

# Getting Started with Investment Download in Quicken 2004-2006

Refer to this guide for instructions on using Quicken's online account services to save time and automatically keep your records up to date.

## Prudential Retirement

This guide includes the following sections:

**Creating a New Quicken Account, page 2**—Explains how to use Express Setup to create a new Quicken account for downloading transactions.

**Keeping your Quicken Accounts Up-to-Date, page 3**—Explains how to download transactions from accounts that you have activated for online account services.

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## Information You'll Need to Get Started

To download your transactions with Quicken, you must have Internet access. In addition, to complete setting up your Quicken accounts for transaction download or online bill payment services you will need to enter a Customer ID and PIN.

*Example: Your Quicken Customer ID/PIN is the same as what you use to log in to the Prudential participant website.*

This guide will show you how to setup and download your accounts. For step-by-step help with an online task, choose **Learn About Downloading Transactions** from the Quicken **Help** menu.

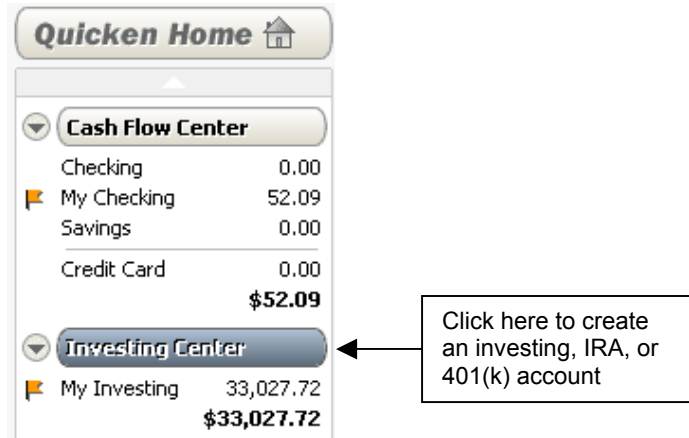
### Important: First, get the latest program updates!



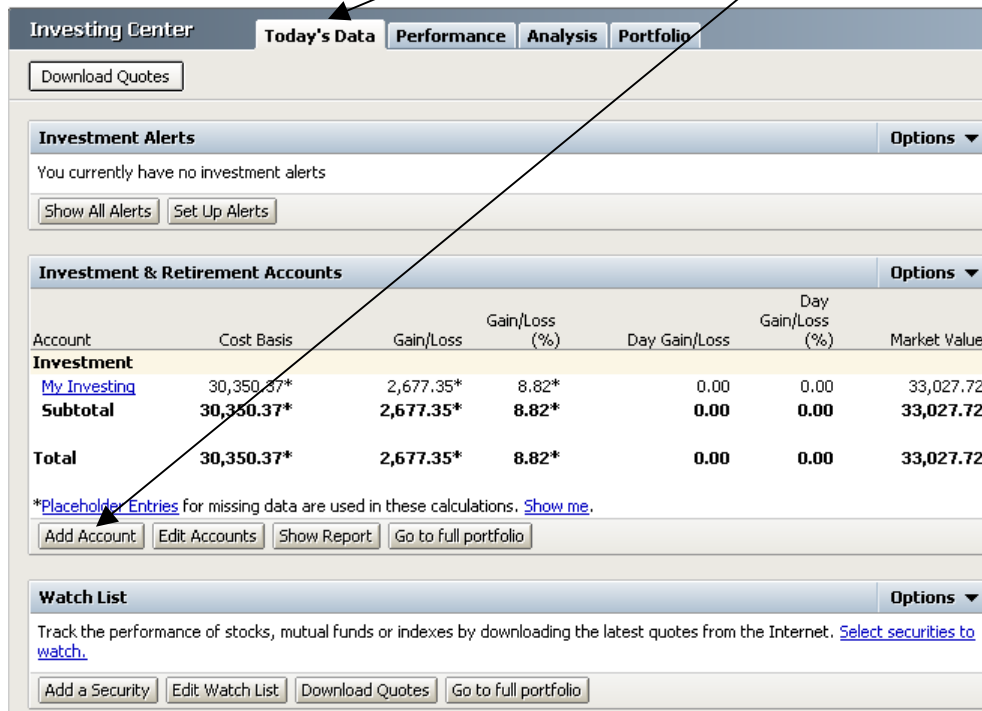
To get the latest directory of participating financial institutions and program updates click **Update** on your Quicken toolbar. In the dialog, click **Update Now**, Quicken will automatically check for available updates. When this download process is complete, **exit** and **restart** Quicken.

