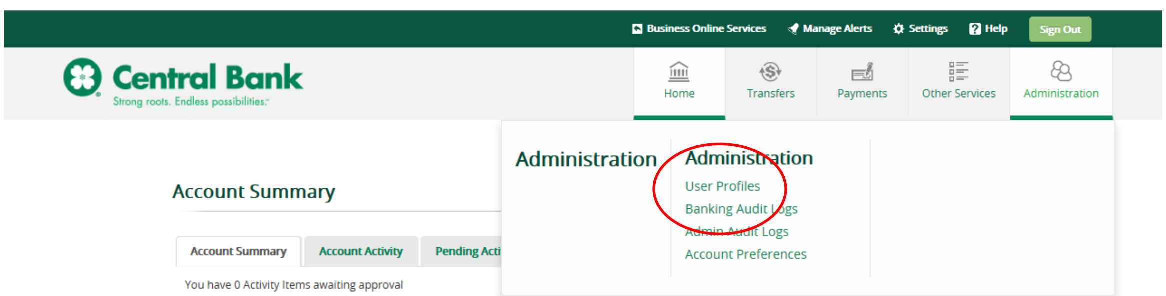
Direct Connect
Getting Started Guide for Quicken®

This guide describes a simple and complete path to activating Direct Connect capabilities between the bank and the Quicken software.

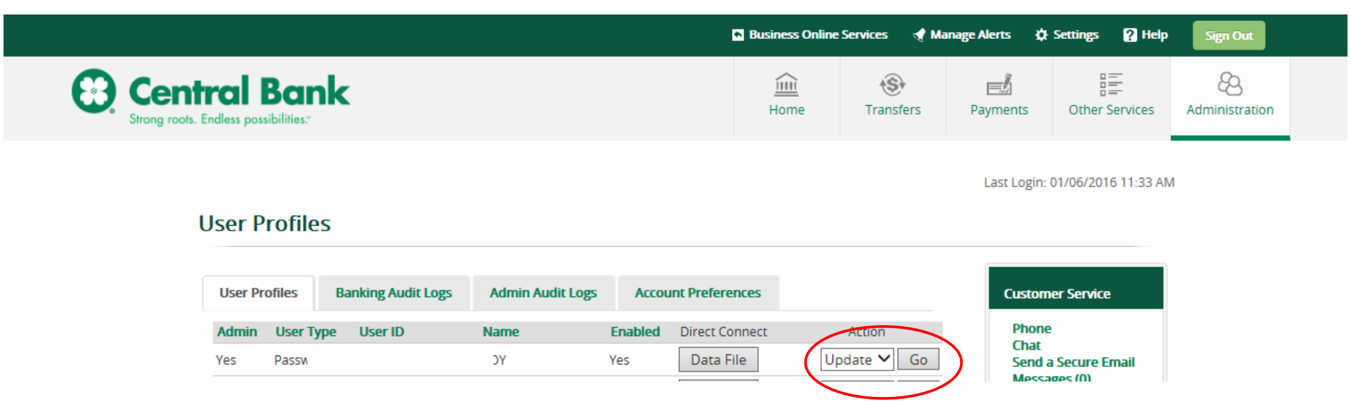
To Enable Quicken for Your Business

1. Before you can download your transactions with Direct Connect, your company must first be enabled for this feature. Your Commercial Banking Services Representative at the bank can assist you with this. Additionally, you will need your BusinessLink User ID and Password. Once your company is enabled for Direct Connect, the following steps explain how to enable an existing or new Quicken account for transaction download.

