Quicken Conversion Instructions

Quicken Windows 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.

Before Monday, December 7: Cancel Existing Bill Payments

1. Choose **Tools > Online Center**.
2. Choose the Bank from the Financial Institution drop-down list.
3. On the **Payments** tab, choose an account from which a payment is scheduled in the future.
4. In the payments status list, you will cancel payments for each payee with a status that is scheduled for delivery on a date after Monday, December 7. To do this, select the first payee and click **Cancel Payment**.
5. Repeat steps 3 & 4 for all payments that are scheduled for delivery after the 1st Action Date.
6. On the toolbar, click **Repeating**.
7. Choose a payment instruction and click **Delete**. Click **Delete** again in the confirmation window.
8. Repeat step 7 for each repeating payment you have with your financial institution.

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

If you need help re-creating payments, choose **Help > Quicken Help**. Search **for Create an Online Payment** and follow the instructions to create and transmit an online payment.