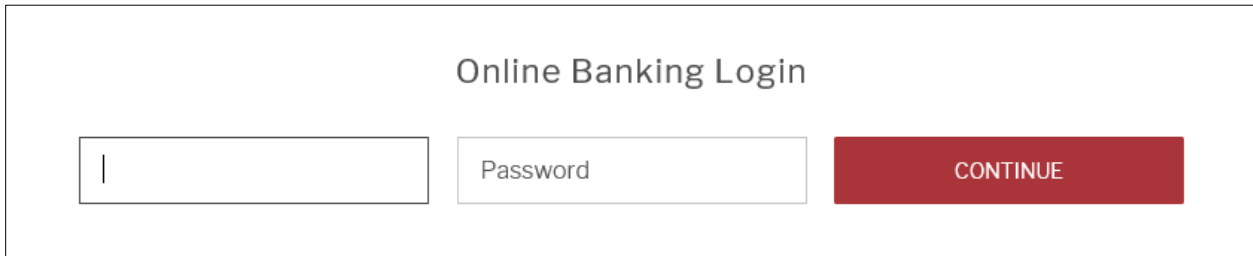
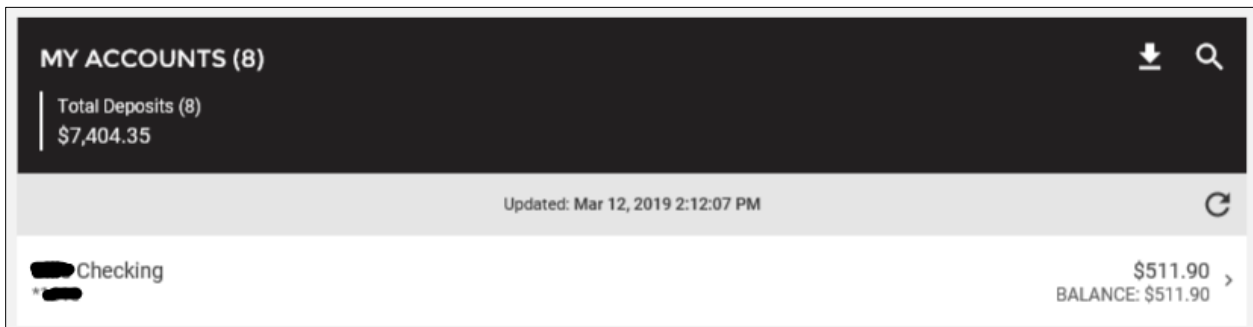


## Quicken Web Connect – Manual Import

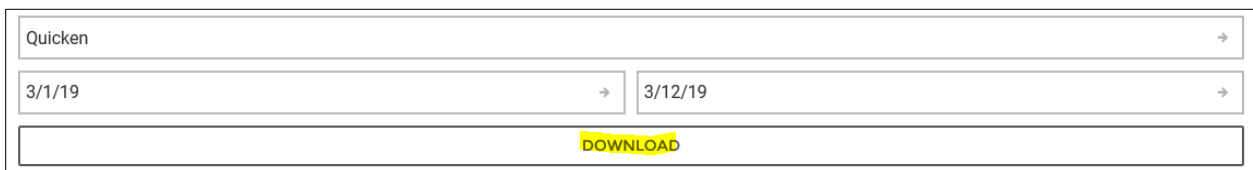
1. Login to Online Banking by going to <https://www.peoplesbank.bank>



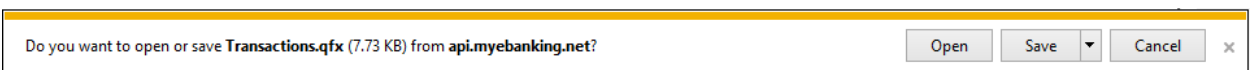
2. From the My Accounts Screen click on the account you want to download transactions from



