

Deactivate Your Account(s) at Park View FCU

1. Choose **Tools** menu → **Account List**.
2. Click the **Edit** or **Edit Details** button of the account you want to deactivate.
3. In the Account Details dialog, click on the **Online Services** tab.
4. Click **Deactivate** or **Remove from One Step Update**. Follow the prompts to confirm the deactivation.



Note: The name of the buttons referenced above may vary depending on the services you currently use and version of Quicken.

5. Click on the **General** or **General Information** tab. Delete the Account Number.
6. Delete the name of the Financial Institution. Click **OK** to close the window.
7. Repeat steps 2 – 7 for each account at PVFCU.

Reactivate Your Accounts using “Park View FCU – DC – New”

1. Open the account register that you want to enable for online account access.
2. Choose **Account Actions** → **Set Up Online**.
3. Enter Park View FCU – DC - New and click **Next**.
4. Type your User ID and Password. Click **Connect**.



You will be presented with a list of accounts available for online access.

5. Ensure you associate the account to the appropriate account already listed in Quicken. You will want to select **Link** or **Exists in Quicken** and select the matching accounts in the drop-down menu.

DO NOT select **New** or **Add In Quicken**. If you are presented with accounts you do not want to track in this data file, select **Ignore – Don’t Download into Quicken**.

6. After all accounts have been matched, click **Next**.
7. You will receive confirmation that your account(s) have been added → Click **Done** or **Finish**.