## Creating a New Quicken Account (Using Express Setup)

**Step 1** From the Account Bar, click **Investing Center**.



**Step 2** In the Investing Center, click the **Today's Data** tab and then click **Add Account**.



**Step 3** Enter Prudential Retirement in the financial institution selection dialog and click **Next**.

During the next 3 dialogs you will,

- 1 - select the account type (e.g. standard brokerage, IRA, 401(k), etc.)
- 2 - name the account
- 3 - choose **Online** setup

### Important Notes:

Enter your Quicken Account Number in this format: **ppppppX000000Xnnnn**

"pppppp" is your four to six digit plan number. It is located in the Personal Information tab on the Prudential Retirement participant website next to your plan name. Please disregard the extra spaces if there are no zeros in front of the number.

If there are zeros in front of the number, **be sure to include them.** (See example below)

“X” is the upper case letter X and must be included. (See example below)

For "000000" enter either:

- Your six-digit sub-plan number (if you have one). (See example below) The sub-plan number should be next to the plan number on the Personal Information tab on the Prudential Retirement participant website.
- If you do not have one, enter 000000. (See example below)  
If you are unsure about your subplan number, contact the person at your company who administers your plan. You may also contact Prudential Retirement at the toll-free number listed in the Contact Info section on the website for additional information.

“X” is the upper case letter X and must be included. (See example below)

“nnnn” is the last four numbers of your Social Security number. (See example below)

**Examples:**

Plan number: 004545

Sub-plan number: 304545

Social Security number: 123-45-6789

Quicken account number: 004545X304545X6789

Plan number: 4545

No sub-plan number

Social Security number: 123-45-6789

Quicken account number: 4545X000000X6789

**Step 4** The next dialog will ask for your Customer ID and PIN, enter this information. If you're unsure about which ID/PIN to use, see the information under "Need a Customer ID and PIN?" to the right in this dialog. Read the notes below, and then follow the onscreen instructions to complete online setup.

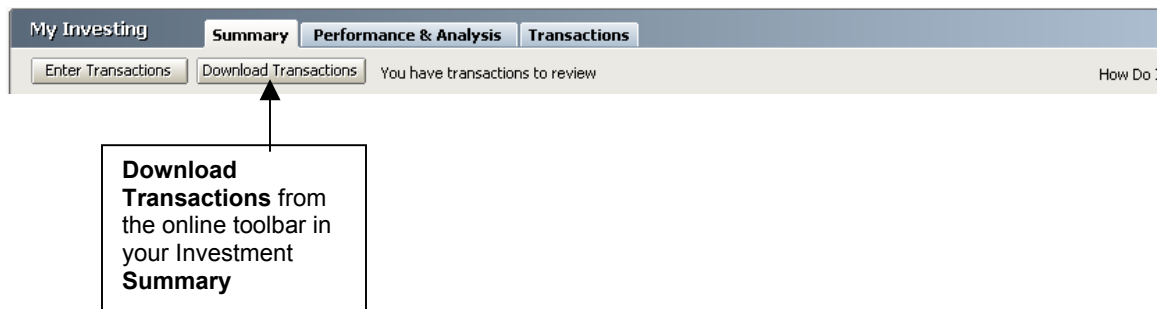
**Important Notes:** If this is an IRA account see "Convert a brokerage account to an IRA" in the Online Help for Quicken.

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## Keeping your Quicken Accounts Up-to-Date

**Step 1** To download transactions directly from your investment account, click **Download Transactions** located at the top of your Investment **Summary**.

**Step 2** Follow the on-screen instructions to complete downloading transactions.



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## Updating Accounts from the Online Center

The **Online Center** also lets you easily download transactions from the accounts that you have activated for online account services.

**Easy Access:** From the **Online** menu, select **Online Center**.

The screenshot shows the Quicken Online Center interface. The window title is "Online Center". At the top, there are buttons for "Delete", "Contact Info", "PIN Vault", "Trade", "Print", and "Options". Below this is a "Financial Institution:" dropdown menu set to "AnyTown Broker". A yellow banner in the center reads "Special Offers from Anytown Broker". Below the banner are four tabs: "Transactions", "Balances", "Holdings", and "Important". The "Transactions" tab is selected, showing "Downloaded transactions as of 7/31/2003 5:00:00 PM". Below this is a table with columns: "Date", "Activity", "Description", "Price", "Quantity", and "Amount". The table shows one entry for "My Broker" with a value of "0". A "Compare to List..." button is on the right. An "Update/Send..." button is in the top right corner.

Callout boxes provide the following instructions:

- See cash balances under **Balances** or securities under the **Holdings** tab
- Click this tab to see messages from your financial institution
- Click here to update your accounts with this Financial Institution
- Select the Financial Institution to manage and update accounts
- Click the **Transactions** tab to view downloaded transactions