Steps for those interested in starting to use quicken and quickbooks for their banking and financing.

1. Buy the product you would like to own and use (quickbooks and/or quicken)
2. Install the products as directed by the directions included with the product
3. Upon first time set up of the product it will ask you to connect (sync) with your financial institution
4. Follow the directions to set up your sync or if converting from quicken or quickbooks please follow these steps to reinstate your Direct connection.
   a. Current Quicken/Quickbase users will end at this step
5. Search for "Farmers & Merchants Bank Berlin" in the institutions list.
6. Complete your set-up as directed.

Using My Portfolio®

My Portfolio allows you to go to a single place to find out the status of your Farmers & Merchants Bank accounts, as well as accounts from other institutions that you choose to add to My PortfolioFootnote 1. You can add investment accounts, real estate holdings and loans, credit card account, non-Farmers & Merchants Bank checking and savings accounts and even travel, hotel and other rewards accounts. Plus, you can choose to add news and email accounts and read the latest message subjects from those accounts in the same place you're checking your finances.

In addition, My Portfolio shows you your estimated net worth based on the information and accounts you've included. My Portfolio also provides automated charts and graphs that illustrate how and when you spend your money over time.

Using Web Connect

Web Connect allows you to automatically download your transactions from Online Banking, launch your Quicken software, and reconcile your transactions all in one easy step. With Web Connect, there is no more searching for downloads and importing Quicken Interchange Format (QIF) files, and no more duplicate transactions due to multiple QIF downloads.

Online Banking through Quicken®	
Who is it for	Members who prefer to manage their finances from within their

	Quicken software and want to download multiple accounts quickly
Accounts you can access	
	Farmers & Merchants Bank checking and savings accounts, credit cards and personal lines of credit
	Quicken does not support access to all account types
What you can do	
	- Check current balances - View account activity - Transfer funds between Farmers & Merchants Bank accounts, stop payments, and more
Account downloads	Download and import multiple Farmers & Merchants Bank accounts automatically with one click
Bill Pay services	
	Sign up for Bill Pay* through Quicken so you can: - Pay any company or individual in the U.S. - Set up one-time or recurring payments NOTE: Repeating online payments are not available for Quicken Mac users *If you choose to pay your bills through Quicken, you will incur a fee. Please refer back to Quicken for further information including pricing. The Direct Connect bill pay feature is not available at this time.
Cost	Online Banking is FREE There is a charge for Bill Pay. Please consult Quicken directly for current pricing and to sign up
What you need to sign up	- Quicken version accepted is current plus prior two years, - An Farmers & Merchants Bank personal checking account, and - Farmers & Merchants Bank Online Banking access
When you can begin	Immediately

How to sign up	There are two ways to sign up:

- Sign up through your Quicken® software, click here for step by step instructions, or
- Call our Online Banking Support at 920-361-5005 for any questions related to signing up.

QuickBooks for Mac Conversion Instructions

QuickBooks for Mac 2010–2013

Direct Connect

Table of Contents

Introduction

As *Farmers & Merchants Bank* completes its system conversion to *Farmers & Merchants Bank,* you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

NOTE:	This update is time sensitive and can be completed on or after *5/6/2013*.

Documentation and Procedures

Task 1:   Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu and use the Search bar available at the top. Search for **Back Up** and follow the instructions on screen. The first time you do a backup, QuickBooks will guide you through setting backup preferences.

2. Download the latest QuickBooks Update. For instructions to download an update, choose **Help menu** and use the Search bar available at the top. Search for *Update QuickBooks*, select **Check for QuickBooks Updates** and follow the instructions.

Task 2:   Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose the **Help** menu and use the Search bar available at the top. Search for *Updating Your Register, select the article with that name* and follow the instructions.

Task 3:   Deactivate Your Account(s)

IMPORTANT:	All transactions must be matched or added to the register prior to the deactivating of your account(s).

1. Choose **Lists** menu > **Chart of Accounts**.
2. Select the account you want to deactivate.

3. Choose **Edit** menu > **Edit Account**.

4. In the **Edit Account** window, click the **Online Settings** button.

5. In the **Online Account Information** window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.

6. Click **OK** for any dialog boxes that may appear with the deactivation.

7. Repeat steps 2 – 6 for each account at *Farmers & Merchants Bank.*

Task 4: Re-activate Your Account(s) at Farmers & Merchants Bank

> **IMPORTANT:** You will need your customer ID and Password for *Farmers & Merchants Bank* to complete the following steps.

1. Choose **Banking** menu > **Online Banking Setup**.

2. Select *Farmers & Merchants Bank - Direct* from the **Financial Institution** list and click Next.

3. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.

4. The Online Banking Assistant window displays during setup. Select **Yes, my account has been activated for QuickBooks online services**, then click **Next**.

5. Enter credentials and click **Sign In**.

6. For each account you wish to download into QuickBooks, click **Select an Account** to connect to the appropriate existing account register.

7. Click **Next**.

8. Click **Done**.

Thank you for making these important changes!