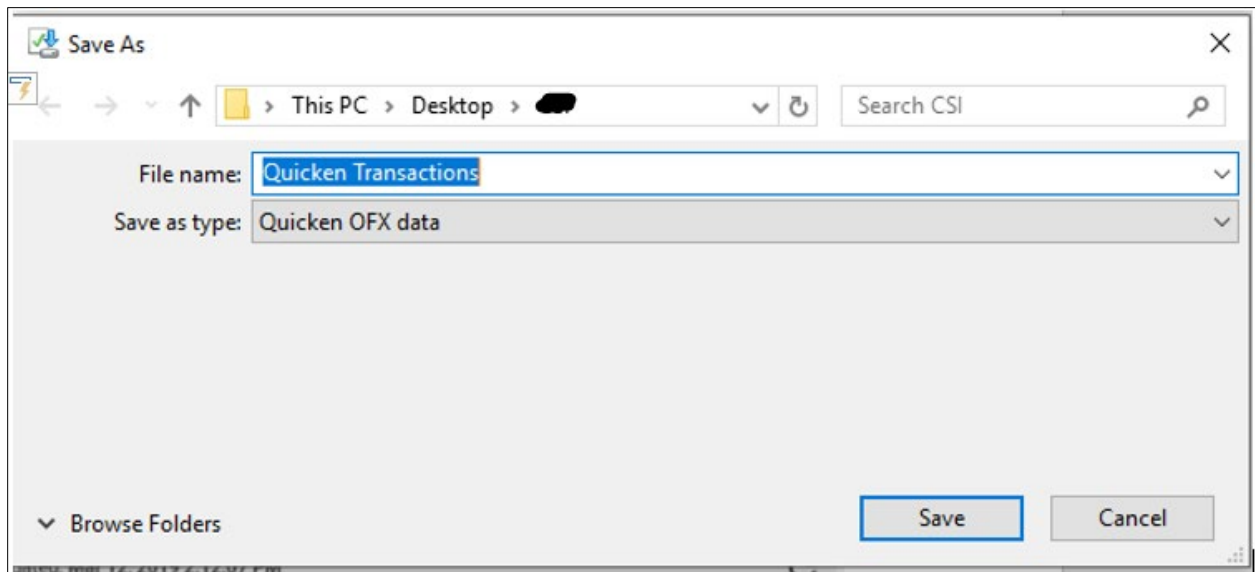
3. Click the download arrow and fill in the required fields; Download Format, Start Date and End Date, then click DOWNLOAD



