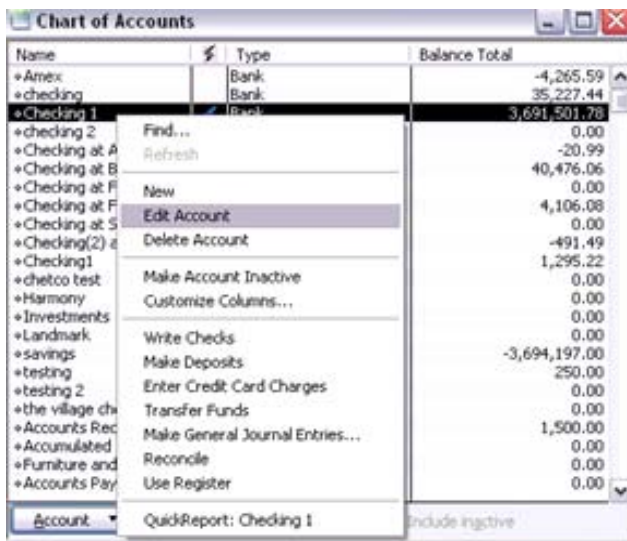


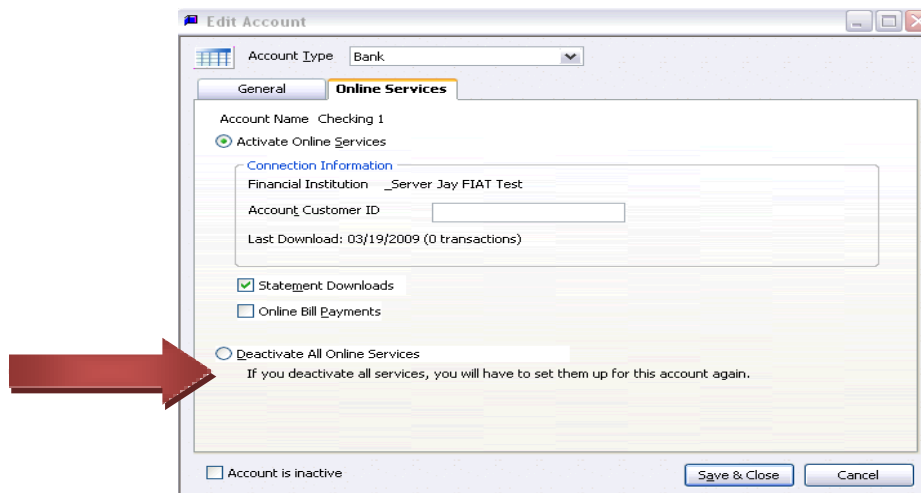
QuickBooks® Windows 2008-2011

Deactivate your account from Web Connect

1. Choose **Lists Menu** → **Chart of Accounts**
2. Right-click your account.
3. Select **Edit Account** from the pop-up menu.



4. In the **Edit Account** window, click the **Online Services** tab and choose **Deactivate All Online Services**.



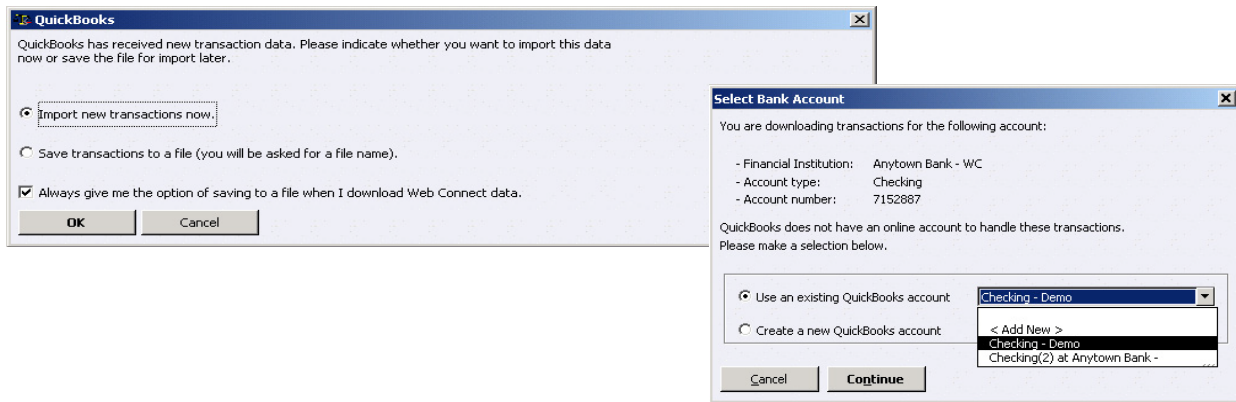
5. Repeat steps 2 through 4 for each account from which you download transactions.

Activate your account from Web Connect

IMPORTANT Do not complete this section until after the conversion.

1. Log in to www.mainsourcebank.com. Download your transactions into QuickBooks®.

NOTE To avoid the possibility of creating duplicate records when downloading into QuickBooks®, select a “from” date that does not include records previously downloaded.



2. In QuickBooks®, click the **Import New Transactions Now** radio button. Then click **OK**.

NOTE If you previously removed the check from the “**Always Give Me**” the option of saving to a file... option, then this dialog will not display.

3. In the Select Bank Account dialog, click the **Use an Existing QuickBooks® Account** radio button. In the corresponding drop-down list, select the QuickBooks® account that you use. Click **Continue**.

NOTE You only need to select the account for this first download. Future downloads apply to this account automatically.

4. Confirm the prompt by clicking **OK**.
5. Repeat steps 1 through 3 for each account that you previously disabled.
6. Verify that all transactions downloaded successfully into your account registers.

Thank you for making these important changes!