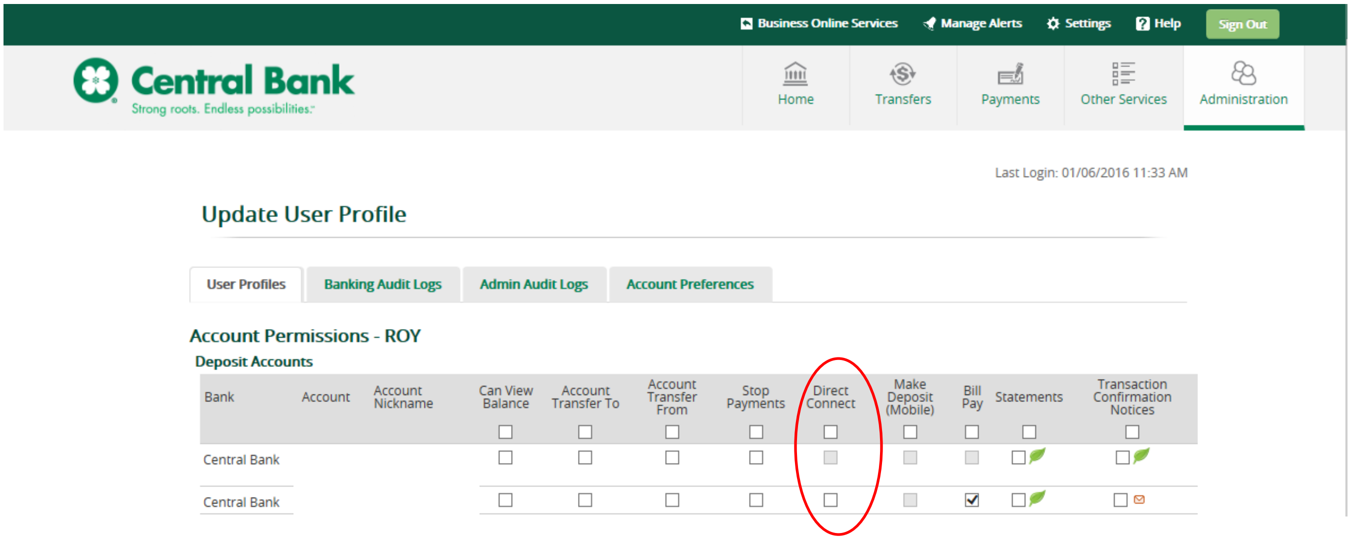
2. After logging into Business Online Services, select BusinessLink. Scroll over **Administration**, and click on **User Profiles**.



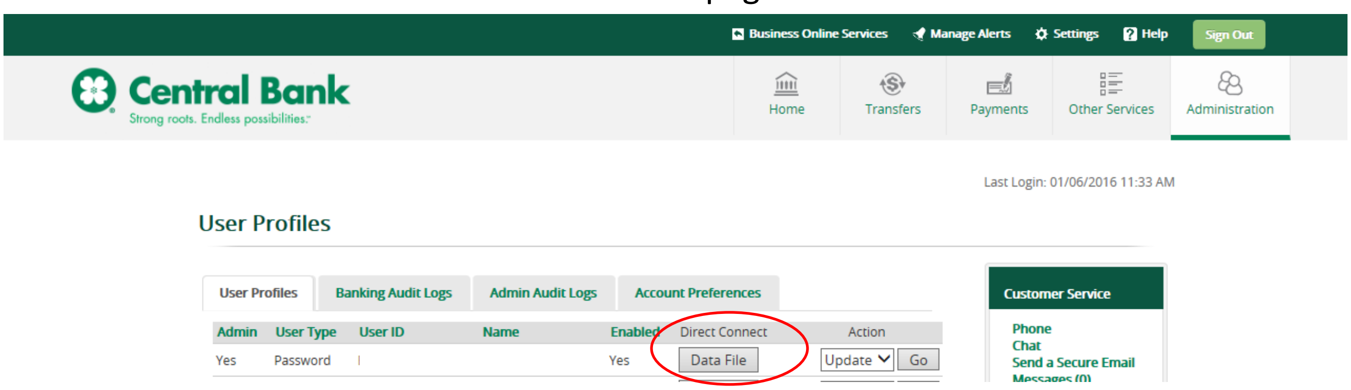
3. Leave **Update** selected and click the **Go** button.



4. The Company Administrator will need to ensure that the Direct Connect box(es) are checked for the accounts the user has access to. Once the accounts are selected, click **Finish**.

