LAUNCHING A NEW INNOVATIVE BANKING EXPERIENCE

American Nation Bank's Core Conversion

ATTENTION QUICKBOOKS, QUICKEN AND MINT USERS

Our financial institution is migrating to a new online and mobile banking system on Monday, September 15th 2025, and this upgrade will require that you make changes to your QuickBooks or Quicken software. Please take action to ensure a smooth transition.

Conversion instructions are available below.

The conversion instructions reference two Action Dates. Please use the dates provided below:

1st Action Date: Thursday, September 11th, 2025
A data file backup and a final transaction download should be completed by this date. Please make sure to complete the final download before this date since transaction history might not be available after the upgrade.

2nd Action Date: Monday, September 15th, 2025
This is the action date for the remaining steps on the conversion instructions. You will complete the deactivate/reactivate of your online banking connection to ensure that you get your current Quicken or QuickBooks accounts set up with the new connection.

Conversion instructions

QuickBooks Desktop - pages 2, 3, 4
QuickBooks Online - pages 4, 5, 6
Quicken Desktop - Pages 7, 8, 9, 10, 11
Mint - Page 12

Intuit aggregation services may be interrupted for up to 3-5 business days. Users are encouraged to download a QBO file during this outage. The following services may not work during the outage:

- Quicken Win/Mac Express Web Connect
- QuickBooks Online Express Connect
- Mint

Please carefully review your downloaded transactions after completing the migration instructions to ensure no transactions were duplicated or missed on the register.

If you have any questions, please contact us at 580-226-6222.

QuickBooks Desktop Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your QuickBooks settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac, and connectivity type Web Connect.

These instructions refer to two “Action Dates.” The 1st Action Date and 2nd Action Date in the instructions will be provided to you by your financial institution.

To navigate this document, just click the link below that matches your product and connectivity:

Instructions for One-Step Update initiated from within QuickBooks.

Instructions for Downloading a Web Connect file from your Online Banking Site

QuickBooks Windows Web Connect

Before the 1st Action Date:

1. Backup QuickBooks Windows Data File & Update.
    a. Choose **File > Back Up Company > Create Local Backup**.
    b. Download the latest QuickBooks Update. Choose **Help > Update QuickBooks Desktop**.
2. Complete a final transaction download and match downloaded transactions.
    a. Complete one last transaction update before the change to get all of your transaction history up to date.
    b. Accept all new transactions into the appropriate registers. (required)

On or After the 2nd Action Date:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
    a. Choose **Lists** menu > **Chart of Accounts**.
    b. Right-click the first account you want to deactivate and choose **Edit Account**.
    c. Click the **Bank Feeds Settings** tab in the Edit Account window.
    d. Select **Deactivate All Online Services** and click **Save & Close**.
    e. Click **OK** for any alerts or messages that may appear with the deactivation.
    f. Repeat steps for any additional accounts that you need to deactivate.
2. Reconnect online banking connection for accounts that you deactivated.
    a. Log in to your financial institution's online banking site and download your transactions to a QuickBooks (.qbo) file.

       Note: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
    b. In QuickBooks, choose **File > Utilities > Import > Web Connect Files**. Locate your saved Web Connect file and select to import.
    c. In the Select Bank Account dialog select **Use an existing QuickBooks account**.

       Important: Do NOT select "Create a new QuickBooks account" unless you intend to add a new account to QuickBooks.
    d. In the drop-down list, choose your QuickBooks account(s) and click **Continue**. Confirm by selecting **OK**.

QuickBooks Mac Web Connect

Before the 1st Action Date:

1. Backup your QuickBooks Mac data file & update the application.
    a. Choose **File > Backup**.
    b. Download the latest QuickBooks Update. Choose **QuickBooks > Check for QuickBooks Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Repeat this step for each account you need to update.
    c. Accept all new transactions into the appropriate registers. (required)

On or After the 2nd Action Date:

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Lists > Chart of Accounts**.
    b. Select the first account you would like to deactivate and choose **Edit > Edit Account**.
    c. Select **Online Settings** in the Edit Account window.
    d. In the Online Account Information window, choose **Not Enabled** from the **Download Transactions** list and click **Save**.
    e. Click **OK** for any dialog boxes that may appear with the deactivation.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Log in to your financial institution's online banking site and download your transactions into to a QuickBooks (.qbo) file.

       Important: Take note of your last successful upload. Duplicate transactions can occur if you have overlapping transaction dates in the new transaction download.
    b. In QuickBooks, choose **File > Import > From Web Connect**. Use the import dialog to import your saved Web Connect file.
    c. In the Account Association window, click **Select an Account** to choose the appropriate existing account register.

       Important: Do NOT select "NEW" under the action column unless you intend to add a new account to QuickBooks.

d. Click **Continue** and **OK** for any dialog boxes that require action.

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QuickBooks Online Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your QuickBooks Online settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both connectivity types (Express Web Connect and Web Connect).

