

Deactivate your account with Simmons First

1. Right-click your Simmons First account from the list of accounts under Account – Banking on left side.
2. Select **Edit account** from the drop-down list.
3. Click the **Online Services** tab.
4. Click **Remove from One Step Update** in the One Step Update Area. Confirm the remaining prompts.

****Note: If you receive a Pop up that states-**

“QUICKEN CAN NOT EDIT John Doe Account BECAUSE THERE ARE DOWNLOAD TRANSACTIONS THAT MUST FIRST BE ACCEPTED INTO THE ACCOUNT REGISTER OR TRANSACTION LIST FINISH THE DOWNLOADED TRANSACTIONS, AND THEN TRY AGAIN.”

Complete the download and start this process from the beginning (1).

1 →

2

3

4

5 Activate One Step Update will be displayed when reactivating.

Once the account has been deactivated, the One Step Update Area will say
"This is a Manual account."

Now you will need to reactive the account by starting the process from the beginning (1).

5. Select **Activate One Step Update**.

6. Select **Simmons First** Click Next

7. Enter your Simmons First Bank Anywhere ID and Password. Click Next

The account you are wanting to reactive will be highlighted.

8. Select **Exists in Quicken**.

Note: If you select New In Quicken you will have two of the same accounts listed. One will be setup as a Manual Account and one that is setup for One Step Update.