALL THE LATEST QUICKEN UPDATE

Follow the steps in this section to determine if a Quicken update is available and to download the update.

1. From the Quicken **Online** menu, choose **One Step Update**.
2. Uncheck all options in the One Step Update dialog boxes and click **Update Now**.
3. If an update is available, apply it now.
4. Exit and restart Quicken.

For more information, see http://www.intuit.com/support/quicken/updates/.

STEP B.	BACK UP YOUR CURRENT QUICKEN DATA

From the Quicken **File** menu, choose **Backup**, enter information, as needed in the Quicken Backup dialog boxes, and then click **OK**.

Do not restore to any earlier backups after you complete these instructions.

STEP C.	DEACTIVATE YOUR ACCOUNTS

1. Open the register for the first account at The Bank of Kentucky.
2. Click the **Overview** tab.
3. Before you continue, it is important that you record your account information. From this window you will see your **Account Number**, **Routing Number**, and **Customer ID**. Write this information down so you have it later, or choose **File**, **Print Overview** (2006/2005) or **Print Page** (2004).
4. In the Account Attributes area, click **Change Online Services**.
5. Click **Deactivate** in the Transaction Download area and then click **Yes** in the pop-up dialog box to confirm.
   You will receive the message: “You are about to delete setup information for an online account.” Click **OK**. Click **OK** again.
6. Repeat steps 1-5 for all accounts enabled for online access.
7. To ensure all online accounts have been disabled, go to the **Tools** menu**, Account List** and verify the word ‘Activated’ does not appear in the Online Services column for all your The Bank of Kentucky accounts. Close this screen by clicking the ‘X’ on the top right corner of this page.

STEP D. REACTIVATE YOUR ACCOUNT(S)

1. Open the register for the first account at The Bank of Kentucky
2. Click the **Overview** tab
3. In the account attributes area, click **Edit Account Details**.
4. Click the **Online Services** tab.
5. To activate Transaction Download, click **Activate** in the Transaction Download area. Enter the Direct Connect User ID and PIN and click **Next.** Follow the in-screen instructions to match the existing account and add new accounts, as applicable.
6. If you have more than six accounts, repeat steps 1-5 for each additional set of 6 accounts that use online services.

If you use the Quicken PIN Vault, update it now.

If you use the Quicken PIN Vault, you will need to re-add your PIN for The Bank of Kentucky.

1. From the Quicken **Online** menu, choose **PIN Vault** and then choose **Edit**.
2. In the PIN Vault Password dialog box, enter your PIN Vault Password and then click **OK**.
3. Select your first account at The Bank of Kentucky by clicking the account number.
4. Click **Add PIN**.
5. In the Change A PIN dialog box, enter your The Bank of Kentucky PIN, re-enter your The Bank of Kentucky PIN, and then click **Add**.
6. Click **Done**.
7. Repeat steps 3 – 6 for each account at The Bank of Kentucky

STEP E. GO ONLINE

1. From the Quicken **Cash Flow** menu, choose **Online Center**.
2. In the Online Center window, click **Update/Send**.
3. Click **Update Now** to continue and then wait until your online session is completed

Quicken MAC 2007-2008 Instructions

STEP A	INSTALL THE LATEST QUICKEN 2007 UPDATE

1. From the **Quicken 2007** menu, choose **Check for Updates**.
2. If an update is available, you will be prompted to go to http://www.intuit.com/support/quicken/updates and follow the instructions to update to the latest version of Quicken.
3. Quit and restart Quicken.

STEP B	BACK UP YOUR CURRENT QUICKEN DATA

From the **File** menu, choose **Save a Copy**, and then click **OK**.

STEP C	DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be accepted in the account register before accounts can be deactivated.

