

**MICROSOFT® MONEY 2003-2004:
JPMORGAN CHASE BANK TO CHASE
UPDATING YOUR BANK ACCOUNT ACCESS**

Due to an upgrade to the JPMorgan Chase Bank system, you will need to modify some information in your Money software. To maintain uninterrupted access to your account information, **please complete the following steps before January 24, 2006.**

NOTE: If you wait until after January 24, 2006 to update your information, your Money access will not work properly.

STEP 1

ENROLL AT CHASE.COM AND ACTIVATE MICROSOFT MONEY

To access Chase.com using your Microsoft Money software, you will need to get a User ID and Password for Chase.com, and then activate Money at Chase.com.

If you have never enrolled in Chase.com - never accessed your accounts directly through the Chase.com website - then follow the directions below.

Get a Chase.com User ID and Password

1. Go to Chase.com with your Internet Browser.
2. Select the blue **Enroll** button in the upper left hand corner.
3. Follow the Enrollment steps to create a Chase.com User ID and Password for your personal accounts, business accounts, or both.

Once you have enrolled, login to Chase.com using your Chase User ID and Password and follow the directions below.

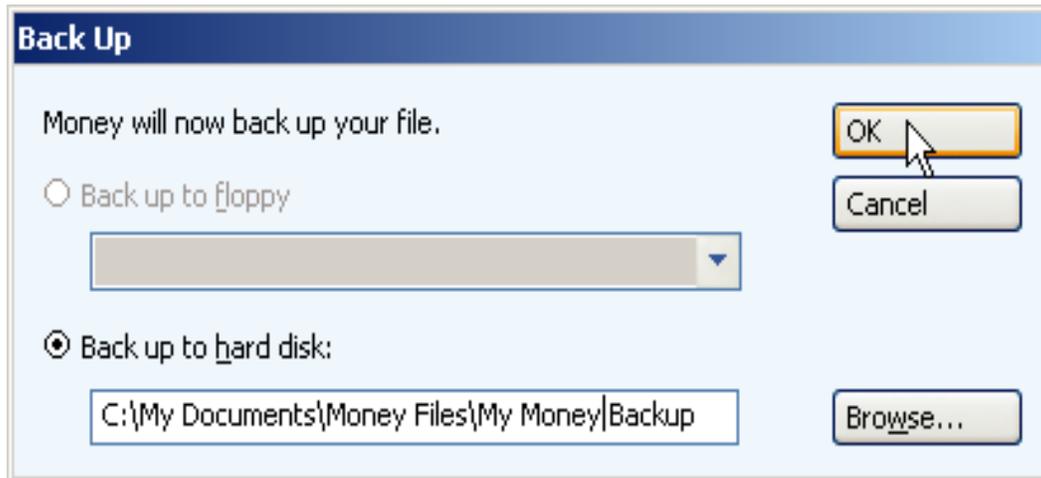
Activate Money at Chase.com

1. Go to the Customer Center page and select the **Activate Quicken, Money, etc.** link.
2. Review the legal agreement page. The fee disclosure will be part of the legal agreement. You must select the **I Agree** button to proceed.
3. Select your primary account from the drop-down list. Select the **Activate** button to proceed.
 - If you select a Basic One or College Checking account you will be presented with the Bill Pay fee notification. You must select **I accept** or you will not be able to activate your PFM service. **BILL PAY FEES WILL NOT APPLY IN THIS CASE. YOU WILL BE CHARGED ACCORDING TO THE PFM FEE SCHEDULE.**
4. You have now activated Microsoft Money with [Chase](#) and you will see the Confirmation page.

STEP 2

BACK UP YOUR CURRENT MICROSOFT MONEY DATA

1. Back up your current Microsoft Money data. On the File menu, click **Backup**.
2. Follow the instructions that appear on the screen



Note: If you are currently accessing online accounts under more than one User ID you must follow the steps in this guide for each User ID separately.

