

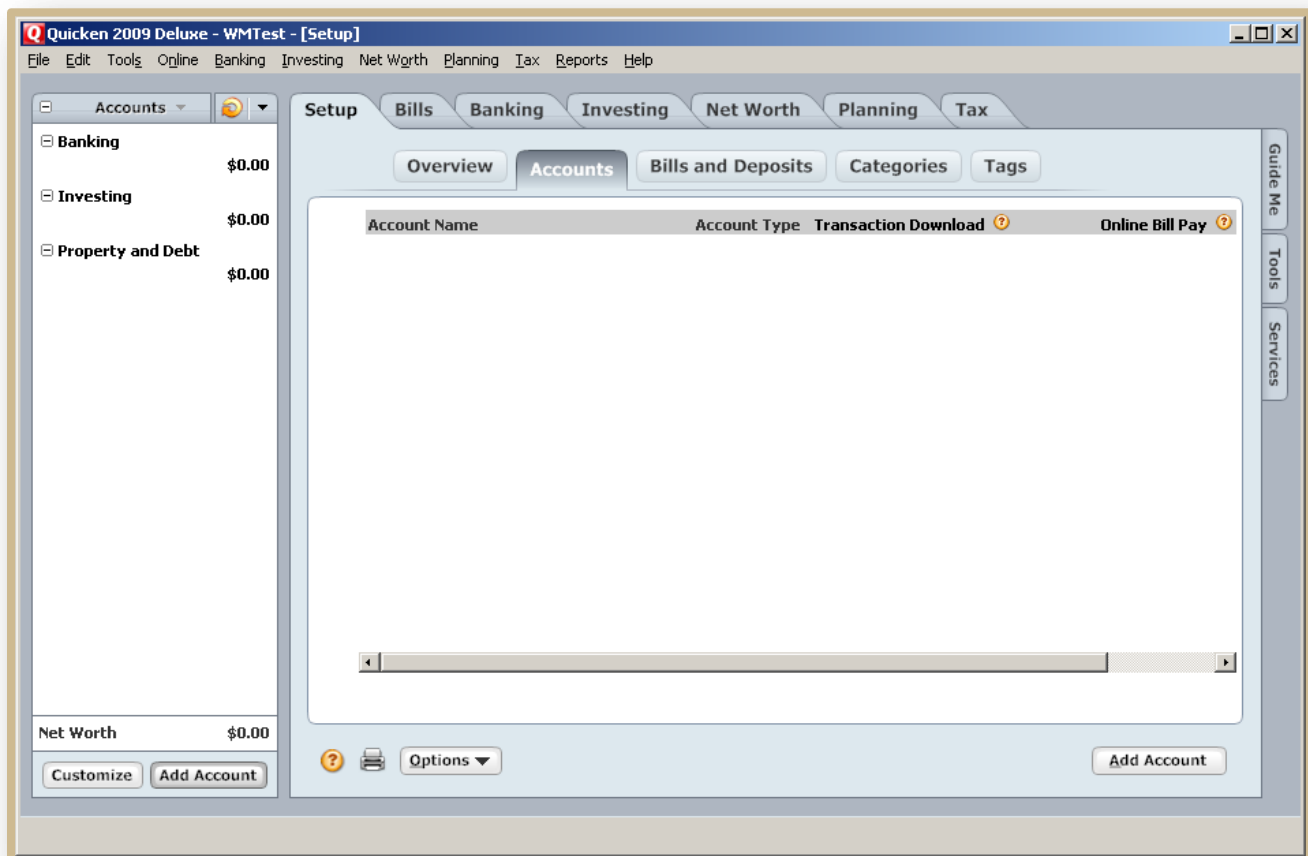
The Commerce Trust Company

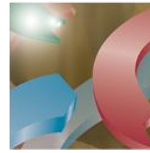
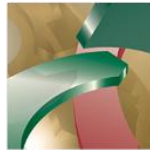
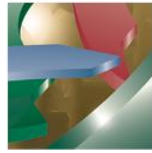
WEALTH MANAGER

Download to Quicken User Guide

Step 1: Open Quicken

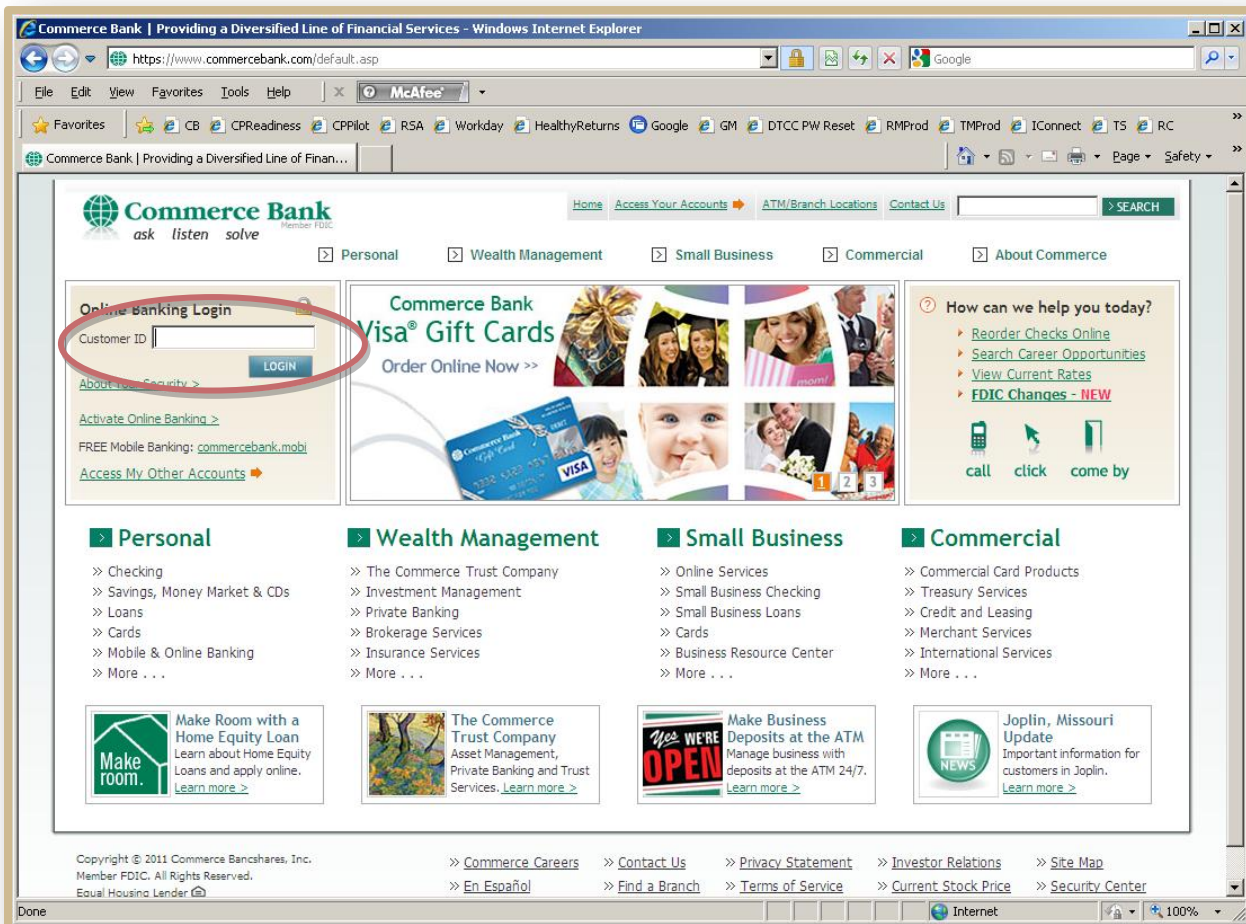
To start, open Quicken and leave it open in the background. Depending on your version of Quicken, your screens might look slightly different from ours. We are using Quicken 2009 Deluxe for this user guide.

