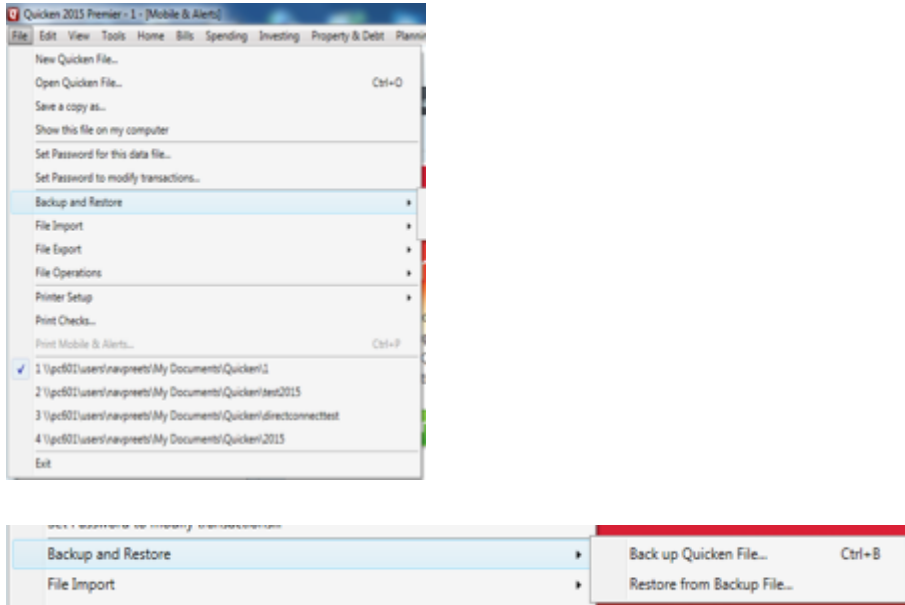
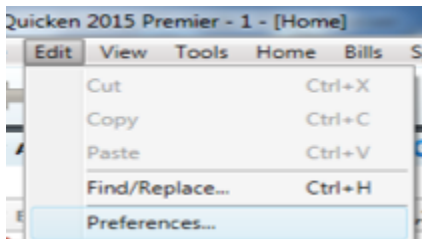


These instructions are based on Quicken 2015 to show how to deactivate and reactivate your Kemba account

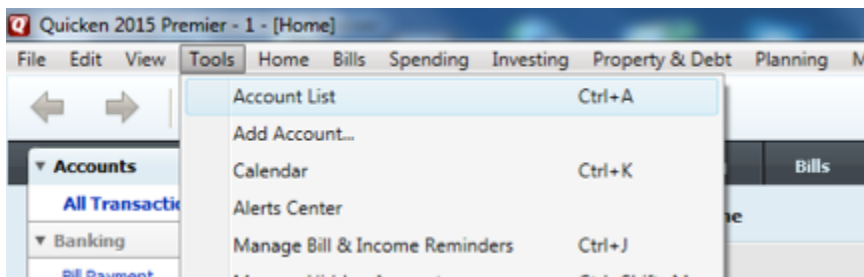
1. Before making changes to the Quicken file, please make sure that you backup the data.