Download and Accept the Last Transactions

Go online to perform one last download. This ensures that Money records all history in your account in your account register. Download all transactions and then add this data to your account register.

1. On the **Tools** menu, point to **Internet Updates** and then click **Update Now**.
2. Select **JPMorgan Chase Bank** and enter your password.
3. Click **Connect**.
4. IMPORTANT: At this time, do not click any links in the Call Summary area or the Online Services Manager that prompt you to update your online services.
5. After the statement download, go through the reconciliation process and accept all the transactions, if applicable.
6. Read and accept all downloaded messages and transactions.

Note: If an error occurs while you are online, please keep trying until you are successful.

Update Online Information

Choose Information to Update

Select the check boxes next to the information you want to update. Passwords and account information are encrypted before they are transmitted.

Quotes, Alerts, and Other Information

Update stock and fund quotes, MSN Alerts, news, and exchange rates

Account Transactions

Download cleared transactions

JP Morgan Chase

Last updated: 8/1/2005

Password: [REDACTED]

Update **Cancel**

STEP 4

DELETE ANY OUTSTANDING PAYMENT INSTRUCTIONS

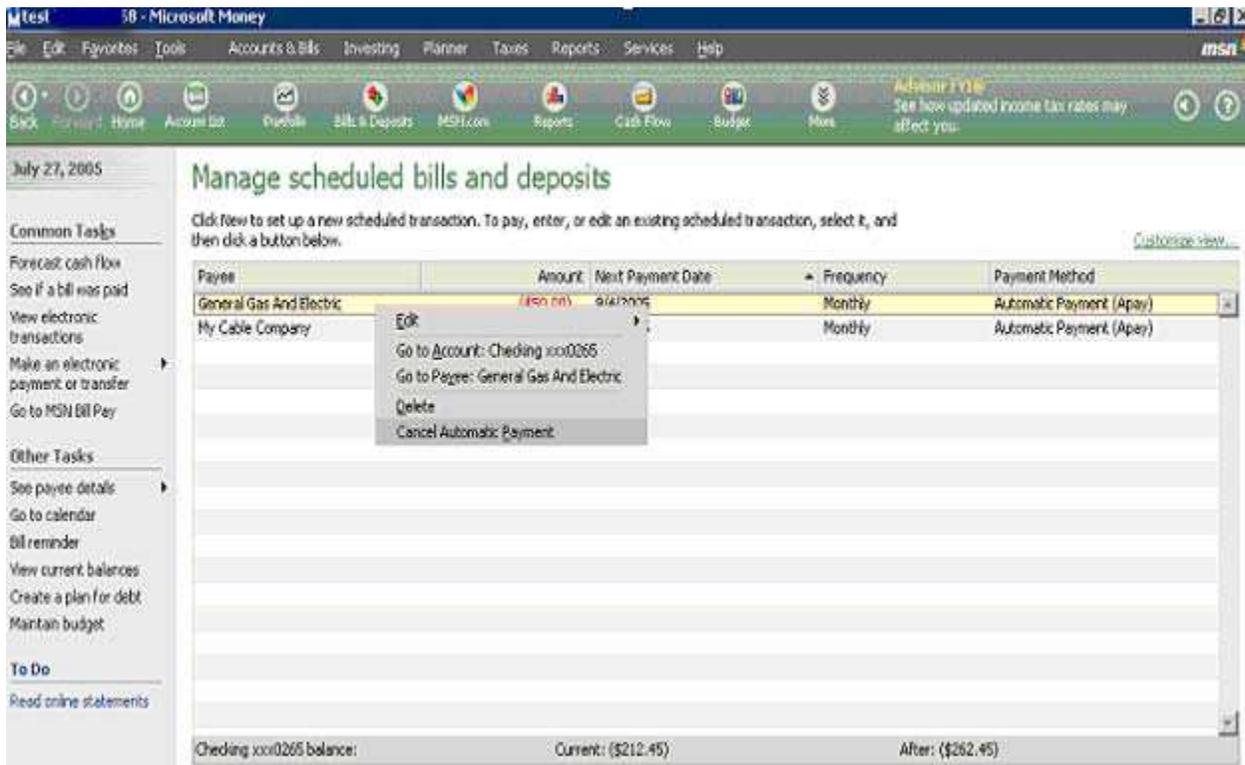
NOTE: If you don't use online bill payment with your account, please skip this section and go to Step 5.