1. From the **Lists** menu, select **Accounts**.
2. Select the account you want to disable and click **Edit**. This will open the Edit Account sheet.
3. In the **Download transactions** dropdown menu, select **not enabled**. You will receive the message: "You are about to disable online services for this account within Quicken." Click **OK**.
4. To save these changes click **OK** at the bottom of the Edit Account sheet.
5. Repeat steps 1-4 for all accounts you have enabled for online access.
6. To ensure all your online accounts have been disabled, go to the **Lists** menu**,** select **Accounts** and verify the blue globe does not appear next to any of your accounts.
7. Close and reopen Quicken MAC.

STEP D	REACTIVATE YOUR ACCOUNTS

1. From the **Lists** menu, select **Accounts**.
2. Select the account you just disabled and click **Edit**. This will open the Edit Account sheet.
3. Select **using direct connect** in the **Download transactions** dropdown menu.
4. Click **OK** to save your changes to this account.
5. Repeat steps 1-6 for every account.

If you use the Quicken PIN Vault, you will need to update your The Bank of Kentucky PIN.

1. From the Quicken **Online** menu, choose **PIN Vault**.
2. In the PIN Vault tab, select The Bank of Kentucky and click **Edit**.
3. In the Change PIN sheet, enter your The Bank of Kentucky PIN, and re-enter your The Bank of Kentucky PIN, and then click **OK**.

STEP E	GO ONLINE

1. From the Quicken **Online** menu, choose **One Step Update**
2. Click on **Enter PIN**.
3. Enter the Direct Connect PIN and click **OK** and then **Update Now**

Quicken MAC 2005-2006 Instructions

STEP A	INSTALL THE LATEST QUICKEN 2005/2006 UPDATE

1. From the **Quicken 2005/2006** menu, choose **Check for Updates**.
2. If an update is available, you will be prompted to go to http://www.intuit.com/support/quicken/updates and follow the instructions to update to the latest version of Quicken.
3. Quit and restart Quicken.

STEP B	BACK UP YOUR CURRENT QUICKEN DATA

From the **File** menu, choose **Save a Copy**, and then click **OK**.

STEP C	DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be accepted in the account register before accounts can be deactivated.

1. From the **Lists** menu, select **Accounts**.
2. Select the account you want to disable and click **Edit**. This will open the Edit Account sheet.
3. In the **Download transactions** popup, select **not enabled**. You will receive the message: "You are about to disable online services for this account within Quicken." Click **OK**.
4. To save these changes click **OK** at the bottom of the Edit Account sheet.
5. Repeat steps 1-4 for all accounts you have enabled for online access.
6. To ensure all your online accounts have been disabled, go to the **Lists** menu**,** select **Accounts** and verify the blue globe does not appear next to any of your accounts.
7. Close and reopen Quicken MAC.

STEP D	REACTIVATE YOUR ACCOUNTS

1. From the **Lists** menu, select **Accounts**.
2. Select the account you just disabled and click **Edit**. This will open the Edit Account sheet.
3. Select **using direct connect** in the **Download transactions** dropdown menu.
4. Click **OK** to save your changes to this account.
5. Repeat steps 1-6 for every account.

If you use the Quicken PIN Vault, you will need to update your The Bank of Kentucky PIN.

1. From the Quicken **Online** menu, choose **PIN Vault**.
2. In the PIN Vault tab, select The Bank of Kentucky and click **Edit**.
3. In the Change PIN sheet, enter your The Bank of Kentucky PIN, and re-enter your The Bank of Kentucky PIN, and then click **OK**.

STEP E	GO ONLINE

1. From the Quicken **Online** menu, choose **Download Transactions**. Make sure that The Bank of Kentucky is selected from the Financial Institution popup.
2. Click **Download** and enter your Direct Connect PIN when prompted.

QuickBooks 2008 Instructions

STEP A. INSTALL THE QUICKBOOKS UPDATE

1. From the **Help** menu, select **Update QuickBooks.**
2. Select **Update Now** and then **Get Updates**

STEP B. BACKUP YOUR CURRENT QUICKBOOKS DATA

1. From the QuickBooks menu, choose **File**, **Save Copy or Backup**
2. Select **Backup Copy**, and click **Next**.
3. Follow the on screen instructions to back up the file.

STEP C. DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be added to the account register before deactivating accounts.