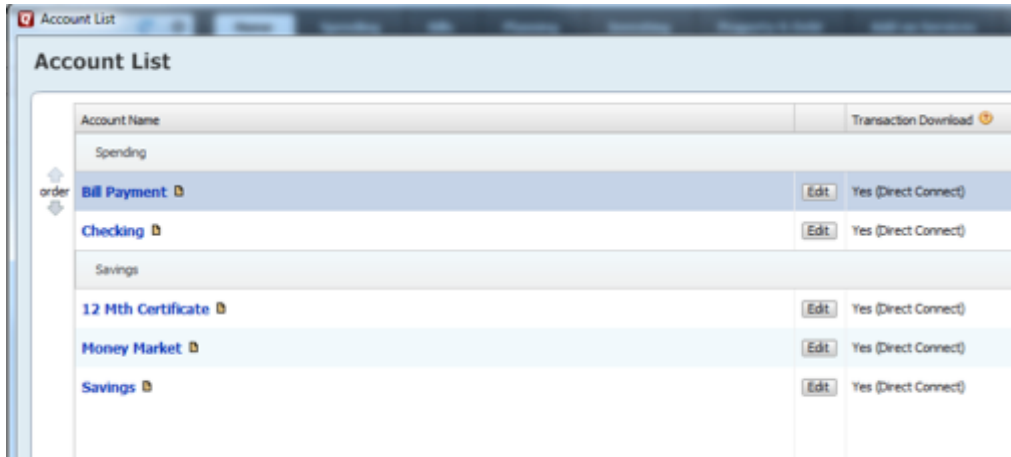
2. If your Quicken Accounts is being synced with the Quicken cloud for mobile use, please make sure that you unlink your account before you proceed to next steps. Go to Edit → Preferences → Intuit ID, Mobile & Alerts



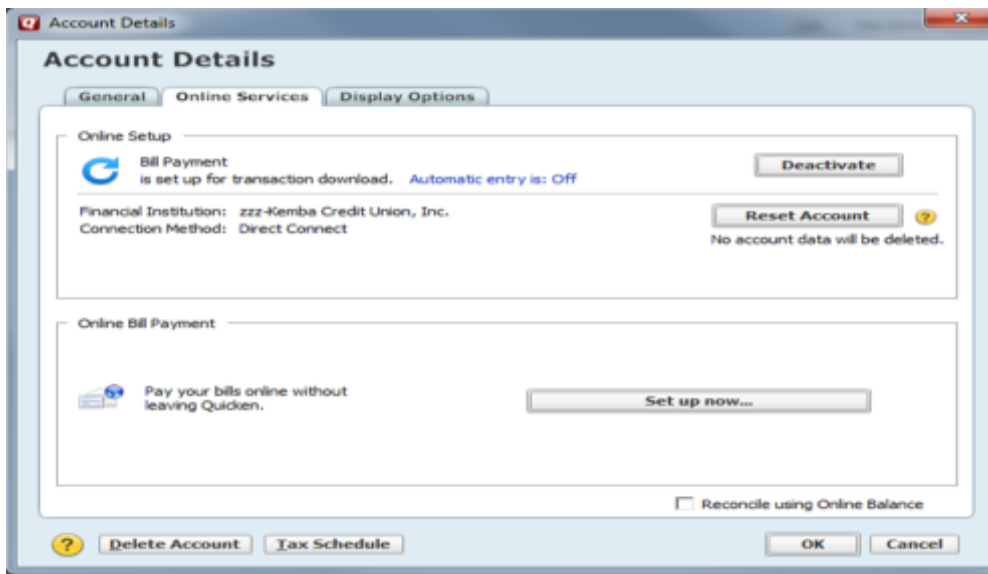
3. Go to **Tools** and Click on **Account List**



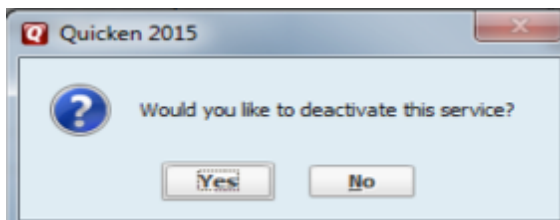
4. All the accounts enrolled with Quicken will be listed as shown below



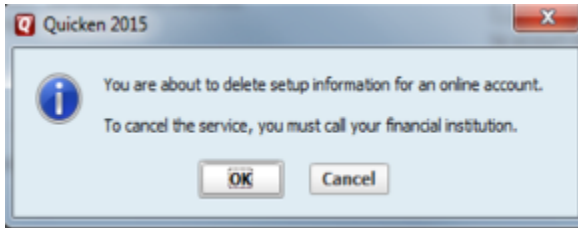
5. Click **Edit** and Account Details window as shown below appears. Go to **Online Services** tab and Click on **Deactivate**



