

Getting Started with Quicken® 2007 and above 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 Simmons First Bank Anywhere ID, and your Simmons First Bank Anywhere password.

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. In the This account is held at the following institution: field, enter **Simmons First Bank**, and click **Next**.

3. If the **Select Bank Location** dialog displays, then choose your location from the list, and click **OK**.
4. With **Yes** selected to connect to your FI through Quicken, click **Next**.
5. Enter your customer ID and password. Enter your password again to confirm it. Click **Next**.

If you are unsure about which ID and password to use, then see the **Need a Customer ID and password** information to the right.

6. All downloadable Quicken accounts display. You can customize the **Quicken Account Name** for each account by typing directly in the field. Click **Next**.

7. Click **Done** to confirm that the accounts in the list are the ones that you wish to set up.
8. If the **Rename Your Payees** windows displays after the download, then do one of the following:
 - To accept the default name change of one or more payees, check the box next to each payee.
 - To enter a different payee name, check the appropriate payee name, click **Edit**, and follow the on-screen instructions.
 - To leave a payee name unchanged, do not check it.

To apply the payee name changes, click **Apply Settings**. Or, to exit this window without making changes, click **Cancel**.

9. Review your **One Step Update Summary** page. Click **Close**.

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**.

Select the financial institution to manage and update accounts.

Click here to update your accounts with the selected financial institution.

Click the **Transactions** tab to view your downloaded transactions.

Click the **Payments** tab to create online payment instructions.

Click the **Transfers** tab to transfer money between your accounts.

Click the **E-mail** tab to communicate with your financial institution.

The screenshot shows the Online Center window with a dropdown menu for 'Financial Institution' set to 'DC Bank'. Below this are tabs for 'Transactions', 'Payments', 'Transfers', and 'E-mail(0)'. A table shows 'DC Checking' with 0 transactions and an online balance of \$5.34. A table below lists transaction details with columns for Date, Num, Payee, Payment, and Deposit. A 'Compare to Register...' button is also visible.



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 **Simmons First 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 toll free at 866-246-2400. A customer service representative will be available to assist you from 8:30A.M. to 4:30P.M. Monday-Friday. You may also visit the **Simmons First Bank** Web site at <http://www.simmonsfirst.com> or refer to: <http://www.intuit.com/support/quicken>.