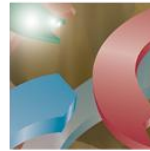
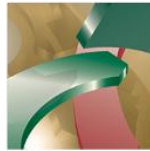
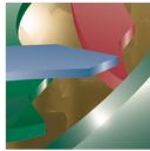




Step 2: Log into Wealth Manager

Open your browser (Internet Explorer, FireFox, etc.) and log into Wealth Manager by going to www.commercebank.com. Enter your Customer ID in the Customer ID field in the upper left hand corner of the website. Click the LOGIN button to continue.





Our website will display your security image and caption. Enter your password in the password field and click the Log In button.

Welcome to Online Banking | Commerce Bank - Windows Internet Explorer

https://banking.commercebank.com/cbi/login.aspx

File Edit View Favorites Tools Help X McAfee

Favorites CB CPReadiness CPPIlot RSA Workday HealthyReturns EM DTCC PW Reset RMPProd TProd IConnect TS RC Google

Welcome to Online Banking | Commerce Bank

Contact Us | Privacy | Site Map | Help

Commerce Bank
Member FDIC

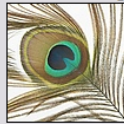
Related Tasks and Links
[Terms & Conditions](#)
[Important Security Alert](#)
[Other Online Services](#)
[CommerceBank.com](#)

Complete Login

If you recognize your Personal Security Image, you'll know for sure that you are at the valid Commerce Bank site. Confirming your Personal Security Image is also how you'll know that it's safe to enter your password and click the Log In Button.

If this image is correct, please enter your password below.
If not, please click the link to the right.

Wealth Manager Demo



[Forgot your Personal Security Image?](#)
[Incorrect Personal Security Image showing?](#)
[What is my Personal Security Image?](#)

Remember: Do not enter your password if you do not recognize your Personal Security Image and Caption.

Customer ID:

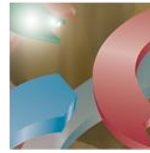
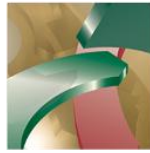
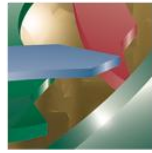
Password: [Forgot Your Password?](#) (Passwords are **case-sensitive**)

Take Me To: ☐ Make this my default page.

Log In

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Now that you have successfully logged into Wealth Manager, you should see your Financial Summary screen displayed in Wealth Manager.

Financial Summary - Windows Internet Explorer

https://clientpoint.readiness.fisglobal.com/tdcb/main/HomePage?bankNumber=PA&subProduct=8&orig=2#TopTab0

File Edit View Favorites Tools Help

Financial Summary

The Commerce Trust Company
A division of Commerce Bank

Monday, June 13, 2011 10:32 AM

Get Quote

Preferences | Access Management | Home | Help | Contact Us | Logout

Financial Summary | Portfolio | Activity | Documents | Tools | Links | Group Accounts

Financial Summary June 13, 2011 Download | Print

Customer: WEALTH MANAGER TEST ACCTS Add Account

Click on account number to view detail.

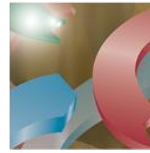
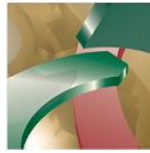
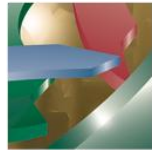
Account Number	Account Title	Account Type	Account Value	As Of Date	Next Step
Bank Deposits					
Investment Accounts					
Personal Property					
Real Estate					
Total Assets			\$0.00		
Credit Accounts					
Credit Cards					
Mortgages					
Total Liabilities			\$0.00		
Total Assets & Liabilities			\$0.00		

Selecting an account number link may launch a new web page.