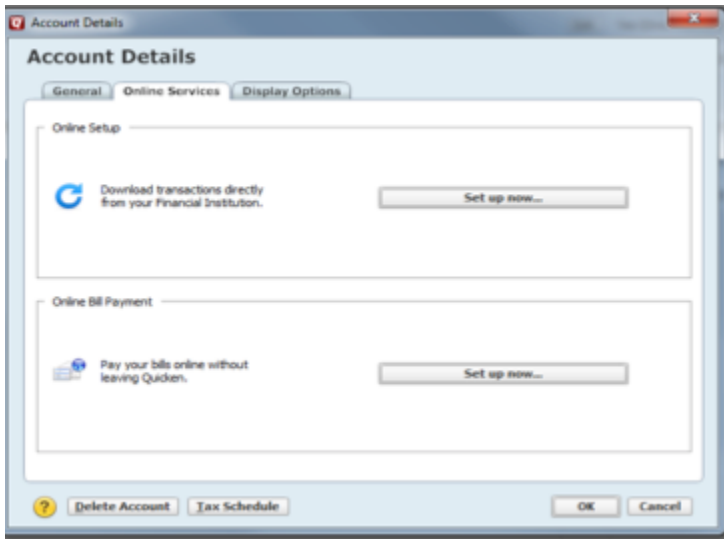
6. At the following window, click **Yes** to confirm.