If you use online bill payment with your account, you will need to delete all pending and repeating online payments that you have scheduled through JPMorgan Chase Bank.

Any scheduled payment that you can't cancel due to insufficient time will continue to be processed and paid. Any payment you cancel will not be paid, but we'll show you how to reschedule those payments a little later.

Cancel your pending Automatic Payments (Apay):

1. Click **Bills** or **Bills & Deposits List**.
2. Right-click the recurring bill with the automatic payment (Apay) you want to cancel.
3. Click **Cancel Automatic Payment**.
4. Send the cancellation instructions by clicking **Cancel Apay Series**.
5. Repeat for each automatic payment in the Bills list.



Note: Microsoft Money will send your request immediately after you create a request to cancel an Apay series. Your payments will remain in your Bills & Deposits List area as a non-electronic transaction so that you can re-set them as Apays after you re-enable your accounts for service with **Chase**.

STEP 4**DELETE ANY OUTSTANDING PAYMENT INSTRUCTIONS****Cancel your pending Payments (Epays):**

1. Click **Bills** or **Bills & Deposits List**.
2. Click **View Electronic Transactions**.
3. Select the payment you want to cancel and then click **Cancel Payment**.
4. Send the cancellation request by clicking **Cancel Payment** again.
5. Repeat for each electronic payment that you want to cancel.

Note: If an error occurs while you are online, please keep trying until you are successful.

July 27, 2005

Think you paid a bill but don't see it here?
Find a transaction

Common Tasks
Make an electronic payment or transfer
View all recent bills and deposits

Other Tasks
View current balances
Set up bill pay services
Contact bank or broker
See payee details

To Do
Read online statements

View all electronic payments and transfers

Electronic transactions ready to send

Click **Submit Now** to send the following checked electronic payments and transfers. If you do not want to send an item, clear the check box. To edit an item, select it, and then click **Edit**.

	Payment Date	Payee	Amount	Account
<input checked="" type="checkbox"/>	9/4/2005	Cleaning Supplies of America	\$20.00	Checking xxx0265

Checking xxx0265 balance: Current: (\$227.45) After: (\$247.45)

Submit Now **Edit...** **Delete**

Electronic payments and transfers sent in the last 60 days.
If you don't see a transaction that you think you've made, try to [find it](#).

Num	Date	Payee	Amount	Account	Status
	9/7/2005	General Gas And Electric	\$59.60	Checking xxx0265	Void
	9/8/2005	Cleaning Supplies of America	\$105.00	Checking xxx0265	Void
	9/19/2005	My Cable Company	\$10.00	Checking xxx0265	Void
	9/26/2005	Cleaning Supplies of America	\$25.00	Checking xxx0265	Void
	9/29/2005	Cleaning Supplies of America	\$9.00	Checking xxx0265	Void
	10/6/2005	My Cable Company	\$75.00	Checking xxx0265	Void
	10/19/2005	Cleaning Supplies of America	\$25.00	Checking xxx0265	Void
	10/25/2005	General Gas And Electric	\$25.00	Checking xxx0265	Sent
	11/4/2005	My Cable Company	\$75.00	Checking xxx0265	Void
	12/7/2005	My Cable Company	\$75.00	Checking xxx0265	Sent
	12/23/2005	Cleaning Supplies of America	\$5.00	Checking xxx0265	Void