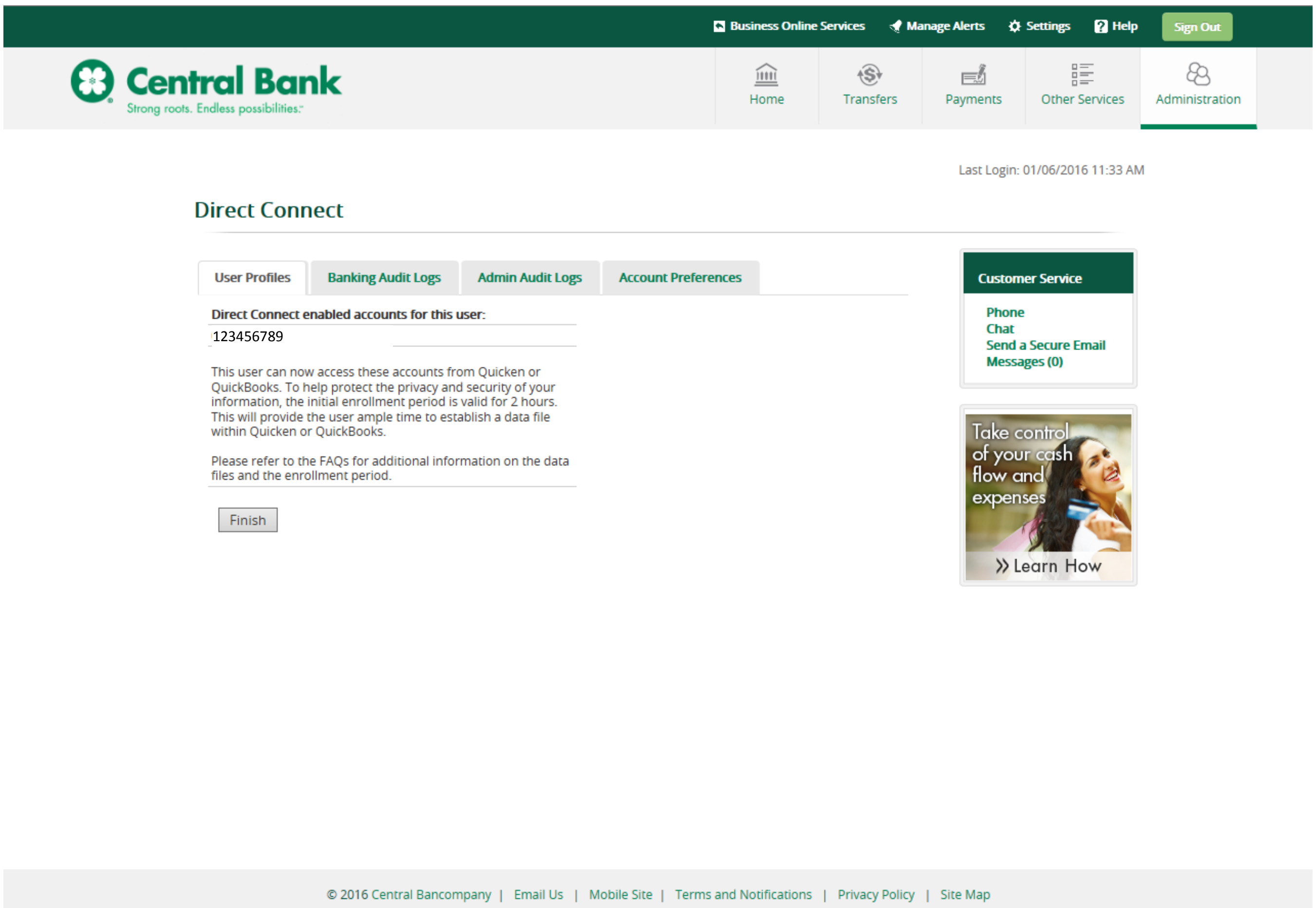


5. Click the **Data File** button on the User Profiles page.



6. Congratulations! You may now go into Quicken and setup your bank accounts. To help protect the privacy and security of your information, the initial enrollment period is valid for 2 hours. This will provide you with ample time to establish your data file within Quicken. If you find you need more time than allotted, please click the Data File button on the User Profile page and you will be given an additional 2 hours.

   Click **Finish**.



Installing and Setting Up Quicken for Windows

1. Install Quicken

Insert the Quicken CD and follow the installation instructions. (If you downloaded Quicken, run the installer program that was included with your download).