7. Click **Ok** on the following window.

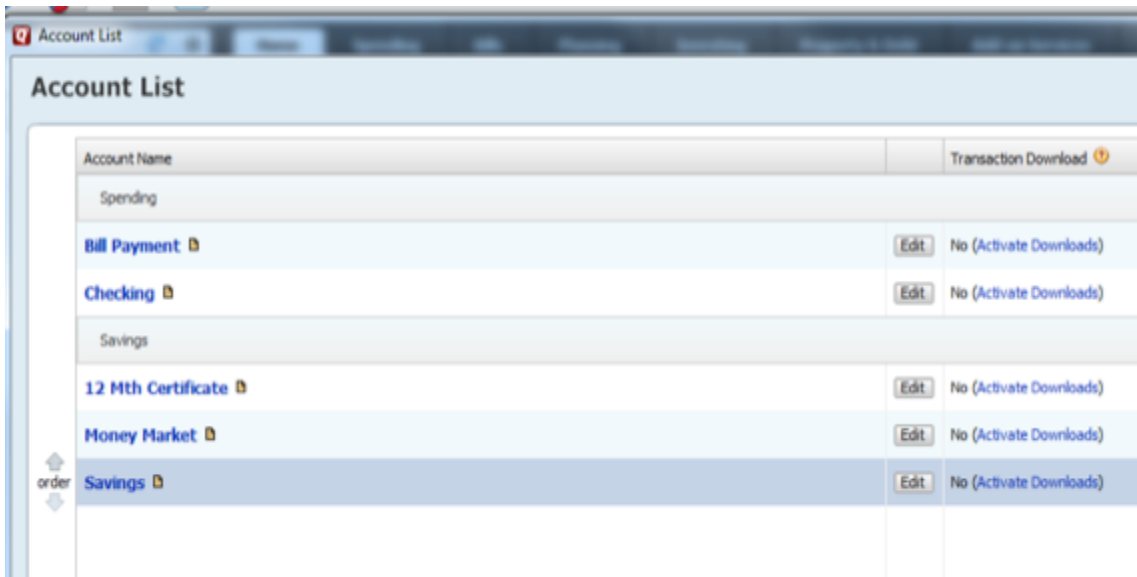


8. Once the account is deactivated, it will show the following window and click Ok

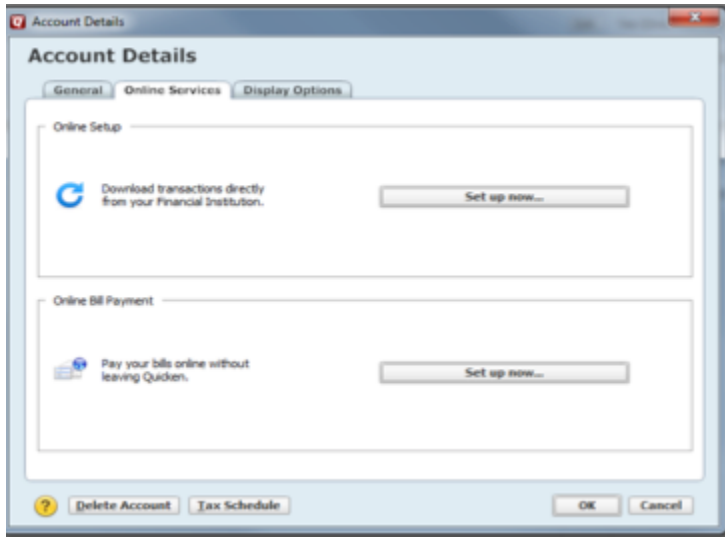


9. Follow steps 3-6 for all the accounts

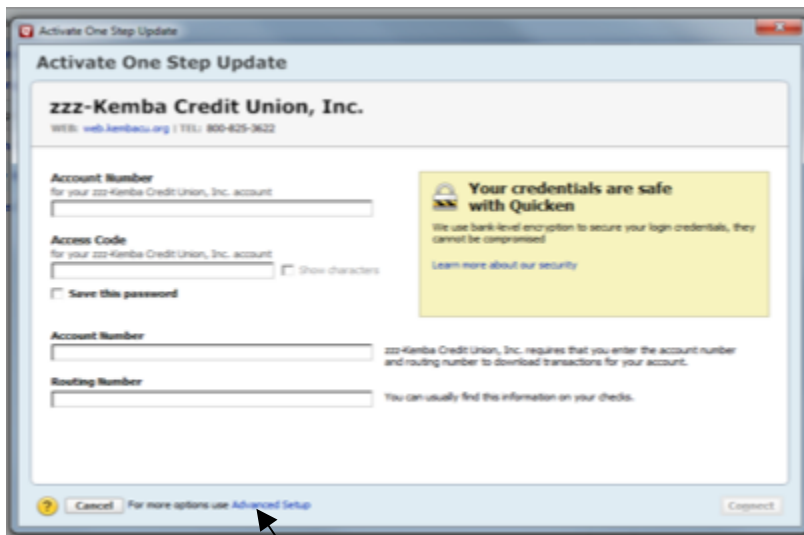
10. Once all the accounts have been deactivated, the Account List should look as following



11. Click **Edit** again and go to **Online Services** tab for any account that was deactivated for Kemba and click on **Set up now..**



12. At the following screen, click on Advanced Setup at the bottom of the window.



13. At the **Activate One Step Update**, choose the first option and enter **Kemba Credit Union** and click **Next**

Activate One Step Update

I want to select the connection method used to download my transactions
Some banks offer enhanced Online Bill Pay and other services based on the connection method used to download your transactions. Choose this option if you are following specific instructions from your bank, or if you simply want to learn more. Note: Pre-registration for services and fees may be required.

Enter the name of your financial institution
Kemba Credit Union

I want to enter my transactions manually
Choose this option if your bank was not found in Simple Setup, or if you prefer to enter transactions into your Quicken registers by hand.

14. On next screen , select **Express Web Connect**

Activate One Step Update

Kemba Credit Union

Select Connection Method

Express Web Connect
- Automatically updates balances and transactions in Quicken by connecting to your bank.

Web Connect
- Manually import balances and transactions into Quicken by downloading a file from your bank website.