QuickBooks for Windows Conversion Instructions

QuickBooks for Windows 2010–2013

Direct Connnect

Table of Contents

Introduction

As **_Farmers & Merchants Bank_** completes its system conversion**,** you will need to modify your QuickBooks settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

NOTE:	This update is time sensitive and can be completed on or after **_5/6/2013_**.

Documentation and Procedures

Task 5:	**Conversion Preparation**

9. Backup your data file. For instructions to back up your data file, choose **Help menu >> QuickBooks Help**. Search for **Back Up** and follow the instructions.

10. Download the latest QuickBooks update. For instructions to download an update, choose **Help menu >> QuickBooks Help**. Search for **Update QuickBooks**, then select **Updating QuickBooks** or **Update QuickBooks** and follow the instructions.

IMPORTANT:	If multiple computers do not use the same QuickBooks data file, skip step 3.

11. Switch to single user mode.

    For instructions to switch to single user mode, choose **Help menu >> QuickBooks Help**. Search for **Switch to Single User Mode** and follow the instructions.

IMPORTANT:	If you are not using Register Mode, enable it for the conversion. You can change it back after the conversion is complete.

12. Enable Register Mode.

    For instructions to enable register mode, choose **Help menu >> QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview**, scroll down, and follow the instructions.

Task 6:　　Match Downloaded Transactions

If new transactions were received from your connection, accept all new transactions into the appropriate registers.

If you need assistance matching transactions, choose **Help menu >> QuickBooks Help**. Search for **Matching Transactions** and follow the instructions.

Task 7:　　Deactivate Your Account(s)

IMPORTANT:	All transactions must be matched or added to the register prior to deactivating your account(s).

13. Choose **Lists menu >> Chart of Accounts**.
14. Select the account you want to deactivate.
15. Choose **Edit menu >> Edit Account**.
16. In the **Edit Account** window, click the **Online Services** tab.
17. Select **Deactivate All Online Services** and click **Save & Close**.
18. Click **OK** for any dialog boxes that may appear with the deactivation.

    Repeat steps 2 – 6 for each account at *Farmers & Merchants Bank.*

Task 8:　　Re-activate Your Account(s) at Farmers & Merchants Bank

IMPORTANT:	You will need your customer ID and Password for *Farmers & Merchants Bank* to complete the following steps.

19. Choose **Banking menu >> Online Banking >> Set Up Account for Online Services**.
20. Select an account to activate.
21. Choose *Farmers & Merchants Bank* and click **Next**.
22. Follow the instructions in the wizard. If prompted for connectivity type, select **Direct Connect**.
23. Match to the appropriate account and click **Finish**.
24. Repeat steps 1 – 5 for all accounts at *Farmers & Merchants Bank.*

Task 9:   **Re-enable Side by Side Mode**

If you prefer register mode, you can skip to the next section. If you use the Side by Side mode for online banking, you may now re-enable the mode.

For instructions to enable Side by Side mode, choose **Help** menu >> **QuickBooks Help**. Search for **Online Banking Modes**, then select **Online Banking Modes overview**, scroll down, and follow the instructions.

Thank you for making these important changes!

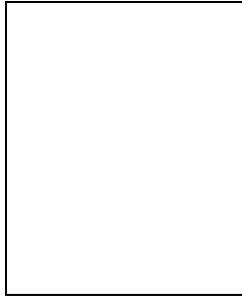# Quicken Essentials for Mac Conversion Instructions

Quicken Essentials for Mac 2010

Direct Connect

Table of Contents

Introduction

As **Farmers & Merchants Bank** completes its system conversion, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN for the **Farmers & Merchants Bank** website.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

NOTE:	This update is time sensitive and can be completed on or after **5/6/2013**.

Documentation and Procedures

Task 1: Conversion Preparation

1. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for **Backing Up**, select "**Backing up data files**," and follow the instructions.

2. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for **Updates**, select "Check for Updates," and follow the instructions.

Task 2: Connect to *Farmers & Merchants Bank*

1. Select your account under the "**Accounts**" list on the left side.

2. Choose **Accounts** menu > **Update Selected Online Account**.

3. Repeat this step for each account (such as checking, savings, credit cards, and brokerage) that you use for online banking or investing.

Task 3: Deactivate Your Account(s) At *Farmers & Merchants Bank*

1. Select your account under the "**Accounts**" list on the left side.

2. Choose **Accounts** menu > **Settings**.

3. Remove the checkmark from "**I want to download transactions**".

4. Click **Save**.

5. Click **Continue** when asked to confirm this deactivation.

6. Repeat steps 2 – 5 for each account at **Farmers & Merchants Bank.**

Task 4:   Re-activate Your Account(s) at *Farmers & Merchants Bank*

1. Select your account under the "**Accounts**" list on the left side.

2. Choose Accounts menu > "Update Selected Online Account".

3. Click "List" > Select *Farmers & Merchants Bank*.

4. Click "**Continue**".

NOTE:	Select "Direct Connect" for the "Connection Type" if prompted.

