4. Open Quicken, then choose **File > File Import > Web Connect File....** You will see an import dialog.

5. Navigate to and select the file you downloaded in Step 2, then click **Open**.

6. Click **Link an Existing Account** if you have an appropriate account in the account list. If you don't have an account yet, click **Create a new account** and enter a nickname for that account.

7. Click **Import**.

8. Click **OK** to confirm and finish.

Set Up an Account for Online Banking (Express Web Connect)

1. Choose **Tools > Add Account....**

2. Select the type of account you want to set up.

3. After you select the type the name of account you want to add, you will see the financial institution selection screen. Type the name of your financial institution to filter the list.

4. When you see your financial institution's name in the filter results, click it and click **Next**.

5. Quicken will now display a login screen: type the credentials you use to log in to your financial institution's website and follow the prompts to add your accounts to Quicken.

NOTE:	During the Express Web Connect setup, you might be asked to enter your Multi-Factor Authentication information. This could be a series of security questions, a one-time passcode, etc.

Updating Accounts: The One Step Update

After an account has been set up for online banking, you can use One Step Update to update information:

1. Choose **Tools > One Step Update....**

2. Enter the necessary information for the listed accounts (such as passwords or user ID) and click **Update Now**.

3. Follow the instructions to update your accounts.

Set Up Bill Pay (Direct Connect)

Some financial institutions offer Direct Connect subscribers the ability to send payments directly from within Quicken. If your financial institution offers Bill Pay services, this feature is activated during the Direct Connect account setup.

NOTE:	Contact your financial institution if you have any questions about Bill Pay enrollment processes and capabilities.

Adding an Online Payee

Sending online payments with Quicken is a fast and easy way to pay your bills. Just add the payment to the Online Payee List once; all Quicken accounts share this list.

1. Choose **Tools > Online Center**.
2. Choose your financial institution from the drop-down list.
3. Select the Payments tab, type your payee's name in the Payee field, and press the TAB key.
4. In the Set Up Online Payee window, enter your payee's contact and account information, then click **OK**.
5. Review the information on the Confirm Online Payee Information dialog, then click **Accept** to continue (if you need to edit the information, click **Cancel** and make any changes).

Creating an Online Payment

After you have added your online payees, you are ready to create an online bill payment.

1. Choose **Tools > Online Center**.
2. Choose your financial institution from the drop-down list.
3. Select the Payments tab and type your payee's name in the Payee field.
4. Fill in the remaining fields for the payment that you wish to make (payment amount, processing or delivery date, category, and memo) then click **Enter**.
5. Click **Update/Send...** to send your payment.