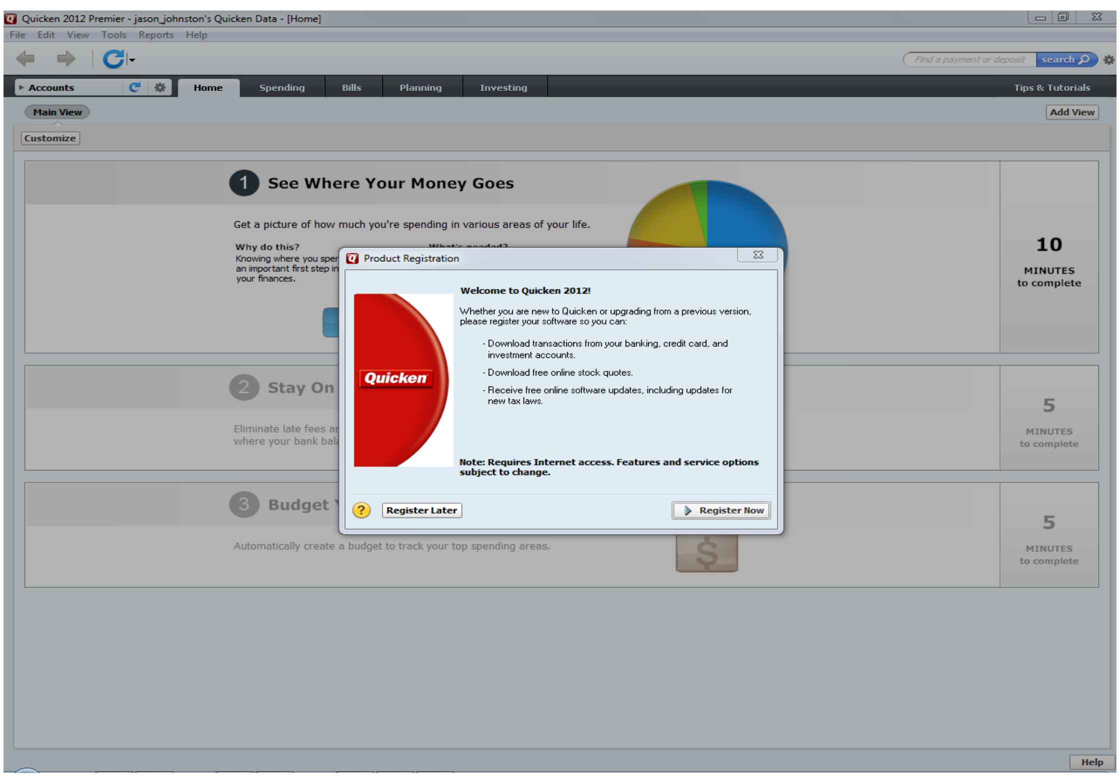
2. Register Quicken

When prompted, complete the Quicken Product registration.

Registering allows you to access Quicken's many online features such as One Step Update and Online Investment Tools.