4. Click Save or Save As and select a location to save the Quicken download file

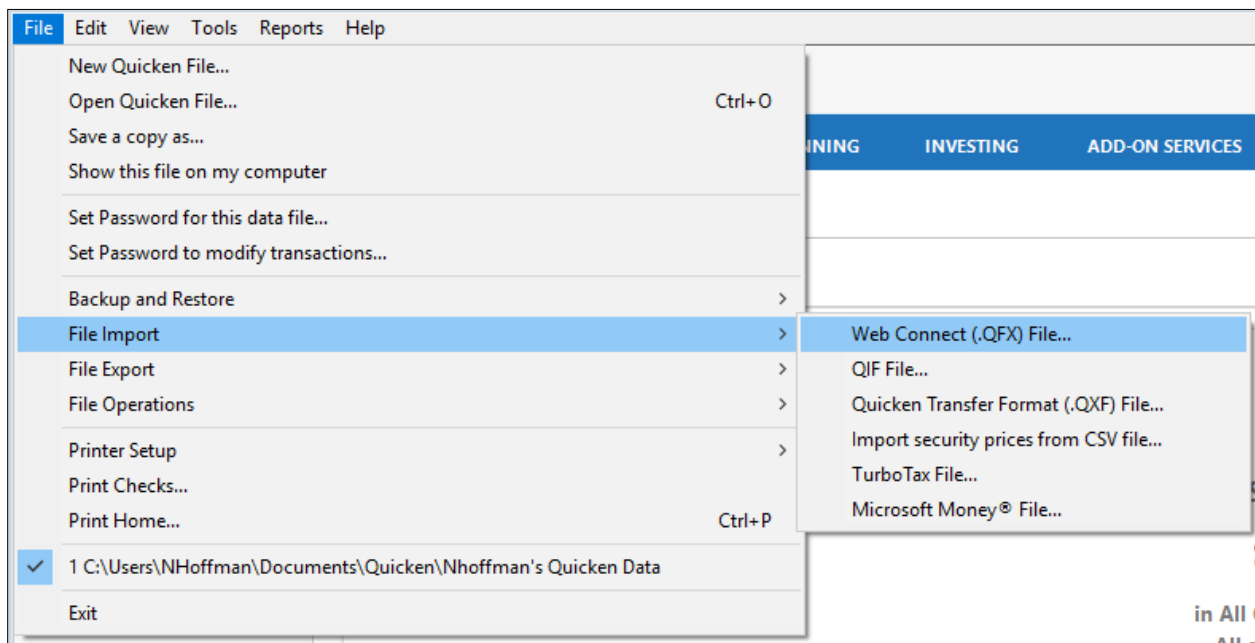


5. Click Save

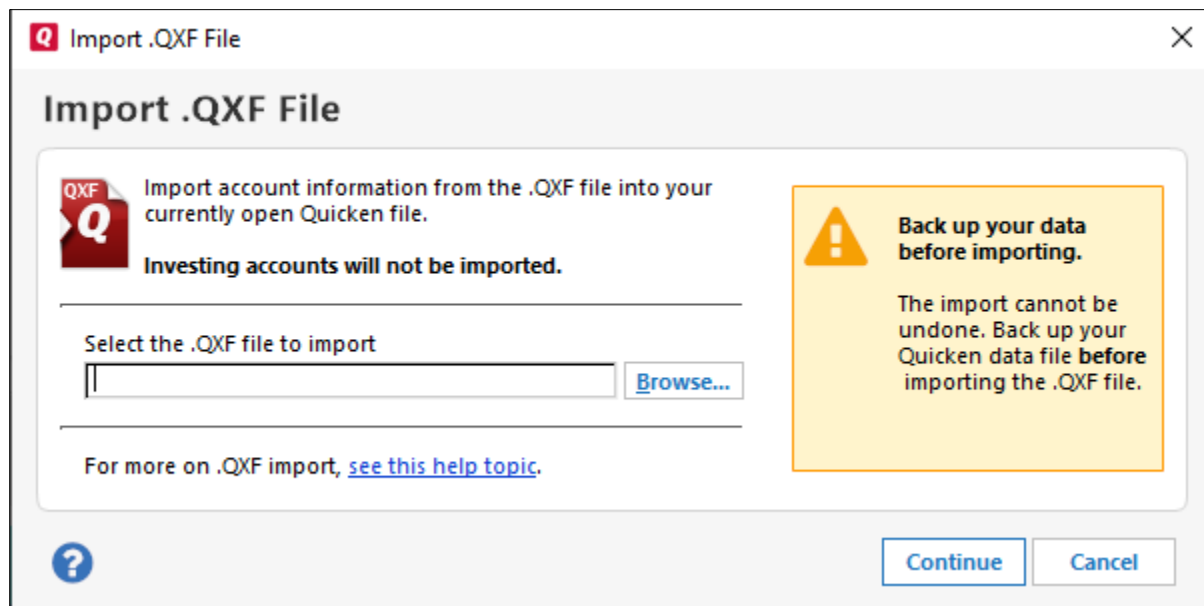


6. Open Quicken

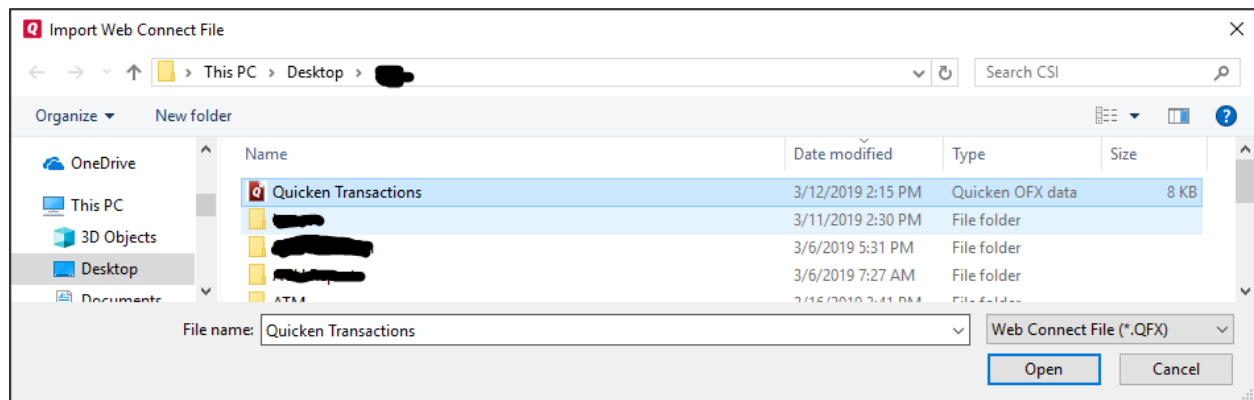
7. Go to File/File Import/Web Connect (.QFX) File...



