Quicken Conversion Instructions

Quicken Mac Bill Pay

Only complete these tasks if you currently initiate Bill Payments from within Quicken

IMPORTANT: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid these payments may still be processed.

On or Before Monday, December 7: Cancel Existing Bill Payments

1. Highlight a Bill Payment transaction on the account register.
2. While on the account register, choose **File > Print** to save your list of pending payments. You can use this when you re-create the bill payments and send these payments again.
3. Click **Edit** at the bottom of the account register window.
4. Click **Edit Details** below the highlighted transaction.
5. Click the **Online Payment** tab and choose **Cancel Payment**.
6. Repeat these steps for each outstanding Bill Payment you have scheduled.

On or After Tuesday, December 8: Recreate Your Bill Payments

If you need help re-creating payments, choose **Help** and search for **Adding Online Bill Pay Transactions.** Follow the instructions to create and transmit an online payment.