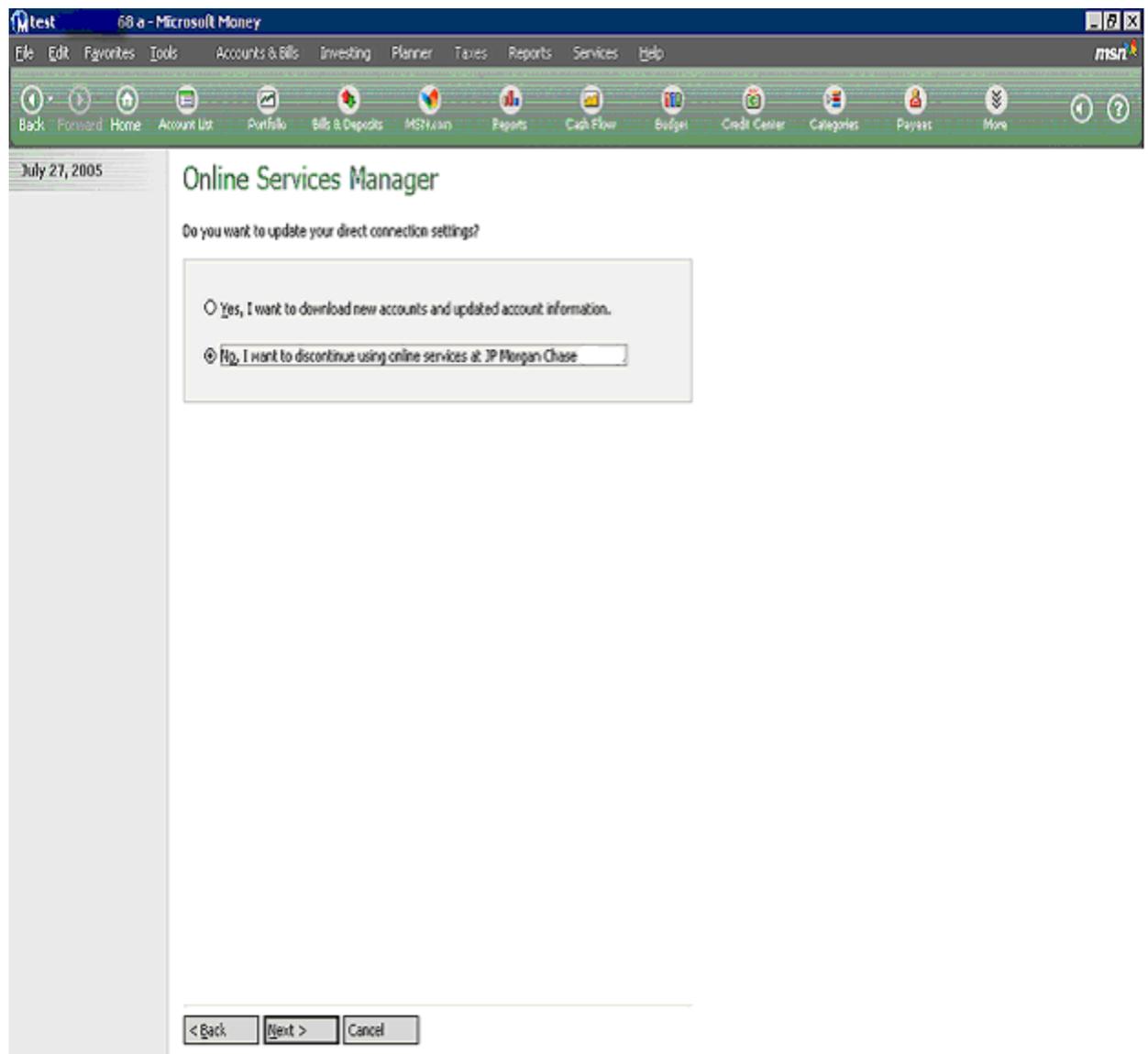
Edit... **Cancel Payment** **Electronic Payment Status...**

STEP 5

DISABLE YOUR ACCOUNTS WITH JPMORGAN CHASE BANK

Update Your Account Information

1. On the Accounts & Bills menu, click **Online Services Manager**.
2. Click the Modify Services link to the right of JPMorgan Chase Bank.
3. Select the **No, I want to discontinue using online services at JPMorgan Chase Bank** option, and then click **Next**.
4. Click **Done** on the Disable Online Services screen.
5. Money will display a pop-up box, to confirm canceling online services. Click **Yes**.