1. From the **Lists** menu select **Chart of Accounts**.
2. Select a The Bank of Kentucky online account. Click the **Account** button, Select **Edit Account**.
3. The Edit Account dialog box appears. Click **Online Services** tab.
4. QuickBooks displays the Online Services window. Select **Deactivate All Online Services** and then **Save & Close.**
5. QuickBooks displays a warning message informing you that you are about to delete online setup information for a QuickBooks online account. Click **OK**
6. Repeat steps 1 through 5 until all The Bank of Kentucky accounts have been disabled.
7. **CLOSE and REOPEN QuickBooks.**

STEP D. REACTIVATE YOUR ACCOUNT(S)

1. From the **Banking** menu, select **Online Banking**, and then **Set Up Account for Online Services**
2. At the Select your QuickBooks account: dropdown menu, select an account and click **Next**
3. Select The Bank of Kentucky from the dropdown menu and click **Next**
4. Select **Direct Connect** and click **Next**
5. Select **I have my special QuickBooks online services The Bank of Kentucky PIN** and click **Next**
6. Enter Direct Connect Customer ID and password and click **Sign In**

7. Highlight the account and select **Next**
8. Click **Finish**
9. From the **Banking** menu, select **Online Banking**, and then **Set Up Account for Online Services**
10. Click **Yes** to close all windows.
11. Repeat steps 2-10 until all accounts have been activated

STEP F.	GO ONLINE

1. From the **Banking** menu, select **Online Banking**, and then **Online Banking Center**.
2. The Online Banking Center appears. Click **Go Online**. Enter your PIN and click **OK.**

QuickBooks 2006-2007 Instructions

STEP A.	INSTALL THE QUICKBOOKS UPDATE

3. From the **Help** menu, select **Update QuickBooks.**
4. Select **Update Now** and then **Get Updates**

STEP B.	BACKUP YOUR CURRENT QUICKBOOKS DATA

From the QuickBooks menu, choose **File**, **Backup**, and enter a new backup filename.

STEP C.	DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be added to the account register before deactivating accounts.

8. From the **List** menu select **Chart of Accounts**.
9. Select a The Bank of Kentucky online account. Click the **Account** button, Select **Edit Account**.
10. The Edit Account dialog box appears. Click **Online Info** tab.
11. Write down the ROUTING NUMBER, ACCOUNT NUMBER, ACCOUNT TYPE, and CUSTOMER ID. You will need this in a later step.
12. QuickBooks displays the Online Info window. Deselect **Online Account Access.** Click **OK**.
13. QuickBooks displays a warning message informing you that you are about to delete online setup information for a QuickBooks online account. Click **OK**
14. If QuickBooks displays a warning message asking you if you want to retain the online information associated with this account. Click **NO**.
15. Repeat steps 1 through 8 until all The Bank of Kentucky Accounts have been disabled.
16. **CLOSE and REOPEN QuickBooks.**

STEP D.	REACTIVATE YOUR ACCOUNT(S)

12. From the **Banking** menu, select **Online Banking**, and then **Online Banking Center**
13. At the prompt to set up accounts for online services, select **Yes**
14. Click **Yes** to continue
15. Click **Enable Accounts** tab. Click **Next**. Click **Add Financial Institution** button.

16. Select The Bank of Kentucky. Click the **Done** button and then **OK.**
17. Click the dropdown arrow to the right of **I would like to enter information for my accounts.**
18. Select The Bank of Kentucky. Click **Next.**
19. Select **Yes I have my confirmation letter from** The Bank of Kentucky. Click **Next**.
20. Enter the **Routing Number.**
21. Enter your Customer ID.

    [Insert information about the end user's new Customer ID, if applicable.]

22. Click **Next.** Click the dropdown arrow to the right of **Use my existing QuickBooks account**. Select your QuickBooks online Account. Click **Next**.
23. Click the dropdown arrow to the right of The Bank of Kentucky **Account Type**.
24. Select the correct account type for this account.
25. Type your The Bank of Kentucky account number into the Account Number.