15. Enter same username and password that you currently use to log in to Online Banking and click **Connect**

Activate One Step Update

Kemba Credit Union
WEB: www.kemba.com | TEL: 513-762-5070

Kemba Credit Union User ID / User Name
for your online Kemba Credit Union account

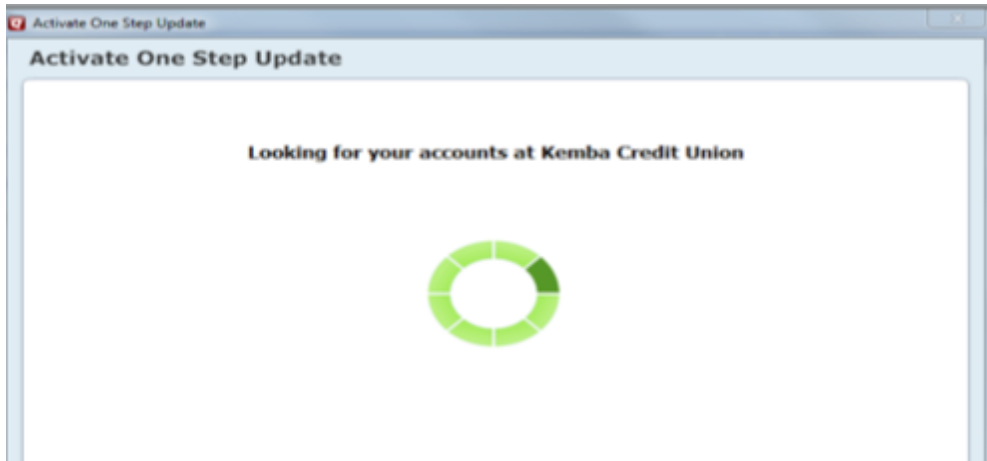
Kemba Credit Union password
for your online Kemba Credit Union account Show characters

Save this password

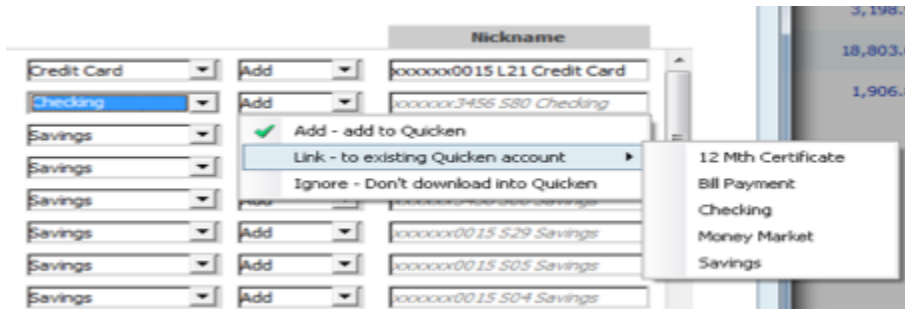
Your credentials are safe with Quicken
We use bank-level encryption to secure your login credentials, they cannot be compromised.
We use a read-only connection to your bank. We cannot move or transfer money.
[Learn more about our security](#)

For more options use [Advanced Setup](#)

