End User Migration Instructions
MICROSOFT MONEY 2005 - 2007

As The Bank of Kentucky completes a system migration, you will need to modify certain information in your Microsoft Money software to ensure a smooth transition of your data. You must complete the following steps *after* the conversion date: 02-28-2008.

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 Microsoft Money.

Microsoft Money 2005 - 2007

STEP A.	BACK UP YOUR CURRENT MONEY DATA

From the Microsoft Money menu choose **File,** then **Backup.**

STEP B.	PERFORM INTERNET UPDATE / MERGE ACCOUNTS

1. On the **Tools** menu, point to **Internet Updates** and then click **Update Now**.
2. Check the **Download cleared transactions** option.

Enter the Direct Connect User ID and PIN and click **Update**.

3. Match the accounts as appropriate and click **OK.** Click **OK** at the “Accounts have been successfully merged” prompt.