Done

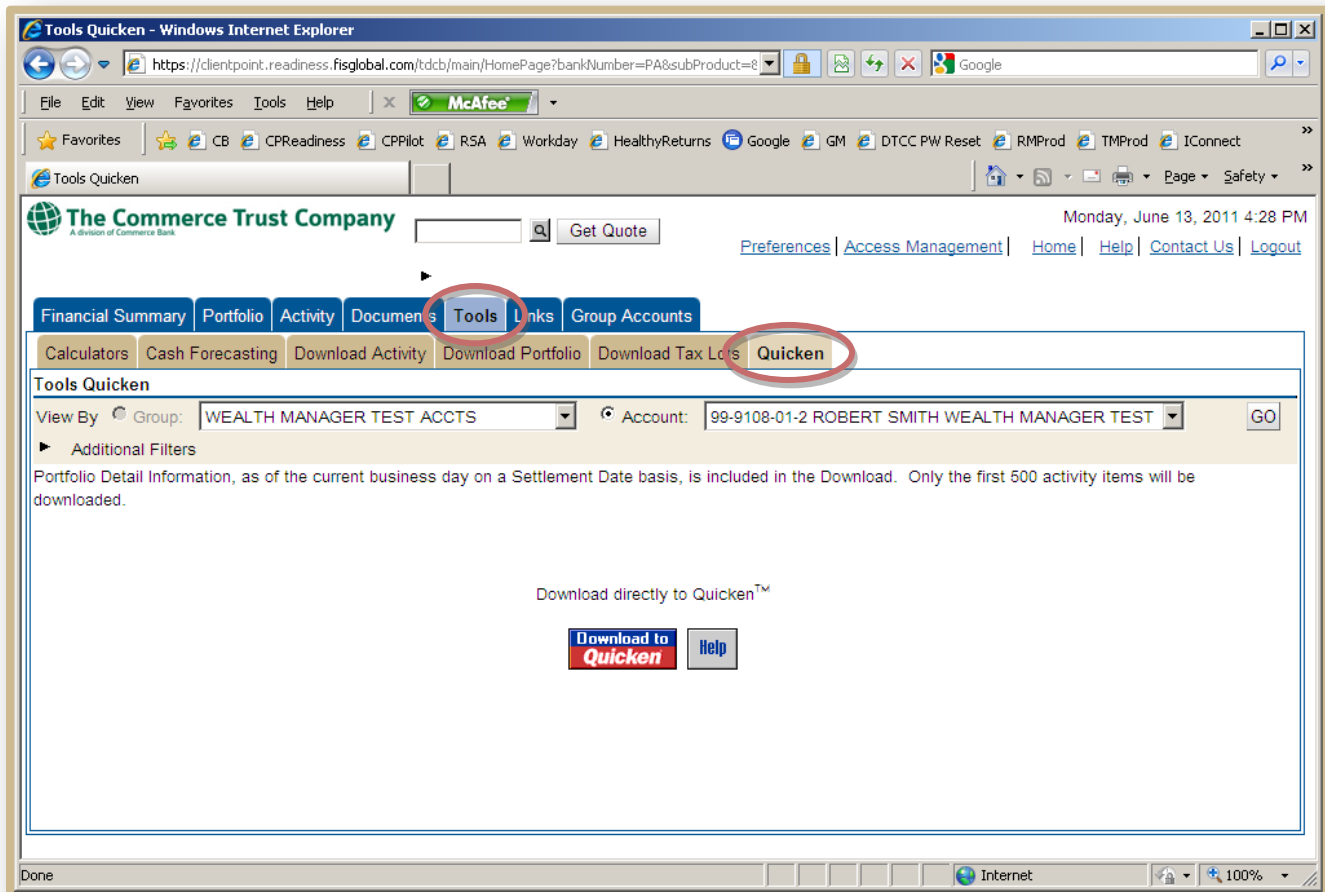
Internet 100%

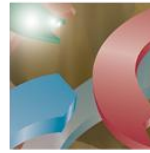
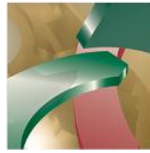
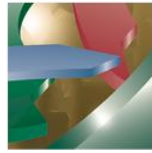




Step3: Download to Quicken

To start your download into Quicken, first click on the Tools tab and then click on the Quicken sub-tab.





Choose the account you would like to download from the Account dropdown list. To display the additional filters, click the carrot next to Additional Filters. In the additional filters, choose the Activity Detail Time Period that corresponds with the amount of transaction history you want to download. If the Activity Detail Time Period does not have the correct time frame you are looking for, use the From: and To: boxes to the right to enter a date range. Note that our system only stores transaction history for fifteen months. If you enter a From: date that is longer than fifteen months ago, it will not include the previous transactions. Also, the download can only contain a maximum of 500 transactions. If the time frame you have entered has too many, it will not download all of the transactions. Click the green GO button to verify your selections.

Tools Quicken - Windows Internet Explorer

https://clientpoint.readiness.fisglobal.com/tdcb/main/HomePage?bankNumber=PA&subProduct=8

File Edit View Favorites Tools Help

McAfee

Favorites CB CPReadiness CPilot RSA Workday HealthyReturns Google GM DTCC PW Reset RMPProd TMPProd IConnect

Tools Quicken

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Monday, June 13, 2011 4:28 PM

Preferences Access Management Home Help Contact Us Logout

Financial Summary Portfolio Activity Documents Tools Links Group Accounts

Calculators Cash Forecasting Download Activity Download Portfolio Download Tax Lots Quicken

Tools Quicken

View By Group: WEALTH MANAGER TEST ACCTS Account: 99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST

Activity Detail Time Period: Last Statement Period

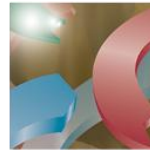
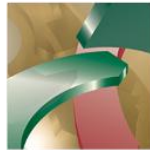
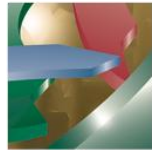
From: To:

Portfolio Detail Information, as of the Settlement Date basis, is included in the Download. Only the first 500 activity items will be downloaded.