16. Please wait for the accounts to be updated:

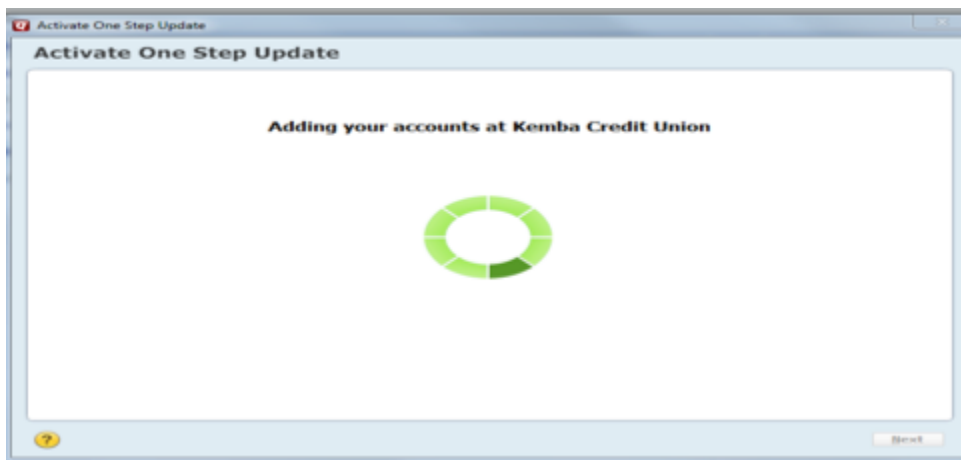


17. On the next page, you should see all the accounts currently with Kemba Credit Union. Here you can either **Add/Link/Ignore** the accounts. You can also give the **Nickname** to accounts that previously did not exist

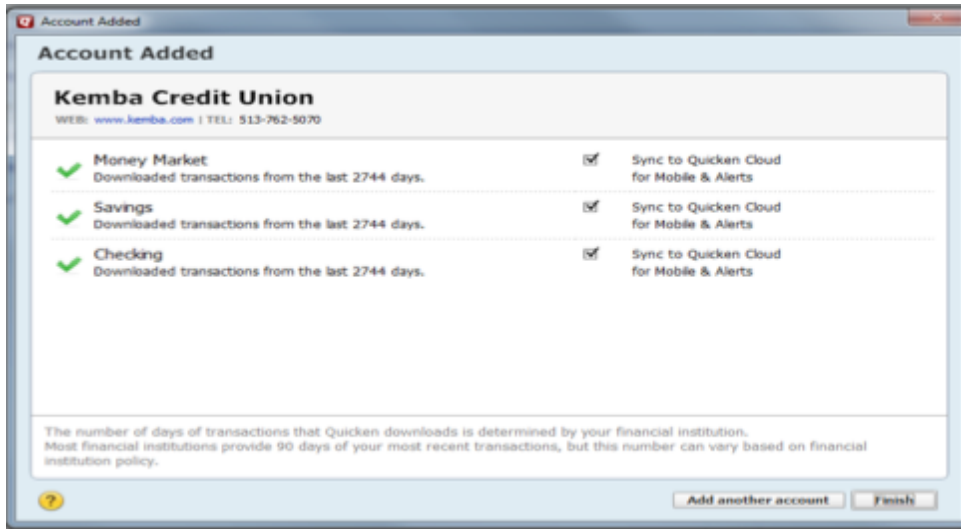


18. Click **Next** after all the accounts have been linked correctly. It might take few minutes for all the accounts to be updated.

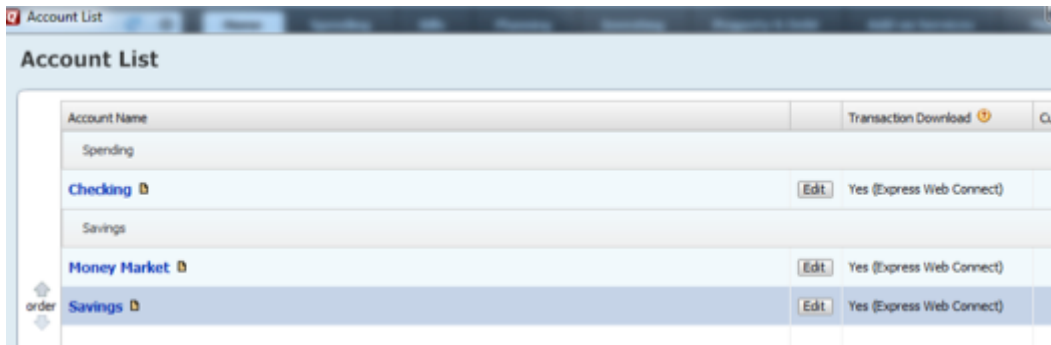
19. You should see the following screen once Quicken has received information for all the accounts



20. When all the accounts have been added, you will get the following screen where you can sync it with the Quicken Cloud for mobile use. Click **Finish**



21. Account List should now all the Kemba Accounts as Express Web Account, as shown below:



22. Click Done.