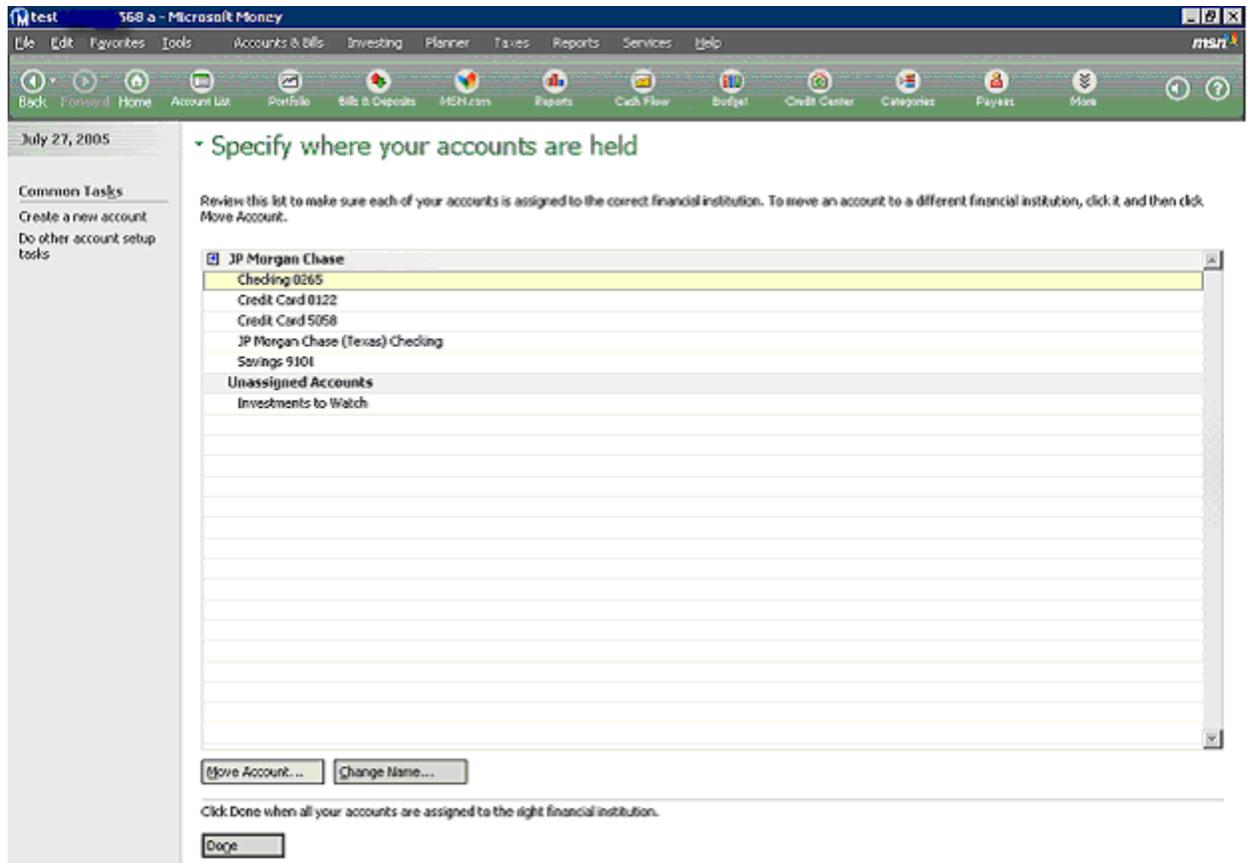


STEP 6

ACTIVATE YOUR ACCOUNTS WITH CHASE

Setup Services with Chase

1. On the Online Service Manager screen, click **Specify where accounts are held**, under Common Task.
2. Select a Chase account and click **Move Account**.