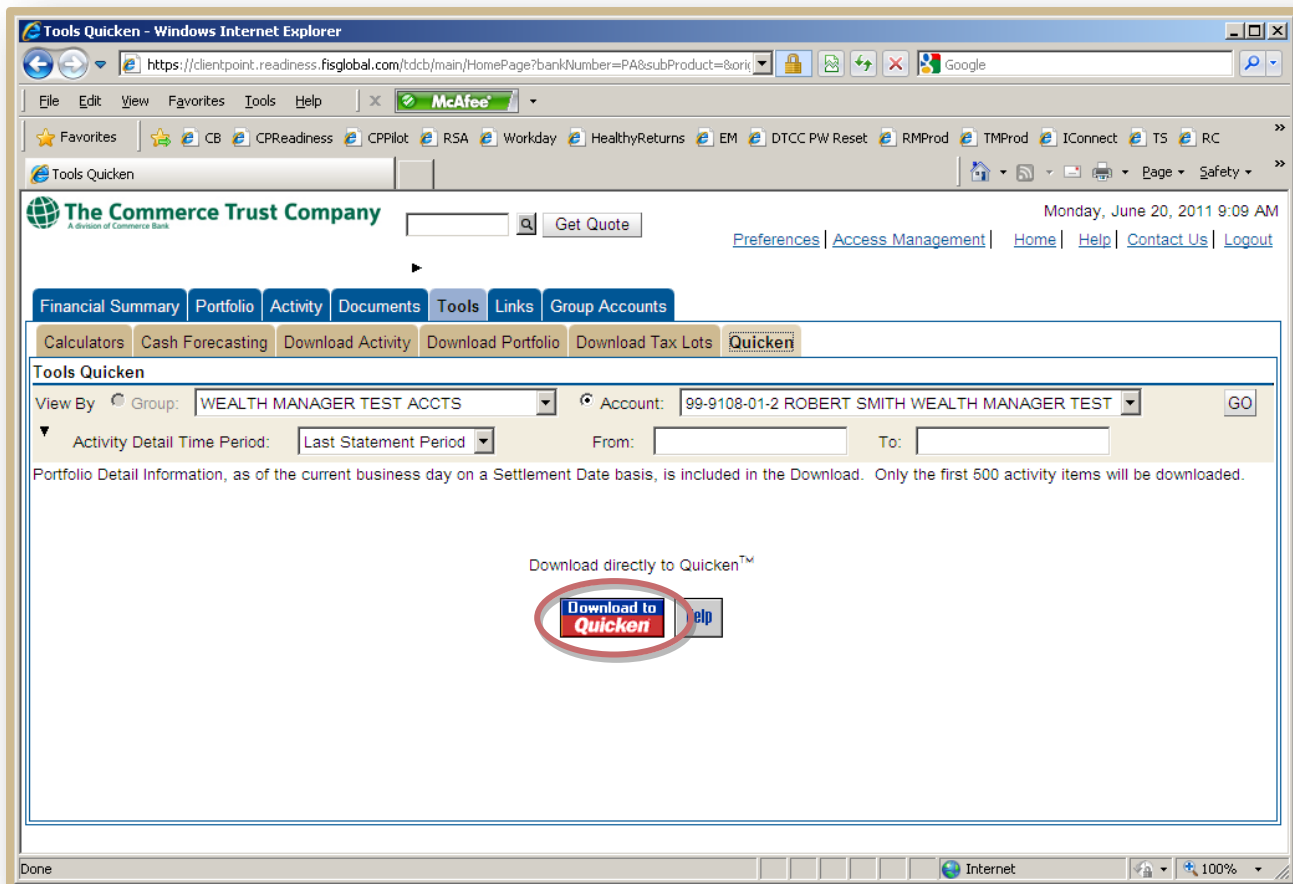
Download directly to Quicken™

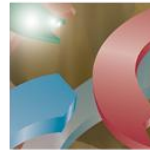
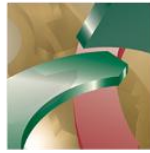
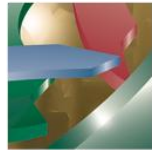
Download to Quicken Help



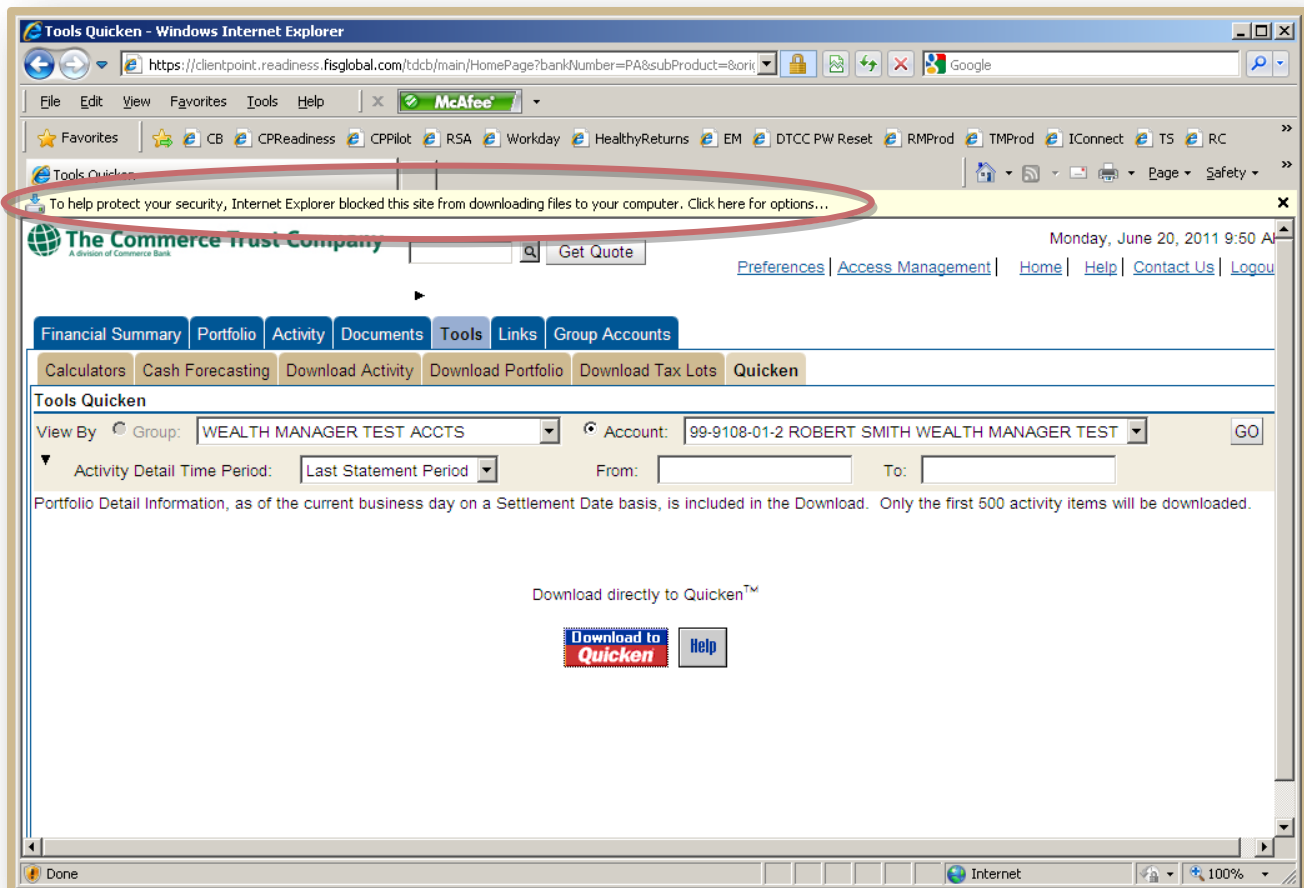


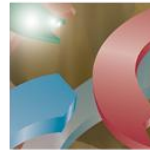
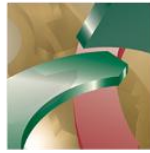
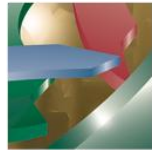
Before clicking the download button, make sure you have Quicken open in the background. Now that you have your selections verified, click the red and blue Download to Quicken button.



