If you’re not using your Patelco Online™ User ID in Quicken, you need to update now. (For instance, if you’re using your Member Number or the username from our old online banking system, you need to begin using your Patelco Online™ User ID.) Follow our handy guide, and you’ll be all set to keep getting your transactions. Don’t worry – you won’t lose any of your old transactions.

Your Patelco Online™ User ID is what you use to log in to our Mobile App and our online banking at patelco.org.

Don’t have a Patelco Online™ User ID? Visit patelco.org from any device and select Sign Up at the top. You’ll need your Member Number (listed on your monthly statement) to get started.

1. Once you have your Patelco Online™ User ID, open your Quicken software (on a Windows computer) and go to your account list.
2. Right click on your first Patelco account, and then select **Edit/Delete account**.
3. Replace your existing ID with your **Patelco Online™** User ID. (Remember, your **Patelco Online™** User ID is the username you use to log in to our Mobile App and our online banking at [patelco.org](http://patelco.org).)

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![Account Details Screen]

Replace with your Patelco Online User ID

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In the **Account name** box, type your User ID between the account type and the suffix. For instance, if your User ID was isuper*01 and your checking account was suffix 10, you would type:

    Checking isuper*01-S10

(Make sure to add a **space** after the account type and add **-S** after your User ID. Do not add a space between the **-S** and your suffix number.)

In the **Account Number** box, type your User ID, a dash, and then your suffix. For instance, if your suffix was 10 and your User ID was isuper*01, you would type:

    isuper*01-S10

In the **Customer ID** field, type your User ID. For instance, if your User ID was isuper*01, you would type:

    isuper*01
4. Select the **OK** button at the bottom.

5. Select the **Yes** button.

6. If prompted, select the **OK** button.
7. If prompted, enter your Quicken vault password – this is NOT your Patelco Online™ password. This is your password to your Quicken vault.

![Enter Password](image)

8. Repeat the above for each of your Patelco accounts that you manage with Quicken.

9. Close and re-start your Quicken software.