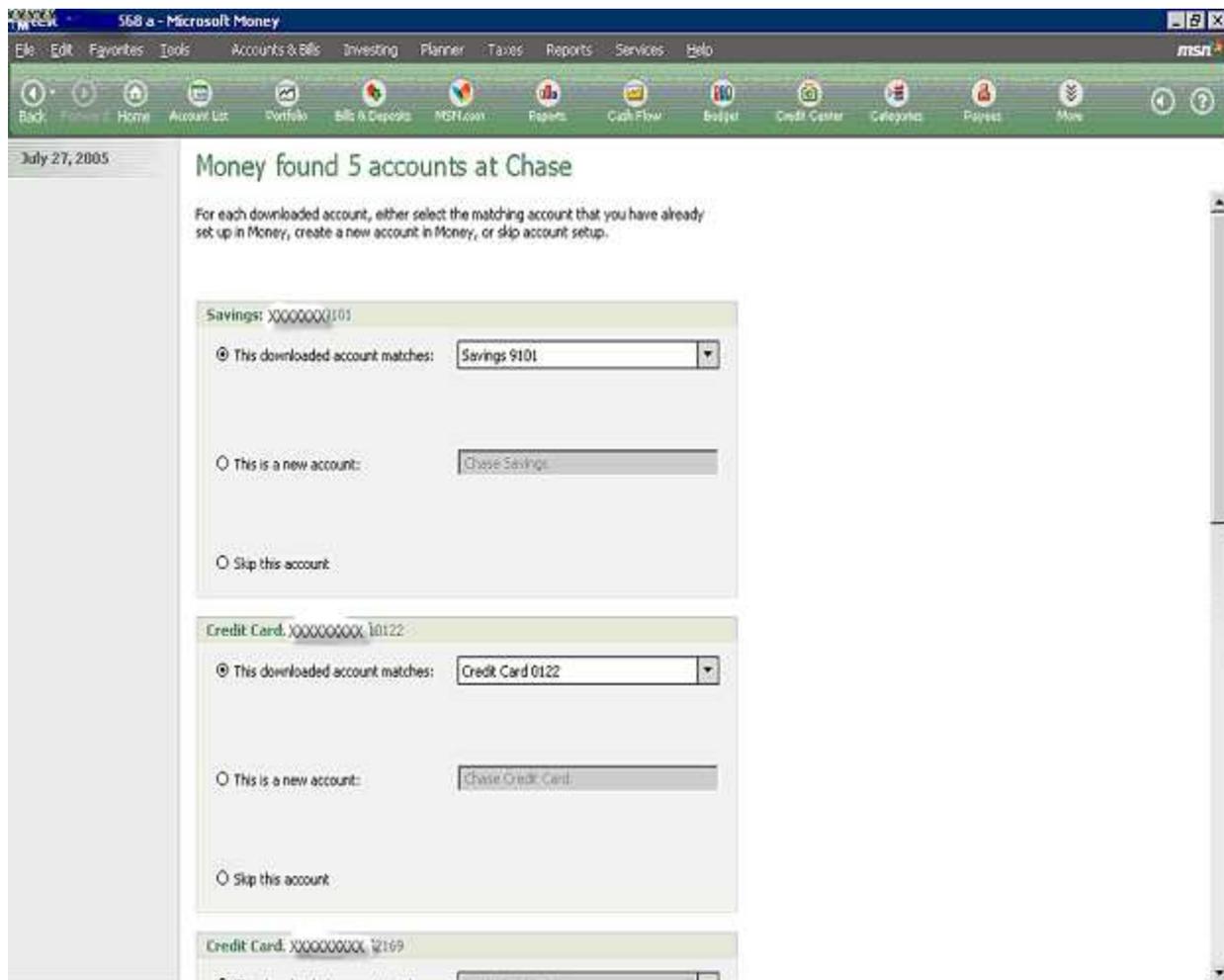


3. Next to **Held at**, change the name from JPMorgan Chase Bank to **Chase**. Then click **OK**.
4. Repeat Steps 2-3 until all your Chase accounts are listed under **Chase**. Then click **Done**.
5. On the Online Service Manager screen, click **Change financial institution** to the right of **Chase**.
6. From the list of banks, choose **Chase**. **Note: Do not select JPMorgan Chase Bank.**
7. Click **Next**.
8. Enter your Chase.com User ID and Password in the appropriate fields.
 - If you want Money to remember your password, click **Yes** when the dialog box, **if you chose to save your online passwords make sure your file cannot be accessed by others...** appears.
 - Otherwise, Click **No** and clear the **remember my password** check box.
 - Click **Next**.

STEP 7

MATCH YOUR ACCOUNTS IN MONEY

1. The Online setup screen will display the **Match the downloaded accounts to your accounts in Money** dialog box. If the downloaded account does not match an existing account, click **New Account** to create a new account in Money.
2. Follow the steps on the screen to match your previous accounts in Microsoft Money with the list of accounts downloaded from **Chase**.
3. Microsoft Money provides options of the historical information that you want to download. Change the option to **Last 7 Days** then click **Next**.
4. Click **Done**. Microsoft Money will display a call summary and start to download statement information.



STEP 7

MATCH YOUR ACCOUNTS IN MONEY

5. Due to our conversion, you may download duplicate transactions.
 - Select the Duplicate transaction, then right click the mouse and select **Mark As** and then select **Void**.
 - The transaction amount will remain but the balance will say VOID for that transaction line.

July 27, 2005

Checking 0265