3. Use the Setup Tab to Add Accounts

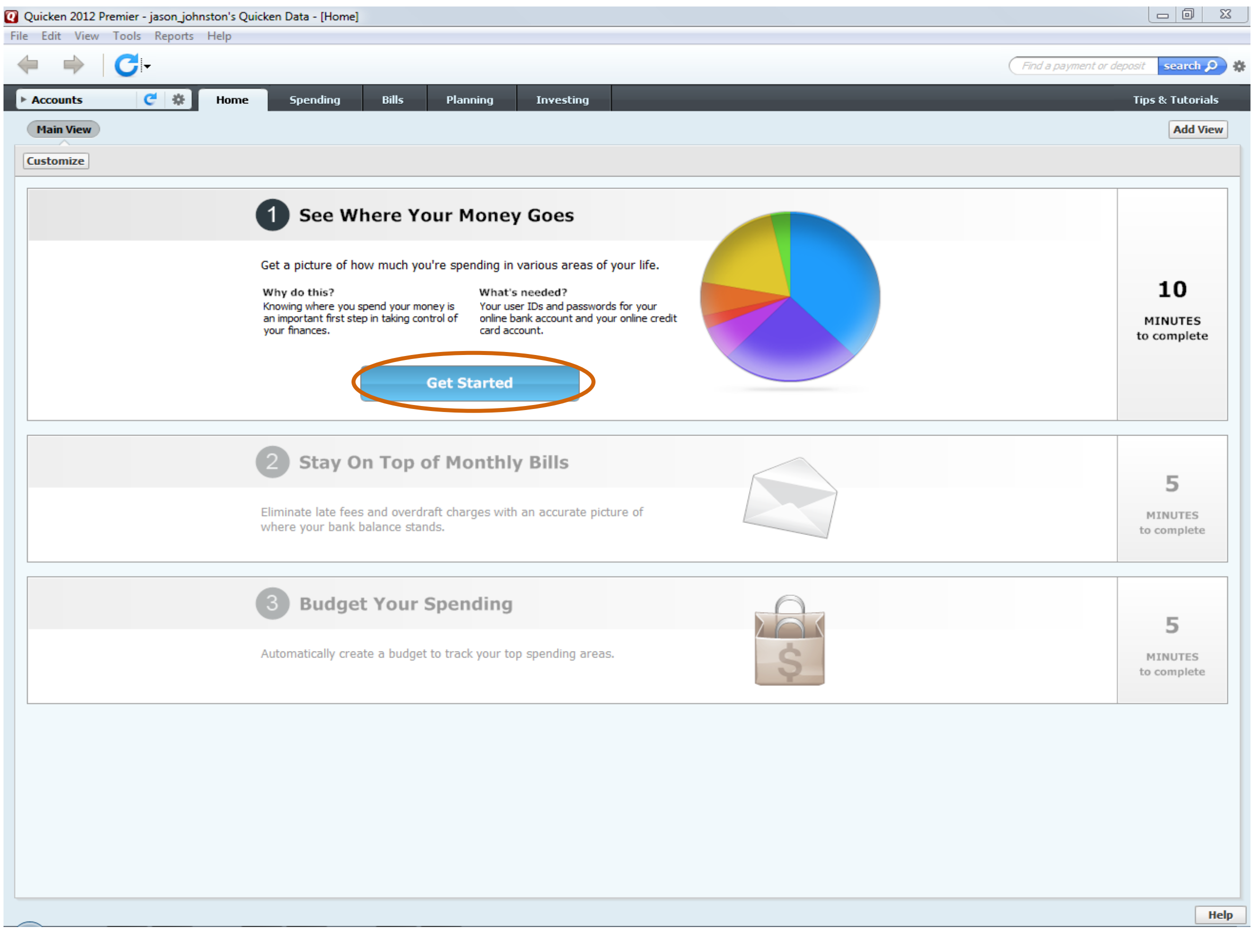
When you start Quicken for the first time, a dialogue box will ask you if you are a new user or a returning user. Select the one that applies to you and then it will ask you to register.