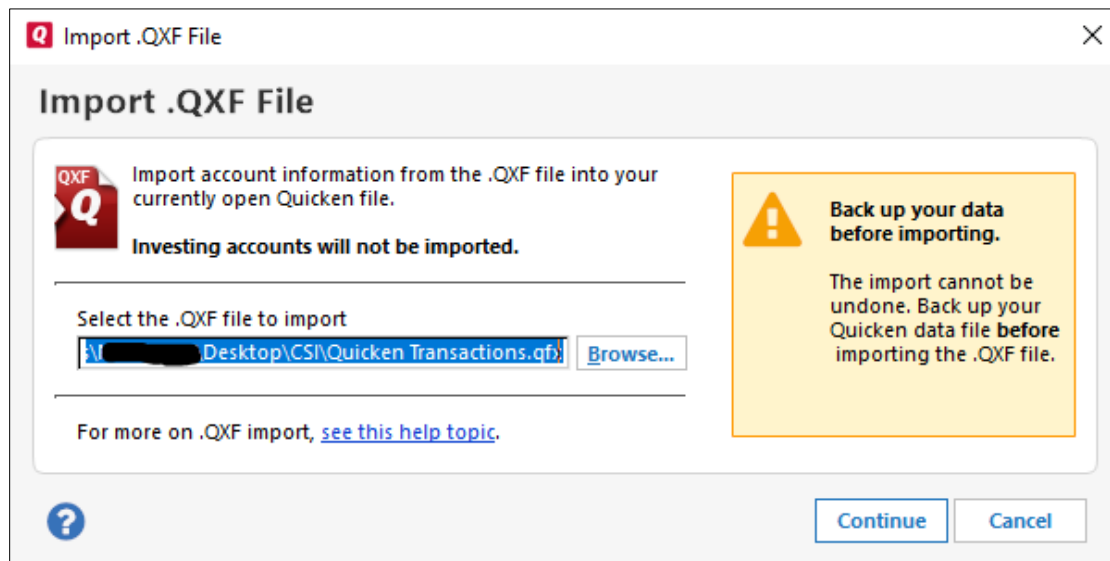
8. Click Browse...



9. Browse to the location where you saved the Quicken file out of online banking then click Open



10. Click Continue



11. Select either Create a new account or Link to an existing account. If linking to an existing account select the account from the drop down. Click Import

The screenshot shows a dialog box titled "Import Downloaded Transactions" with a close button in the top right corner. The main heading is "Import Downloaded Transactions". Below this, the bank name "People's Bank of Commerce" is displayed, followed by "Checking - [redacted]". There are two radio button options: "Create a new account" and "Link to an existing account:". The "Link to an existing account:" option is selected. Under "Create a new account", there is a dropdown menu set to "Checking" and a text input field containing "Checking at People's Bank of Commerce" with "Nickname" written below it. Under "Link to an existing account:", there is a dropdown menu set to "Checking". At the bottom left, there is a help icon and a "Cancel" button. At the bottom right, there is an "Import" button.

12. Click Close

The screenshot shows a dialog box titled "One Step Update Summary" with standard window controls in the top right corner. The main heading is "One Step Update Summary" with a refresh icon to its left. Below the heading, a green bar indicates "One Step Update Complete". Under "Financial Institutions Updated", there is a green circle icon next to "People's Bank of Commerce" and the text "1 account updated, 20 new transactions" below it. To the right of this, the date and time "3/12/2019 2:23 pm" are displayed. Under "Services updated:", there is a green circle icon next to "4 quotes and investing headlines updated". At the bottom left, there is a help icon and two checkboxes: "Show just the last update" (checked) and "Show this window only when there are errors" (unchecked). At the bottom right, there is a "Close" button.

13. To see the items that were just downloaded click the account under Banking on the left menu

<a href="#">All Transactions</a>	
Banking	\$512
Checking	512

14. Review imported transactions

<b>Checking</b>					
Last download March 12, 2019 - 2:23 pm (Web Connect)					
All Dates		Any Type	All Transactions	Reset	
	Date	Chec...	Payee	Memo	
	2/28/2019		Opening Balance		
New	3/1/2019		Deposit	Depo	
New	3/1/2019		Bp	On-U	

15. Repeat these steps for any other account you wish to import transactions from using online banking