Quicken Conversion Instructions
First Republic to JPMorgan Chase Migration

As First Republic completes the account migration to JPMorgan Chase, 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.

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

IMPORTANT: If you currently use Direct Connect in Quicken to initiate Bill Payments, please complete the additional tasks at the link below. If you do not use Direct Connect Bill Pay or you only initiate Bill Payments from within your online banking site, these additional tasks are not required.

After Initial Download from JPMorgan Chase

Quicken Windows - All Connectivity Types

On or before May 23, 2024:

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.

Beginning May 28, 2024:

1. Follow in-product prompts to update your First Republic connections. This process will guide you through reconnecting your Quicken registers with JPMorgan Chase.

    If you experience an error reconnecting, please contact JPMorgan Chase support for assistance.

Quicken Mac - All Connectivity Types

On or before May 23, 2024:

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.

Beginning May 28, 2024:

2. Follow in-product prompts to update your First Republic connections. This process will guide you through reconnecting your Quicken registers with JPMorgan Chase.

    If you experience an error reconnecting, please contact JPMorgan Chase support for assistance.

Quicken Windows Bill Pay

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

Important: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid on or after May 24, 2024, these payments may still be processed.

On or Before May 23, 2024

Cancel Existing Bill Payments.

1. Choose **Tools > Online Center.**

2. Choose your institution 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 May 24, 2024. 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 May 24, 2024.

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.

After May 28, 2024

Important: You will need to re-create your Bill Payments in your Online Banking portal moving forward. JPMorgan Chase does not support QuickBooks initiated Bill Payments.

Quicken Mac Bill Pay

Only complete these tasks if you currently initiate Direct Connect Bill Payments from within Quicken Mac.

Important: These tasks must be completed to avoid possible duplicate payments. If you do not cancel payments scheduled to be paid on or after May 24, 2024, these payments may still be processed.

On or Before May 24, 2024

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 with your financial institution.

On or After May 25, 2024

Important: You will need to re-create your Bill Payments in your Online Banking portal moving forward. JPMorgan Chase does not support Quicken initiated Bill Payments.

Removing Duplicate Transactions

1. Locate transactions that need to be deleted.

   Note: It is recommended that you reconcile your transactions with your Online Banking register before deleting any transactions.

2. **Click to select** one or more transactions.
   - You can select multiple transactions at once by using **Ctr + Click** (Windows) or ⌘ **+ click** (Mac) or (to select one-at-a-time) or **shift + click** to select a range.

3. In Quicken, choose **Transactions > Delete Transaction**, or just hit the **Delete** key on your keyboard.
   - If the transaction was downloaded from a financial institution, Quicken asks you to confirm the deletion.
   - Made a mistake? Choose **Edit > Undo** or type **Ctr + Z** (Windows) or ⌘ **+ Z** (Mac).