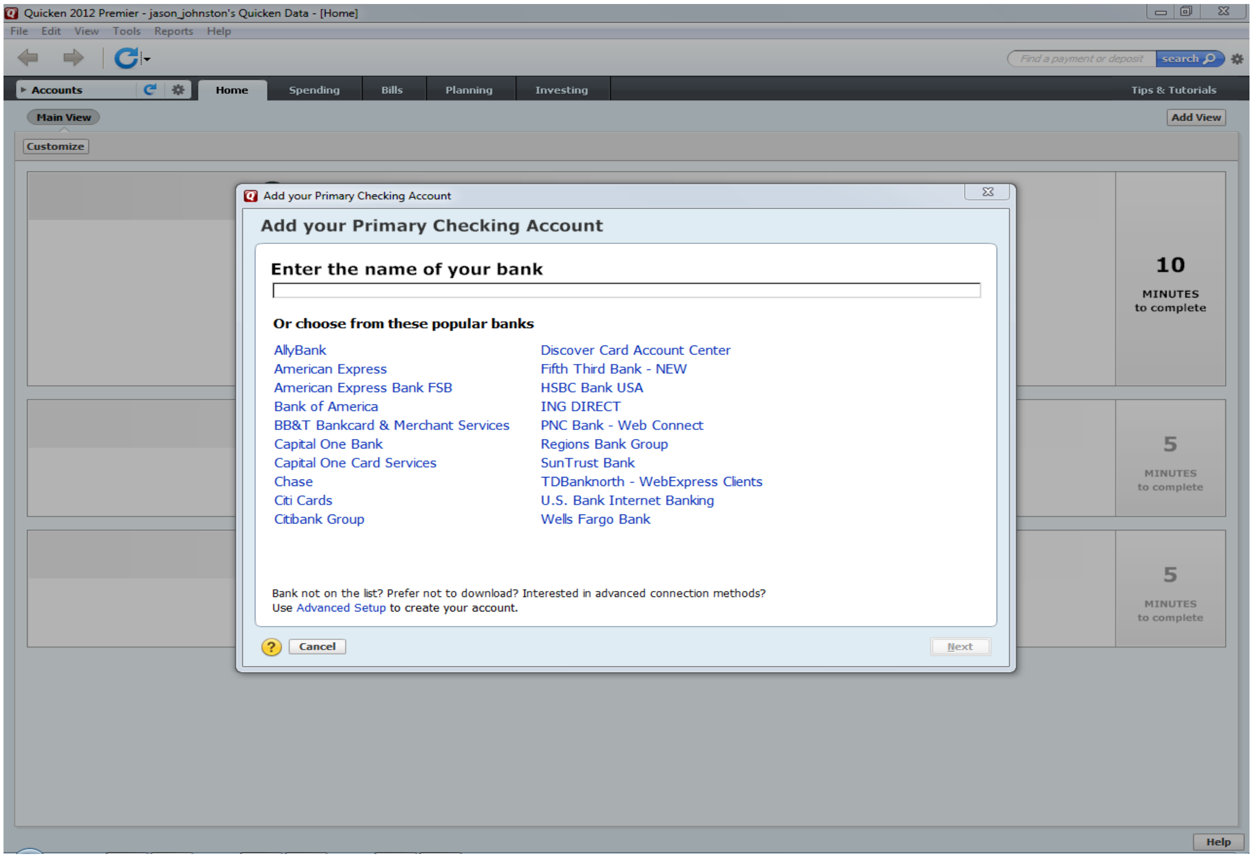


The **Home page** is where you can add your basic financial information to help you get the most out of Quicken. There are a number of options on this page and it is suggested that you enter the following at the very least:

- Your **Checking** and **Savings Accounts**
- Your **Bills** and **Deposits**

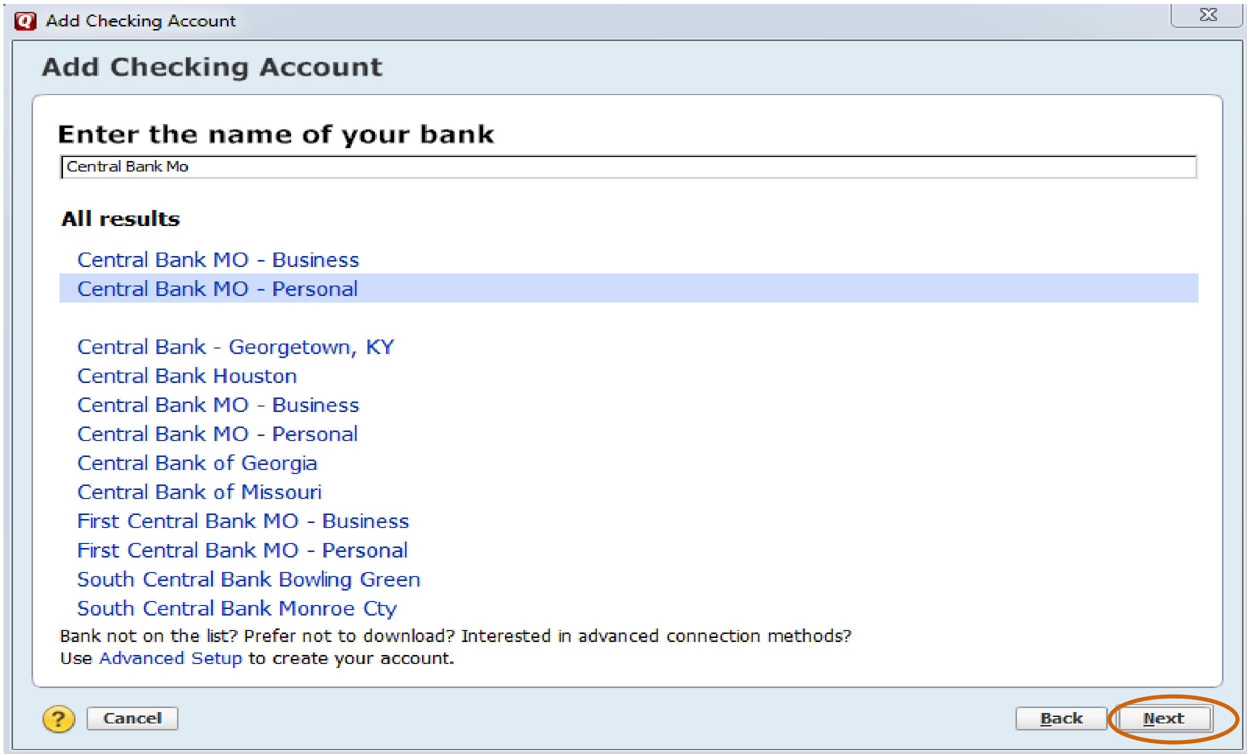
Simply click the **Get Started** button to add checking and savings accounts.