View: All Transactions covering All Dates, Sorted by Date (Decreasing) Show Transaction Forms

Num	Date	Payee	C	Payment	Deposit	Balance
	7/28/2005	My Cable Company		35.00		(289.90)
	7/28/2005	General Gas And Electric		50.00		(254.90)
	7/25/2005	General Gas And Electric	R	22.00		**VOID**
	7/25/2005	General Gas And Electric	R	22.00		**VOID**
	7/22/2005	General Gas And Electric		12.00		(204.90)
	7/22/2005	General Gas And Electric		12.00		(192.90)
	7/20/2005	My Cable Company		5.00		(180.90)
	7/20/2005	My Cable Company		5.00		(175.90)
	7/19/2005	General Gas And Electric		20.00		(170.90)
	7/19/2005	My Cell Phone Bill		30.00		(150.90)
	7/19/2005	General Gas And Electric		20.00		(120.90)
	7/19/2005	My Cell Phone Bill		30.00		(100.90)
	7/14/2005	My Cell Phone Bill		35.45		(70.90)
	7/14/2005	My Cell Phone Bill		35.45		(35.45)

Today's Balance: Ending Balance: (\$504.90)

Withdrawal

Number: 7/14/2005
Amount: 35.45

Withdrawal

STEP 8

RECREATE YOUR PAYMENT INSTRUCTIONS

NOTE: If you don't use online bill payment, please skip section 8 and you have completed your changes.

Do not perform the following steps until you have completed steps 1-7.

If you voided any Epays earlier, here's how to reschedule them:

1. From the Money **Home** page, Click **Bills** or **Bills & Deposits List**.
2. Click **View Electronic Transactions**.
3. Note the payments marked **VOID** in the Status field.
4. Create a new Epay transaction for each voided payment following your regular methods.
 - Under **Common Task**, select **Make a one-time payment or transfer**, then select Make an **electronic payment**.
 - Select your Payee and your **Chase** checking account. Verify that the online Payee address and account number are correct.
 - Click **Schedule Payment**. Money will connect to Chase and send your payment.
 - Click **OK**, after the payment is submitted.
 - Repeat for each payment you canceled previously.