5. Enter your **Login Credentials** for *Farmers & Merchants Bank.*

6. In the "Choose your Accounts" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, you will want to select your existing account.

IMPORTANT:	Do NOT select "ADD" under the action column.

7. Repeat step 6 for each additional account you wish to download into Quicken Essentials.

8. Click "**Save**".

Thank you for making these important changes

Quicken for Mac Conversion Instructions

Quicken for Mac 2006-2007

Direct Connect

Table of Contents

Introduction

As *Farmers & Merchants Bank* completes its **system conversion**, you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your customer ID and PIN for the *Farmers & Merchants Bank* website.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

NOTE:	This update is time sensitive and can be completed on or after *5/6/2013*.

Documentation and Procedures

Task 5:   Conversion Preparation

9. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Search**. Search for *Backing Up*, select "**Backing up data files**," and follow the instructions.

10. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Search**. Search for *Updates*, select "Check for Updates," and follow the instructions.

Task 6:   Deactivate Your Account(s) At Farmers & Merchants Bank

11. Choose **Lists** menu > **Accounts**.

12. Select the account that you want to disable and click **Edit**.

13. Write down your account information (account number, routing number, and customer ID).

NOTE:	You will need this information to re-enable your account.

14. If you use online payment services, then select **Not Enabled** in the **Pay Bills Online** drop-down list. Follow the prompts to confirm the deactivation.

15. In the **Download Transactions** drop-down list, select **Not Enabled**. Follow the prompts to confirm the deactivation.

16. Remove the information within the **Account Number** and **Routing Number** fields.

17. Click **OK** to save your edits.

18. Repeat steps 2 – 7 for each account at *Farmers & Merchants Bank*.

19. Verify that your account list does not display a blue online circle icon for any accounts at *Farmers & Merchants Bank.*

Task 7:   Re-activate Your Account(s) at Farmers & Merchants Bank

20. Choose **Lists** menu > **Accounts**.

21. Select your first disabled account and click **Edit**.

22. Click the **Financial Institution** drop-down list and select **Change Financial Institution**.

23. Click on **Update List**.

24. In the **Financial Institutions** dialog, select *Farmers & Merchants Bank – Direct* from the list and click **Use**.

25. Enter the **Customer ID** and **PIN**. Click **OK**.

26. In the **Add Online Services** dialog, match your first account to the appropriate account number. Click **OK**.

NOTE:	Each account will be displayed below "**Use an existing account**."

27. Click **OK**.

28. Click OK to close the **Edit Register** page.

29. Choose **Lists** menu > **Accounts**. Verify that each account at *Farmers & Merchants Bank* has a blue online circle indicating that it has been reactivated for online services.

Thank you for making these important changes!

Quicken for Windows Conversion Instructions

Quicken for Windows 2011-2013

Direct Connect

Table of Contents

Introduction

As *Farmers & Merchants Bank* completes its system conversion*,* you will need to modify your Quicken settings to ensure the smooth transition of your data. To complete these instructions, you will need your login credential for the *Farmers & Merchants Bank* website.

It is important that you perform the following instructions exactly as described and in the order presented. If you do not, your service may stop functioning properly. This conversion should take 15–30 minutes.

NOTE:	This update is time sensitive and can be completed on or after *5/6/2013*.

Documentation and Procedures

Task 8: Conversion Preparation

30. Backup your data file. For instructions to back up your data file, choose **Help** menu > **Quicken Help**. Search for *Backup Data File* and follow the instructions.

31. Download the latest Quicken Update. For instructions to download an update, choose **Help** menu > **Quicken Help**. Search for *Update Software* and follow the instructions.

Task 9: Deactivate Your Account(s) At Farmers & Merchants Bank

32. Choose **Tools** menu > **Account List**.

33. Click the **Edit** or **Edit Details** button of the account you want to deactivate.

34. In the **Account Details** dialog, click on the **Online Services** tab.

35. Click on **Deactivate** or **Deactivate Online Payment** (only available if you use bill pay services). Follow the prompts to confirm the deactivation.

36. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.

NOTE:	The name of the buttons referenced above vary depending on the services you currently use and the version of Quicken you are using.

37. Click on the **General** or **General Information** tab.

38. Remove the financial institution name. Click **OK** to close the window.

39. Repeat steps 2 – 7 for each account at *Farmers & Merchants Bank*.

Task 10: Re-activate Your Account(s) at Farmers & Merchants Bank

40.

41. Open the account register that you want to enable for online account access.

42. Choose **Account Actions** menu > **Set Up Online**.

43. Enter *Farmers & Merchants Bank - Direct* and click **Next**.

44. Type your **User ID** and **Password**. Click **Connect**.

45. You will be presented with a list of accounts available for online access.

46. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** or **Exists in Quicken** and select the matching accounts in the drop-down menu.

IMPORTANT:	Do **NOT** select **New** or **Add In Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don't Download into Quicken**.

47. After all accounts have been matched, click **Next**.

You will receive confirmation that your account(s) have been added.

48. Click **Done** or **Finish**.

Thank you for making these important changes!