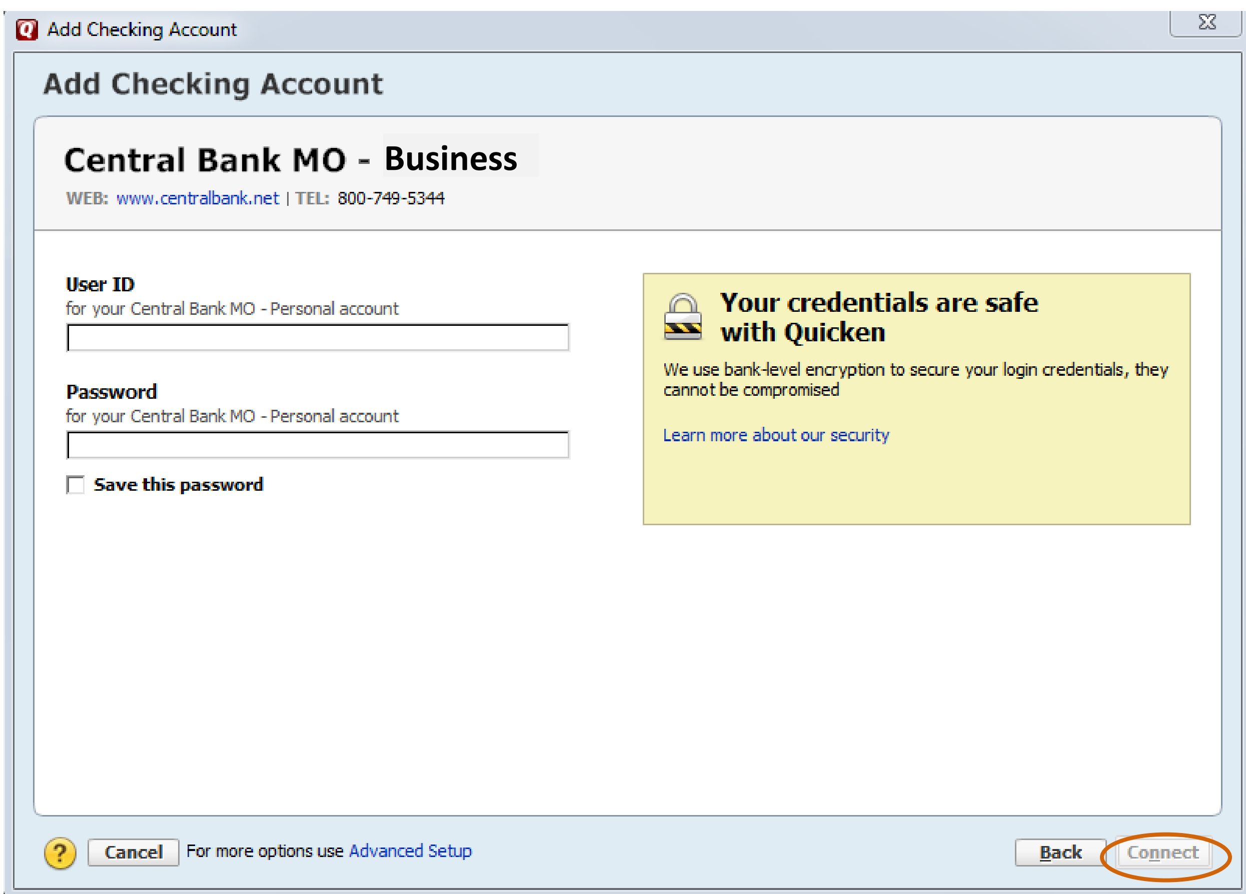
A new window will appear titled **Add your Primary Checking Account.** *You will need to search for the bank's name inside of that window. Below is a list of Central Bancompany banks. The middle column is how Quicken has them labeled.*