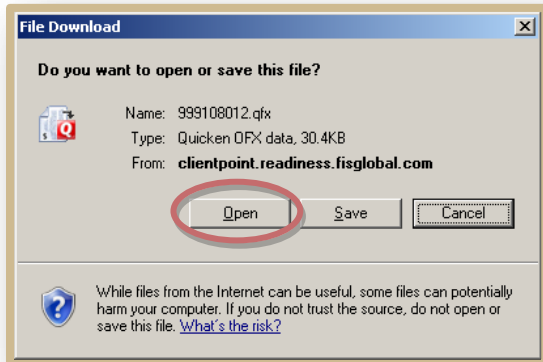


You may receive a notice that Internet Explorer is blocking the download from the site. The file you are receiving from Wealth Manager is safe. Click on the yellow bar and then click on Download File.



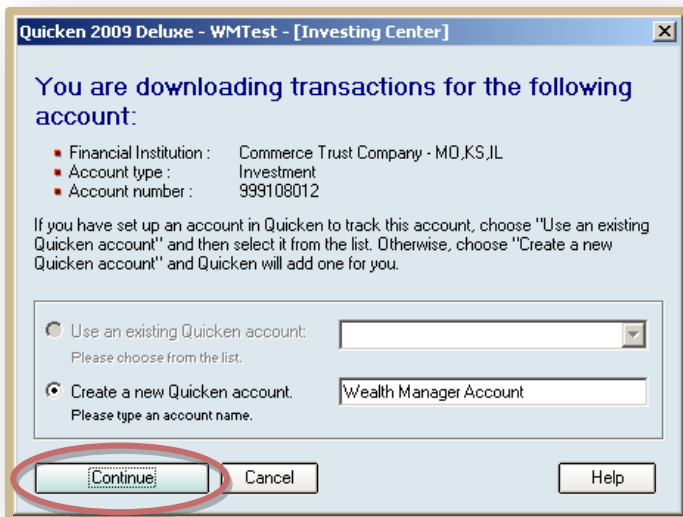


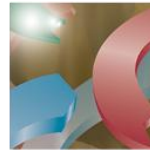
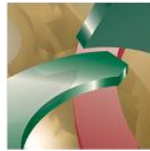
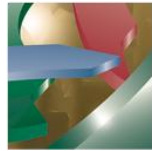
Click the Open button to download your information directly into Quicken which is open in the background.



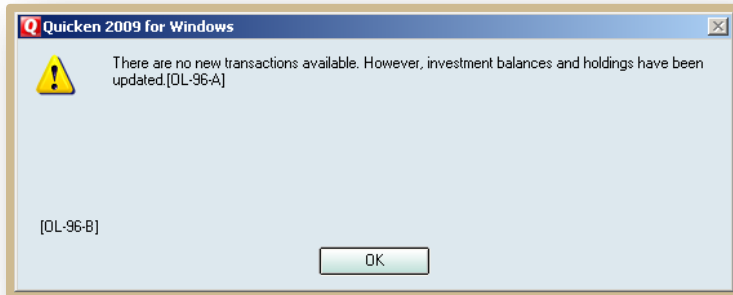
Step 4: Accept the Downloaded Information into Quicken

Quicken will request you to indicate which account this data belongs in. Choose the Create a new Quicken account radio button and enter the name for this account in box provided. Since this is used only in your Quicken file, pick a name that will distinguish this account from other accounts in your Quicken file. Click the Continue button.

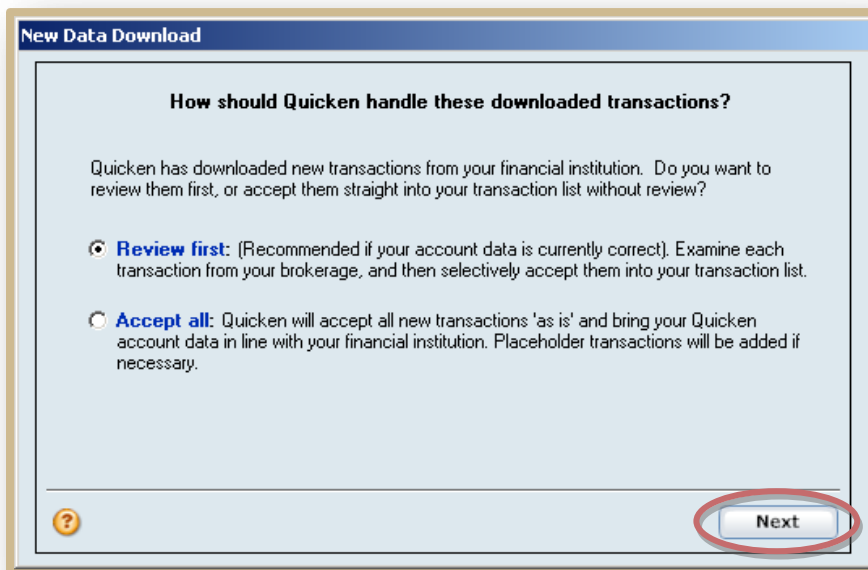


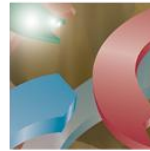
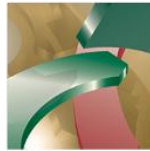
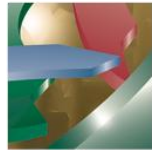


If there are no transactions for the time period you have chosen, you may receive the following notification.