These instructions refer to two “Action Dates.” The 1st Action Date and 2nd Action Date in the instructions will be provided to you by your financial institution.

IMPORTANT: Express Web Connect will not be available until 5 business days after the 2nd Action Date, so please utilize another connectivity type if you need transaction updates during this downtime.

To navigate this document, just click the link below that matches your product connectivity:

Instructions for One-Step Update initiated from within QuickBooks Online

QuickBooks Online Express Web Connect - Page 6

Instructions for Downloading a Web Connect file from your Online Banking Site

QuickBooks Online Web Connect - Page 7

QuickBooks Online Express Web Connect

On the 1st Action Date:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

On the 2nd Action Date:

Disconnect online banking connection for accounts connected to the financial institution that is requesting this change.

1. Select Banking from the left column.
2. Click the account you want to disconnect, then click the Pencil Icon on the corner of that account box.
3. Click Edit Account Info.
4. Check the box next to Disconnect this Account on Save.
5. Select Save and Close.
6. Repeat steps for any additional accounts that apply.

Complete 5 business days after 2nd Deadline Date:

1. Reconnect online banking connection for accounts that apply.
    a. On the Banking page, click **Add Account** in the upper-right side of the screen.
    b. Type your financial institution's name and choose the correct option from the results.
    c. Enter your financial institution credentials and click **Continue**. Express Web Connect uses the same credentials you use for your institution's online banking.
    d. Provide additional information, if requested.
    e. Ensure you associate the accounts for your financial institution to the appropriate account already listed under Which accounts do you want to connect? Choose the matching accounts in the drop-down menu.

    Important: Do NOT select "+Add New" unless you intend to add a new account to QuickBooks Online. If you are presented with accounts you do not want to track in this QuickBooks Online Company, Uncheck the box next to the Account Name.

    f. After all accounts have been matched, click **Connect** and then click **Finish**.
2. Exclude Duplicate Transactions.
    a. Select **Banking** from the left column.
    b. In the For Review section, click the checkboxes for the transactions you want to exclude.
    c. Choose **Batch Actions > Exclude Selected**.

QuickBooks Online Web Connect

On the 1st Action Date:

1. Complete a final transaction download.
2. Complete last transaction update before the change to get all of your transaction history up to date.
3. Accept all new transactions into the appropriate registers.

On the 2nd Action Date:

1. Disconnect online banking connection for accounts connected to financial institution that is requesting this change.
    a. Select **Banking** from the left column.
    b. Click on the account you would like to disconnect, then click the **Pencil I**con on the corner of that account box.
    c. Click **Edit Account Info**.
    d. Check the box next to **Disconnect this Account on Save**.
    e. Click **Save and Close**.
    f. Repeat steps for any additional accounts that apply.
2. Reconnect online banking connection for accounts that apply.
    a. Download a Web Connect file (.qbo or .qfx) from your financial institution's online banking site.
    b. In QuickBooks Online, choose **Banking** from the left column.
    c. Click **File Upload** in the upper-right side of the screen and use the upload dialog to locate the Web Connect file you downloaded in step a.
    d. Choose the appropriate account from the drop-down menu under **QuickBooks Account** and then click **Next**.

    Important: Do NOT choose "+Add New" in the drop-down menu unless you intend to add a new account to QuickBooks Online.

    e. When the import is finished, click **Let's go!**
    f. Review the For Review tab on the Banking page to view what was downloaded.
    g. Click **Next**, and then click **Done**.
    h. Repeat this step for each account that you have connected to this institution.

Quicken Conversion Instructions

As your financial institution completes its system conversion, you will need to modify your Quicken settings to ensure that your data connectivity transfers smoothly to the new system. This document contains instructions for both Windows and Mac, and all three connectivity types (Express Web Connect or Web Connect).

These instructions refer to two “Action Dates.” The 1st Action Date and 2nd Action Date in the instructions will be provided to you by your financial institution.

IMPORTANT: Express Web Connect will not be available until 5 business days after the 2nd Action Date, so please utilize another connectivity type if you need transaction updates during this downtime. There is no delay for Web Connect.

To navigate this document, just click the link or links below that match your product and connectivity:

Instructions for One-Step Update initiated from within Quicken.

Instructions for Downloading a Web Connect file from your Online Banking Site

Quicken Windows Express Web Connect

On the 1st Action Date:

1. Back up your Quicken Windows Data File. Go to **File > Backup and Restore > Backup Quicken File**.
2. Download the latest Quicken Update. Go to **Help > Check for Updates**.
3. Complete a final transaction download. Accept all new transactions into the appropriate registers.

