How to link your Bank of Hawaii (BOH) account to Quicken Classic

Please see below for instructions provided by Intuit to reconnect your Bank of Hawaii accounts to **Quicken Classic.** You can link your Bank of Hawaii account in two ways:

- 1) Logging in with your username and password via Express Web Connect, OR
- 2) Downloading transactions directly from your Bank of Hawaii online banking account and then uploading the file via <u>Web Connect</u>

Quicken Express Web Connect

- 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 Bank of Hawaii in the search field, select "Bank of Hawaii" and click Next.
 - Please **DO NOT** select "zz-Bank of Hawaii" as this option is for the old platform.
 Once all BOH customers have migrated to the new platform, this old option will be removed.
 - e. Enter your Bank of Hawaii login credentials.
 - i. Express Web Connect uses the same credentials you use for your Bank of Hawaii login credentials.
 - 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 Web Connect (PC/Windows)

- 1. Deactivate online banking connection for accounts connected to financial institution that is requesting this change.
 - a. Log into your **Quicken Web Connect** account.
 - b. Choose **Tools > Account List.**
 - c. Click **Edit** on the account to deactivate.
 - d. In Account Details, click **Online Services**.
 - e. Click **Deactivate**. Follow prompts to confirm deactivation.

- f. Click the **General** tab.
- g. Delete Financial Institution and Account Number information.
- h. Click **OK** to close window.
- i. Repeat steps for any additional accounts.
- 2. Reconnect online banking connection for accounts that apply.
 - a. Download a **Quicken file** from your Bank of Hawaii's online banking account.
 - Log into your Bank of Hawaii online banking account → click on your deposit account from the dashboard → click on the Download button → under Download Transactions, click on Quicken → Select data range → Click on Export
 - 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.

If you are prompted to select a financial institution, please select "Bank of Hawaii"

Quicken Web Connect (Apple/Mac)

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

- 1. Log into your **Quicken Web Connect** account.
- 2. Select your account under the Accounts list on the left side.
- 3. Choose Accounts > Settings.
- 4. Select Set up transaction download.
- 5. Type **Bank of Hawaii** in the search field, select "Bank of Hawaii" and click Next.
 - a. Please **DO NOT** select "zz-Bank of Hawaii" as this option is for the old platform. Once all BOH customers have migrated to the new platform, this old option will be removed.
- 6. Log into your financial institutions online banking site and download your transactions to your computer.
 - a. **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.
- 7. Drag and drop the downloaded file into the box titled **Drop download file**. Choose **Web Connect** for the "Connection Type" if prompted.
- 8. 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.
 - a. Important: Do NOT select "ADD" in the Action column unless you intend to add a new account to Quicken.
- 9. Click Finish.

For additional resources, please refer to Quicken's website:

- Deactivate and Reactivate Online Banking Services for a Quicken Account | Quicken
- How do I import data into Quicken for Windows? | Quicken