Central Bank of Boone County		
Central Bank	Central Bank Mo - Bus	www.centralbank.net
Central Bank of Audrain County	Central Bank of Audrain Co - Bus	www.centralbank.net
Central Bank of Lake of the Ozarks	Central BOLO – Bus	www.centralbank.net
Central Bank of St. Louis	Central Bank of St. Louis - Bus	www.centralbank.net
Central Bank of the Midwest	Central Bank of the Midwest - Bus	www.centralbank.net
Central Bank of Moberly	Central Bank of Moberly - Bus	www.centralbank.net
Central Bank of the Ozarks	Central Bank of the Ozarks - Bus	www.centralbank.net
Central Bank of Warrensburg	Central Bank of Warrensburg - Bus	www.centralbank.net
Jefferson Bank	Jefferson Bank – Bus	www.jefferson-bank.com
Central Bank of Oklahoma	Central Bank of Oklahoma – Bus	www.centralbank.net
Central Bank of Branson	Central Bank of Branson – Bus	www.centralbank.net
Central Bank of Sedalia	Central Bank of Sedalia - Bus	www.centralbank.net
Central Bank of Boone County	Central Bank of Boone County - Bus	www.centralbank.net



Once you have located your Financial Institutions name, click the **Next** button.

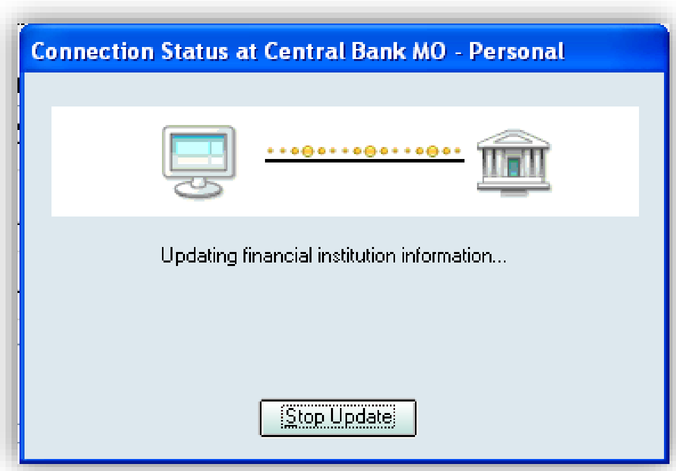
The next step in the Account Setup process is to connect to the bank.



Now you will need to enter in you the User ID and Password you use to login to Online Banking at the bank's website. Enter in your **User ID** and **Personal Password**. Click the **Connect** button.

Note: Quicken will not connect to BusinessLink for automatic downloads until you have registered for Direct Connect through BusinessLink. You must have enabled Direct Connect in Online Banking within two hours before completing this step. If you have not enabled Direct Connect within Online Banking, you will need to do so. If two hours have lapsed, please sign into Online Banking, scroll over **Administration Preferences** and select **User Profiles**. On the User Profiles page, click the **Data File** button for the user.

Quicken will now attempt to connect with the bank and update the financial institution information.



Once Quicken has successfully communicated with the bank, ***your Account Setup is Complete!***