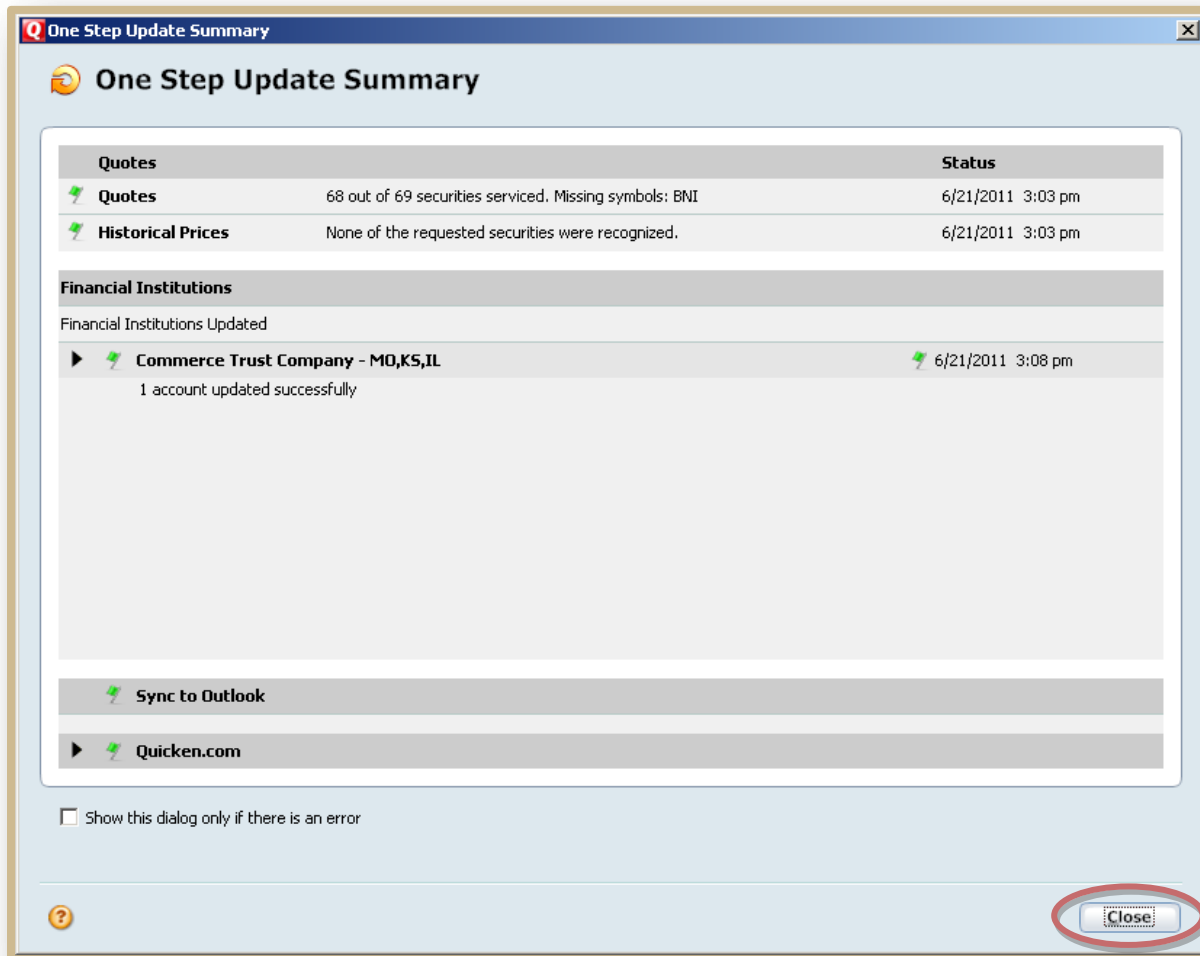


Quicken may prompt you to choose whether you want the transactions and holdings to be automatically accepted or if you want to review them first. Our recommendation is to review them first. This allows you to control what is accepted into your Quicken account.





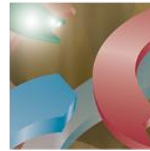
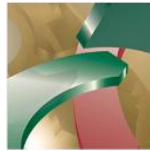
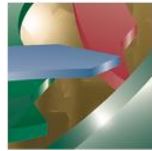
Quicken will update the prices for the assets you downloaded. Click the Close button to continue.



ask

listen

solve



Quicken will request that you enter the cash balance in your account. Enter 0.00 in the cash field. We use sweep accounts (money market) to invest cash overnight to earn your account more interest, so there is no actual cash in the account. Click the Done button to continue.

Cash Balance Adjustment

Enter the cash balance information for Wealth Manager Account.

What is the correct cash balance for this account as of 6/20/2011? \$ 0.00

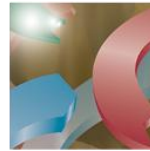
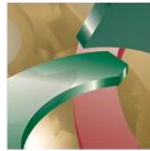
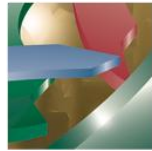
Your cash balance downloaded from Commerce Trust Co... as of 6/20/2011 is: Not Provided

Get your cash balance online at [Commerce Trust Company - MO,KS,IL](#)

Help Done



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Your account is now setup in Quicken.

Quicken 2009 Deluxe - WMTTest - [Wealth Manager Account]

File Edit Tools Online Banking Investing Net Worth Planning Tax Reports Help

Accounts Banking \$0.00 Investing **Wealth Mana... 2,669,633.71** \$2,669,633.71 Property and Debt \$0.00

Setup Bills Banking Investing Net Worth Planning Tax

Investing Wealth Manager Ac... Overview Value Transactions

Enter Transactions Update Transactions (Last download on 6/21/2011)

Holdings Options

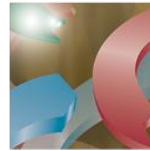
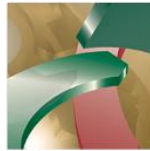
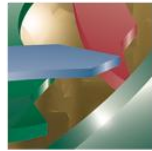
Show: Value As of: 6/21/2011

Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	Gain/Loss (%)	Day Gain/Loss
AMERICAN C...	est. 14.60	2,297	33,536.20	Enter	*	*	0.00
AMERICA...	51.76	218	11,283.68	Enter	*	*	235.44
APACHE ...	118.94	253	30,091.82	Enter	*	*	541.42
APOLLO GRO...	42.39	235	9,961.65	Enter	*	*	75.20
BANK OF ...	10.80	781	8,434.80	Enter	*	*	156.20
BANK OF AME...	est.	1	0.00	Enter	*	*	0.00
BARD C R INC	109.75	235	25,791.25	Enter	*	*	143.35
BECKMA...	83.46	262	21,866.52	Enter	*	*	-2.62
BURLINGTON ...	est. 100.21	185	18,538.85	Enter	*	*	0.00
CAMERON IN...	46.925	285	13,373.63	Enter	*	*	320.63
CAPITALSOU...	6.19	5,000	30,950.00	Enter	*	*	450.00
CATERPI...	101.33	122	12,362.26	Enter	*	*	384.30
CERNER CORP	118.78	255	30,288.90	Enter	*	*	351.90
CHIPOTLE ME...	284.83	258	73,486.14	Enter	*	*	2,265.24
CISCO S...	15.53	1,231	19,117.43	Enter	*	*	480.09

Net Worth \$2,669,633.71

Customize Add Account





Step 5: Enter Cost Basis Transactions for your Assets

If you choose to have accurate gain and loss information for your account, you will need to input the tax lot information for your assets. To do this, first click on the enter button to the right of the asset in the Overview tab.

