

Getting Started with Quicken® 2007-2008 for Windows®



Refer to this guide for instructions about using Quicken's online account services to save time and automatically keep your records up to date.

Before you can download your transactions with Quicken, you need Internet access, your customer ID, and your password.

When prompted by Quicken for your 'Customer ID' enter your 12 digit TIBLINK Login ID. Contact the Electronic Bank Helpdesk with any questions at 305-246-9741.

This guide includes the following sections:

- **[Downloading the Latest Quicken Update](#)**—Describes the steps to download free product updates as they become available for your version of Quicken.
- **[Creating a New Quicken Account](#)**—Explains how to use Express Setup to create a new Quicken account for downloading transactions and paying bills online.
- **[Keeping your Quicken Accounts up to Date](#)**—Explains how to download transactions or send payments with accounts that you have activated for online account services.

For step-by-step help with an online task, choose **Help** menu → **Quicken Help**. In the Type in the word(s) to search for: prompt, enter **Download Transactions**.

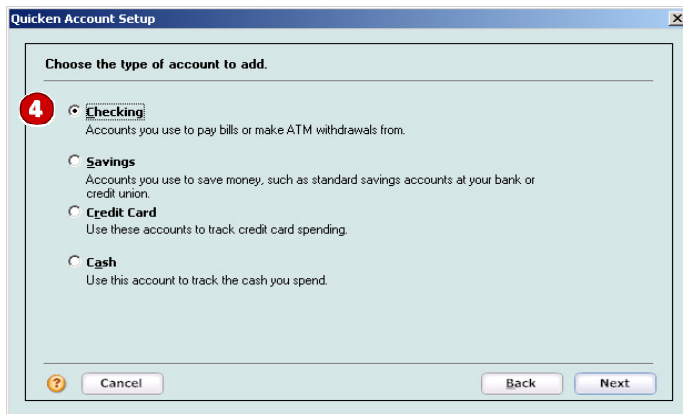
DOWNLOADING THE LATEST QUICKEN UPDATE



1. Click the **Update** icon on the Quicken toolbar.
2. Uncheck all boxes, and click **Update Now** in the One Step Update Settings dialog.
3. If an update is available, then Quicken provides a description of the update and brief instructions for downloading the update.
4. When the update completes, restart Quicken.

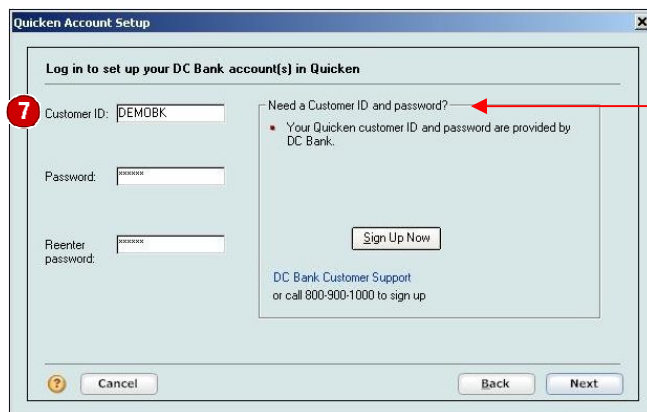
CREATING A NEW QUICKEN ACCOUNT

1. Choose **Cash Flow** menu → **Cash Flow Accounts** → **Add Account**.
2. Enter **TIB Bank** in the Enter a bank name: field, and click **Next**.
3. If the Select Bank Location dialog displays, then choose your location from the list, and click **OK**.
4. Click to select the type of account to set up, and click **Next**.



5. Enter a name for your account, and click **Next**.
6. With **Yes** selected, click **Next** to set up your new accounts.
7. In the Quicken Account Setup dialog, enter your customer ID and password. Enter your password again to confirm it. Click **Next**.

If Quicken prompts you to change your password, follow the on-screen prompts.



Call the Electronic Banking Helpdesk at 305-246-9741 if you are unsure what your ID and Password is.

8. Enter your account information in the next Quicken Account Setup dialog. Click **Next**.
9. Click **Done** to confirm that the accounts in the list are the new accounts you wish to set up.
10. Review your One Step Update Summary page. Click **Close**.
11. Enter your ending date and balance from your last statement, and click **Done**.

KEEPING YOUR QUICKEN ACCOUNTS UP TO DATE

Update Accounts from the Online Center

The Online Center provides additional functions. Within the Online Center, you can easily download transactions to, send payments from, or transfer money between the accounts that you have activated for online account services, depending upon which options your financial institution supports.

1. To open the Online Center, choose **Online** menu → **Online Center**.

The screenshot shows the Online Center window with several callout boxes:

- Select a financial institution to manage and update accounts.** (points to the DC Bank dropdown menu)
- Click here to update your accounts with the selected financial institution.** (points to the Update/Send... button)
- Click the Transactions tab to view your downloaded transactions.** (points to the Transactions tab)
- Click the Transfers tab to transfer money between your accounts.** (points to the Transfers tab)
- Click the E-mail tab to communicate with your financial institution.** (points to the E-mail(0) tab)

The interface also shows a table for account balances:

Account	Transactions	Online Balance
DC Checking	0	5,34



Tip: To update all of your accounts at once, choose **Online** menu → **One Step Update**. Then enter your password in the One Step Update Settings dialog, and click **Update Now**.

2. When the update completes, Quicken displays your transactions at **TIB Bank**. To open your account register, click the appropriate account under the Cash Flow Center, located at the left of the Quicken application.

Cash Flow Center	
2 Checking	5,611.32
Money Market	156.09
Credit Card	-59.18
LOC	0.00
	\$5,708.23

CONGRATULATIONS, YOU ARE SET UP AND READY TO USE QUICKEN!

If you have any questions regarding these instructions, you may contact us at [305-246-9741](tel:305-246-9741). A customer service representative will be available to assist you from **8:00 A.M. To 5:00 P.M. Monday through Friday**. You may also visit the **TIB Bank** Web site at www.tibbank.com or refer to: <http://www.intuit.com/support/quicken>.