On the 2nd Action Date:

1. Deactivate online banking connection for accounts connected to the financial institution that is requesting this change.
    a. Choose **Tools > Account List**.
    b. Click **Edit** on the account to deactivate.
    c. In Account Details, click **Online Services**.
    d. Click **Deactivate**. Follow prompts to confirm deactivation.
    e. Click the **General** tab.
    f. Delete Financial Institution and Account Number information. Click **OK** to close window.
    g. Repeat steps for any additional accounts that apply.
2. Reconnect the online banking connection for your accounts.
    a. Choose **Tools > Account List**.
    b. Click **Edit** on the account you want to activate.
    c. In Account Details, click **Online Services** and then choose **Set up Now**.
    d. Type your institution's name in the search field and click Next.
    e. Enter your financial institution credentials.
        - Express Web Connect uses the same credentials you use for your institution's online banking login.

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        Important: If your credentials do not work, contact your financial institution.
    f. Ensure you associate the accounts to the appropriate accounts already listed in Quicken. Select **Link to an existing account** and select the matching accounts in the drop-down menu.

        Important: Do NOT choose "Create a new account" unless you intend to add a new account to Quicken. If you are presented with accounts you do not want to track in this data file, choose **Ignore – Don't Download into Quicken** or click **Cancel**.
    g. After all accounts have been matched, click **Next** and then **Done**.

Quicken Mac Web Connect

On the 1st Action Date:

1. Backup Quicken Mac Data File and Update the application.
    a. Choose **File > Save a Backup**.
    b. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Accept all new transactions into the appropriate registers.

On the 2nd Action Date:

Activate the online banking connection for accounts connected to the financial institution that is requesting this change.

1. Click your account in the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter your financial institution name in the search field, select the correct option and click **Continue**.
5. Enter your financial institution credentials.
    - Express Web Connect uses the same credentials you use for your institution's online banking login.

    Important: If your credentials do not work, contact your financial institution.
6. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under **Action**, choose **Link** to pick your existing account.

    Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.
7. Click **Finish**.

Quicken Windows Web Connect

On the 1st Action Date:

1. Backup Quicken Windows Data File and Update.
    a. Choose **File > Backup and Restore > Backup Quicken File**.
    b. Download the latest Quicken Update. Choose **Help > Check for Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Repeat this step for each account you need to update.
    c. Accept all new transactions into the appropriate registers.

On the 2nd Action Date:

1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
    a. Choose **Tools > Account List**.
    b. Click **Edit** on the account to deactivate.
    c. In Account Details, click **Online Services**.
    d. Click **Deactivate**. Follow prompts to confirm deactivation.
    e. Click the **General** tab.
    f. Delete Financial Institution and Account Number information.
    g. Click **OK** to close window.
    h. Repeat steps for any additional accounts.
2. Reconnect online banking connection for accounts that apply.
    a. Download a Quicken Web Connect file from your financial institution's online banking site.
    b. In Quicken, choose **File > File Import > Web Connect (.QFX) File**.
    c. Use the import dialog to select the Web Connect file you downloaded. An "Import Downloaded Transactions" window opens.
    d. Choose **Link to an existing account**. Select the matching account in the drop-down menu. Associate the imported transactions to the correct account listed in Quicken.
    e. Repeat this step for each account you have connected to this institution.

Quicken Mac Web Connect

On the 1st Action Date:

1. Backup your Quicken Mac data file and update the application.
    a. Choose **File > Save a Backup**.
    b. Download the latest Quicken Update. Choose **Quicken > Check for Updates**.
2. Complete a final transaction download.
    a. Complete last transaction update before the change to get all of your transaction history up to date.
    b. Repeat this step for each account you need to update.
    c. Accept all new transactions into the appropriate registers.

On the 2nd Action Date:

Activate online banking connection for accounts connected to financial institution that is requesting this change.

1. Select your account under the Accounts list on the left side.
2. Choose **Accounts > Settings**.
3. Select **Set up transaction download**.
4. Enter your financial institution name in the search field, select the correct option and click **Continue**.
5. Log into your financial institutions online banking site and download your transactions to your computer.

    Important: Take note of the date you last had a successful connection. If you have overlapping dates in the web-connect process, you may end up with duplicate transactions.
6. Drag and drop the downloaded file into the box titled **Drop download file**. Choose **Web Connect** for the "Connection Type" if prompted
7. In the "Accounts Found" screen, ensure you associate each new account to the appropriate account already listed in Quicken. Under the Action column, click **Link** to pick your existing account.

    Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.

8. Click **Finish**.

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Mint Conversion Information

As your financial institution completes its system conversion, Mint aggregation services may be interrupted for up to 5 business days. Mint.com data is stored on Intuit cloud servers. Data is updated with every change and cannot restore data to a previous point in time.

For a successful account update, do not log into your Mint.com until 5 business days after the 2nd Action Date your institution has communicated.

During this time, the Mint.com server will automatically make the system conversion for your activated accounts. If you login into Mint.com during this time, you may see duplicate accounts, or an error displayed. Please do not attempt to change the status or make any changes in Mint.com during this time. After 5 business days, the accounts should reconcile showing your transaction history available.

In the event that your accounts do not display current transactions after 5 business days, you may log back into Mint.com and click refresh to update the account. After the download completes, click the Transactions tab to view up to 90 days of transaction history.

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