Quicken 2009 Deluxe - WMTes - [Wealth Manager Account]

File Edit Tools Online Banking Investing Net Worth Planning Tax Reports Help

Accounts Banking \$0.00 Investing \$2,669,633.71 Property and Debt \$0.00

Setup Bills Banking Investing Net Worth Planning Tax

Investing Wealth Manager Ac... Overview Value Transactions

Enter Transactions Update Transactions (Last download on 6/21/2011)

Holdings Options

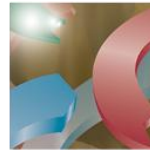
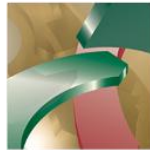
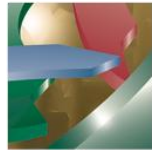
Show: Value As of: 6/21/2011

Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	Gain/Loss (%)	Day Gain/Loss
AMERICAN C...	est. 14.60	2,297	33,536.20	Enter	*	*	0.00
AMERICA...	51.76	218	11,283.68	Enter	*	*	235.44
APACHE ...	118.94	253	30,091.82	Enter	*	*	541.42
APOLLO GRO...	42.39	235	9,961.65	Enter	*	*	75.20
BANK OF ...	10.80	781	8,434.80	Enter	*	*	156.20
BANK OF AME...	est.	1	0.00	Enter	*	*	0.00
BARD C R INC	109.75	235	25,791.25	Enter	*	*	143.35
BECKMA...	83.46	262	21,866.52	Enter	*	*	-2.62
BURLINGTON ...	est. 100.21	185	18,538.85	Enter	*	*	0.00
CAMERON IN...	46.925	285	13,373.63	Enter	*	*	320.63
CAPITALSOU...	6.19	5,000	30,950.00	Enter	*	*	450.00
CATERPI...	101.33	122	12,362.26	Enter	*	*	384.30
CERNER CORP	118.78	255	30,288.90	Enter	*	*	351.90
CHIPOTLE ME...	284.83	258	73,486.14	Enter	*	*	2,265.24
CISCO S...	15.53	1,231	19,117.43	Enter	*	*	480.09

Net Worth \$2,669,633.71

Customize Add Account





Click on Enter Missing Transaction

Enter Missing Transactions

Enter Missing Transactions for AMERICAN CENTURY INTERNATIONAL BOND FUND-INS

This security is missing all or part of its transaction history. When you downloaded or manually entered transactions, the total number of shares in those transactions did not equal the total number of shares you own. Quicken has added a Placeholder Entry to account for missing transactions.

To get complete performance reporting and tax calculations, enter the missing transactions now.

AMERICAN CENTURY INTERNATIONAL BOND FUND-INS Transactions as of 6/21/2011

Date	Transaction	Description
<i>Enter Missing Transactions to complete cost basis</i>		

Holdings as of 6/21/2011		Shares	Cost
Total shares you own:		2,297	*
Shares from transactions (above)		0	0.00
Shares in Placeholder Entry		2,297	Unknown

The Buy-Shares Bought window will appear to allow you to enter the buy transactions for this asset. The security name is already filled in for you. Open Wealth Manager to find the original purchase transaction.

Buy - Shares Bought

Enter transaction: **Buy - Shares Bought** Enter the purchase of shares of a security (subtract the cost from my cash balance).

Buy - Shares Bought:

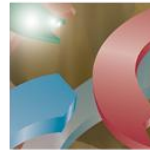
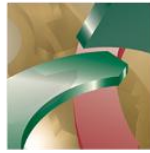
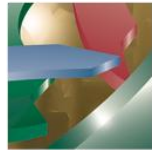
Transaction date: 6/21/2011 Security name: INTERNATIONAL BOND FUND-INS

Account: Wealth Manager Account Number of shares:

Memo: Price paid: per share

Commission: 0.00 Total cost: 0.00





In Wealth Manager, choose the Portfolio tab, then the Positions sub-tab, and then the Allocation tab. Click on the Next Step icon to the right of the asset and click on Tax Lot Detail.

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Tuesday, June 21, 2011 3:21 PM

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Financial Summary | **Portfolio** | **Activity** | **Documents** | **Tools** | **Links** | **Group Accounts**

Positions | **Objective** | **Equity Analysis** | **Fixed Income Analysis** | **Comparison** | **Watchlist**

Portfolio Positions Allocation June 21, 2011 [Download](#) | [Print](#)

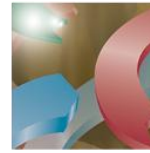
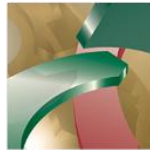
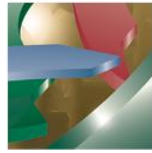
View By: ☐ Group: WEALTH MANAGER TEST ACCTS ☐ Account: 99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST [GO](#)

Allocation | **Income** | **Gain/Loss**

MFS RESEARCH INTERNATIONAL FUND-I	31,185.000	\$16.11	\$502,390.35	\$300,000.00	18.94%	
FIXED INCOME INVESTMENTS			\$258,859.08	\$225,000.00	9.76%	
TREASURY TIPS			\$17,414.76	\$15,000.00	0.66%	
TIP						
ISHARES BARCLAYS	158.000	\$110.22	\$17,414.76	\$15,000.00	0.66%	
DIVERSIFIED TAXABLE MUTUAL FUNDS			\$207,908.12	\$180,000.00	7.84%	
CFBNX						
COMMERCE BOND FUND	10,262.000	\$20.26	\$207,908.12	\$180,000.00	7.84%	
INTERNATIONAL NON-DOLLAR FUNDS			\$33,536.20	\$30,000.00	1.26%	
AIDX						
AMERICAN CENTURY INTERNATIONAL	2,297.000	\$14.60	\$33,536.20	\$30,000.00		
ALTERNATIVE INVESTMENTS			\$35,704.50	\$15,000.00		
TRADED REAL ESTATE			\$35,704.50	\$15,000.00		
RRRRX						
DWS RREEF REAL ESTATE SECURITIES	1,831.000	\$19.50	\$35,704.50	\$15,000.00		
MISCELLANEOUS			\$0.00	\$0.00	0.00%	
060505-1X-2						
BANK OF AMERICA CORPORATION	1.000	\$0.00	\$0.00	\$0.00	0.00%	

Security Info
All Activity
3 Month Activity
6 Month Activity
12 Month Activity
Tax Lot Detail





Tax Lot Information June 21, 2011 [Download](#) | [Print](#) | [Close](#)

The information displayed on this page is as of the Current Position, not as of a date in the past. The effect of any pending trade is not included in the information displayed.