26. Select online account access and click **Next.**
27. Review the account information.
28. If you have more accounts to enable, select **Yes** next to **Do you wish to enable additional accounts?** Click **Next** and repeat these steps until all The Bank of Kentucky Accounts have been enabled.
29. If you do not have more accounts to enable, select **No** next to "Do you wish to enable additional accounts?" Click **Next**.
30. QuickBooks displays the Service Agreement. Click **OK**.
31. QuickBooks asks if you wish to enable accounts at another institution.
32. Select **No**. Click **Next**.
33. QuickBooks displays a Congratulations screen. Click **Leave**.

STEP F. GO ONLINE

3. From the **Banking** menu, select **Online Banking**, and then **Online Banking Center**.
4. The Online Banking Center appears. Click **Go Online**. Enter your PIN and click **OK.**

QuickBooks 2005

STEP A.	INSTALL THE QUICKBOOKS UPDATE

From the QuickBooks menu, choose **File, Update QuickBooks.** Follow update instructions.

STEP B.	BACKUP YOUR CURRENT QUICKBOOKS DATA

Back up your current QuickBooks data. From the QuickBooks menu, choose File, Backup, and enter a new backup filename.

STEP C.	DEACTIVATE YOUR ACCOUNTS

Note: All transactions must be added to the account register before deactivating accounts.

1. Select **Chart of Accounts** from the **List** menu.
2. Select a The Bank of Kentucky online account. Click the **Account** button, Select **Edit**.
3. The Edit Account dialog box appears. Click **Online Info** tab.
4. Write down the ROUTING NUMBER, ACCOUNT NUMBER, ACCOUNT TYPE, and CUSTOMER ID. You will need this in a later step.
5. QuickBooks displays the Online Info window. Deselect **Online Account Access.** Click **OK**.
6. QuickBooks displays a warning message informing you that you are about to delete online setup information for a QuickBooks online account. Click **OK**
7. If QuickBooks displays a warning message asking you if you want to retain the online information associated with this account. Click **NO**.
8. **CLOSE and REOPEN QuickBooks.**
9. Repeat steps 1 through 8 until all The Bank of Kentucky Accounts have been disabled.

STEP D.	REACTIVATE YOUR ACCOUNT(S)

1. Select **Set Up Online Financial Services** from the **Banking** menu.
2. Select **Set Up Account for Online Access.** Click **Enable Accounts** tab. Click **Next**. Click **Add Financial Institution** button.
3. Select The Bank of Kentucky. Click the Done button and then **OK.** Click **Add to QuickBooks** button. Click **Exit** on the Browser bar. Click the dropdown arrow to the right of **I would like to enter information for my accounts.**

4. Select The Bank of Kentucky. Click **Next.**
5. Select **Yes I have my confirmation letter from** The Bank of Kentucky. Click **Next**.
6. Enter the **Routing Number.**
7. Enter your Customer ID.

8. Click **Next.** Click the dropdown arrow to the right of **Use my existing QuickBooks account**.
9. Select your QuickBooks online Account. Click **Next**. Click the dropdown arrow to the right of The Bank of Kentucky **Account Type**.
10. Select the correct account type for this account. Type your The Bank of Kentucky account number into the Account Number.
11. Select online account access and click **Next.**
12. Review the account information.
13. If you have more accounts to enable, select **Yes** next to **Do you wish to enable additional accounts?** Click **Next** and repeat these steps until all The Bank of Kentucky Accounts have been enabled.
14. If you do not have more accounts to enable, select **No** next to "Do you wish to enable additional accounts?" Click **Next**.
15. QuickBooks displays the Service Agreement. Click **OK**.
16. QuickBooks asks if you wish to enable accounts at another institution.
17. Select **No**. Click **Next**.
18. QuickBooks displays a Congratulations screen. Click **Leave**.

STEP F.	GO ONLINE

1. From the **Banking** menu, select **Online Banking Center**
2. The Online Banking Center appears. Click **Go Online**. Enter your PIN and click **OK.**