Note: Do not re-create any payments that were instances of automatic payments. You will re-create these next.

The screenshot shows the Microsoft Money interface. The title bar reads '58 - Microsoft Money'. The menu bar includes 'File', 'Edit', 'Favorites', 'Tools', 'Accounts & Bills', 'Investing', 'Planner', 'Taxes', 'Reports', 'Services', and 'Help'. The toolbar contains icons for 'Back', 'Forward', 'Home', 'Account List', 'Portfolio', 'Bills & Deposits', 'MSN.com', 'Reports', 'Cash Flow', 'Budget', 'Credit Center', 'Categories', 'Payees', and 'More'. The main window displays the date 'August 2, 2005' and the title 'Make an electronic payment'. Below the title is the Chase logo and a 'Common Tasks' section with the option 'Set up a recurring transaction'. The main form area is titled 'Make an electronic payment' and contains the following fields and options:

- Pay to:*** General Gas And Electric (dropdown)
- Address:** 1234 Main Street, Chicago, IL 60670, 3129544356
- Account number:** 987654321
- Payment Information:**
 - Pay from:*** *Chase Checking (dropdown)
 - Amount:*** 105.00 (dropdown)
 - Payment Date:*** ASAP: 8/10/2005, Other date: 9/7/2005 (dropdown)
 - Withdrawal date:** 8/30/2005
 - Category:** (dropdown)
 - Memo:** (text input)
- Preview:** You paid \$25.00 to General Gas And Electric on 10/25/2005.

* required

Buttons:

STEP 8

RECREATE YOUR PAYMENT INSTRUCTIONS

NOTE: If you don't use online bill payment, please skip section 8 and you have completed your changes.

Do not perform the following steps until you have completed steps 1-7.

If you canceled any Apays earlier, here's how to reschedule them:

1. Click **Bills or Bills & Deposits**.
2. Select the transaction you previously enabled for **Apays** and now shown as **Write Check** in the **Payment Method** column.
3. Click Edit and then click **Edit Bill Series**.
4. Click the address link display to the right of the **Pay To:** field. Verify the address and then click **Ok**.
5. Click **account number** and verify that the account number is correct.
6. Change the payment method to **Automatic Payment (Apay)**.
7. Put a check mark in the **This series will end at some point in time** check box.
8. Complete the **Number of transactions remaining** or **Date of final transaction** fields.
9. Click **Submit Payment Online**.
10. If Microsoft Money shows a **Payment Confirmation** screen, verify the information is correct and click **OK**.

8b - Microsoft Money

File Edit Favorites Tools Accounts & Bills Investing Planner Taxes Reports Services Help

Back Forward Home Account List Portfolio Bills & Deposits MSN.com Reports Cash Flow Budget Credit Center Categories Payees More

July 27, 2005

Edit your My Cable Company bills

To edit this series of bills, make your changes, and then click OK.

Payee Details

Pay to:* My Cable Company Address: 1234 South Street
Chicago, IL 60670
Account number: 123456789 3125553434

Payment Information

Pay from:* Checking 0265 Next payment date:* 10/5/2005
Payment method:* Write Check Frequency:* Monthly
Amount:* Automatic payment (Apay) This is a fixed amount
Direct Debit
Electronic payment (Epay) Split
Category: Other
Memo: Print this transaction
Write Check

Automatically enter transaction into my register the following number of days before the payment date: 3
 This series will end at some point in time
Number of transactions remaining: 10 Date of final transaction: 7/5/2006

OK Cancel * required

THANK YOU FOR MAKING THESE IMPORTANT CHANGES!

If you have any questions regarding these instructions, please contact us at 1-877-554-7741. You may also visit the **Chase** website at Chase.com, or refer to Microsoft Support web site at <http://www.microsoft.com/money/support.msp>.