99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST 025082-30-6
[ADIX](#)
AMERICAN CENTURY INTERNATIONAL

Price \$14.60 Price Date 06/20/2011

AK ACCT TITLE - HELD IN TEST ACCOUNT

Acquisition		Pledged Quantity	Restricted Quantity	Loaned Quantity	Collateralized Quantity	Unrealized	Pledged
Tax Lot	Date	Quantity	Unit Cost	Federal Tax Cost	Market Value	Gain/Loss	Quantity
001	11/20/2008	2,297.000	\$13.06	\$30,000.00	\$33,536.20	\$3,536.20	0.000
Total		2,297.000		\$30,000.00	\$33,536.20	\$3,536.20	0.000

From the Tax Lot Information window enter a transaction for each tax lot listed. Enter the Acquisition Date for the tax lot in the Transaction Date field. Enter the tax lot quantity in the Number of Shares field, and enter the tax lot Federal Tax Cost in the Total Cost field. When you press the tab key, it will automatically populate the Price Paid field. Click on the Enter/Done button to enter the transaction into your register.

Buy - Shares Bought

Enter transaction: Buy - Shares Bought Enter the purchase of shares of a security (subtract the cost from my cash balance).

Buy - Shares Bought:

Transaction date: 11/20/2008 Security name: INTERNATIONAL BOND FUND-INS

Account: Wealth Manager Account Number of shares: 2,297

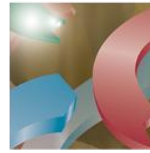
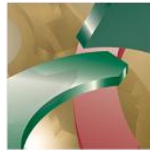
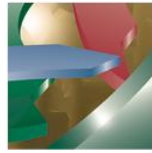
Price paid: 13.060514 per share

Commission: 0.00

Total cost: 30,000.00

Enter/Done





Use the Enter Missing Transaction button to enter an individual transaction for each tax lot. Once you have entered all of your tax lots your Shares in Placeholder Entry should equal zero. Click on the Done button to continue.

Enter Missing Transactions

Enter Missing Transactions for AMERICAN CENTURY INTERNATIONAL BOND FUND-INS

This security is missing all or part of its transaction history. When you downloaded or manually entered transactions, the total number of shares in those transactions did not equal the total number of shares you own. Quicken has added a Placeholder Entry to account for missing transactions.

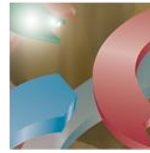
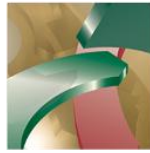
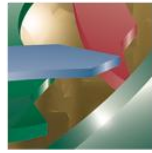
To get complete performance reporting and tax calculations, enter the missing transactions now.

AMERICAN CENTURY INTERNATIONAL BOND FUND-INS Transactions as of 6/21/2011

Date	Transaction	Description	Edit	Delete
11/20/2008	Bought	2,297 shares @ 13.060514		

Holdings as of 6/21/2011		Shares	Cost
Total shares you own:		2,297	30,000.00
Shares from transactions (above)		2,297	30,000.00
Shares in Placeholder Entry		0	0.00





Your Gain/Loss information will now show in your Quicken Overview. Repeat Step 5 for each asset.

Quicken 2009 Deluxe - WMTTest - [Wealth Manager Account]

File Edit Tools Online Banking Investing Net Worth Planning Tax Reports Help

Accounts Banking \$0.00 Investing **Wealth Mana...** \$2,669,633.71 Property and Debt \$0.00

Setup Bills Banking Investing Net Worth Planning Tax

Investing Wealth Manager Ac... Overview Value Transactions

Enter Transactions Update Transactions (Last download on 6/21/2011)

Holdings Options

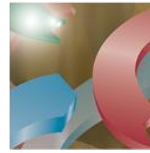
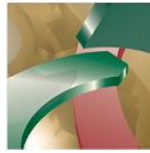
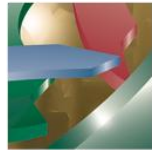
Show: Value As of: 6/21/2011

Name	Quote/Price	Shares	Market Value	Cost Basis	Gain/Loss	Gain/Loss (%)	Day Gain/Loss	Day Gain/Loss (%)
AMERICAN C...	est. 14.60	2,297	33,536.20	30,000.00	3,536.20	11.79	0.00	
AMERICA...	51.76	218	11,283.68	Enter	*	*	235.44	↑
APACHE ...	118.94	253	30,091.82	Enter	*	*	541.42	↑
APOLLO GRO...	42.39	235	9,961.65	Enter	*	*	75.20	↑
BANK OF ...	10.80	781	8,434.80	Enter	*	*	156.20	↑
BANK OF AME...	est.	1	0.00	Enter	*	*	0.00	
BARD C R INC	109.75	235	25,791.25	Enter	*	*	143.35	↑
BECKMA...	83.46	262	21,866.52	Enter	*	*	-2.62	↓
BURLINGTON ...	est. 100.21	185	18,538.85	Enter	*	*	0.00	
CAMERON IN...	46.925	285	13,373.63	Enter	*	*	320.63	↑
CAPITALSOU...	6.19	5,000	30,950.00	Enter	*	*	450.00	↑
CATERPI...	101.33	122	12,362.26	Enter	*	*	384.30	↑
CERNER CORP	118.78	255	30,288.90	Enter	*	*	351.90	↑
CHIPOTLE ME...	284.83	258	73,486.14	Enter	*	*	2,265.24	↑
CISCO S...	15.53	1,231	19,117.43	Enter	*	*	480.09	↑

Net Worth \$2,669,633.71

Customize Add Account





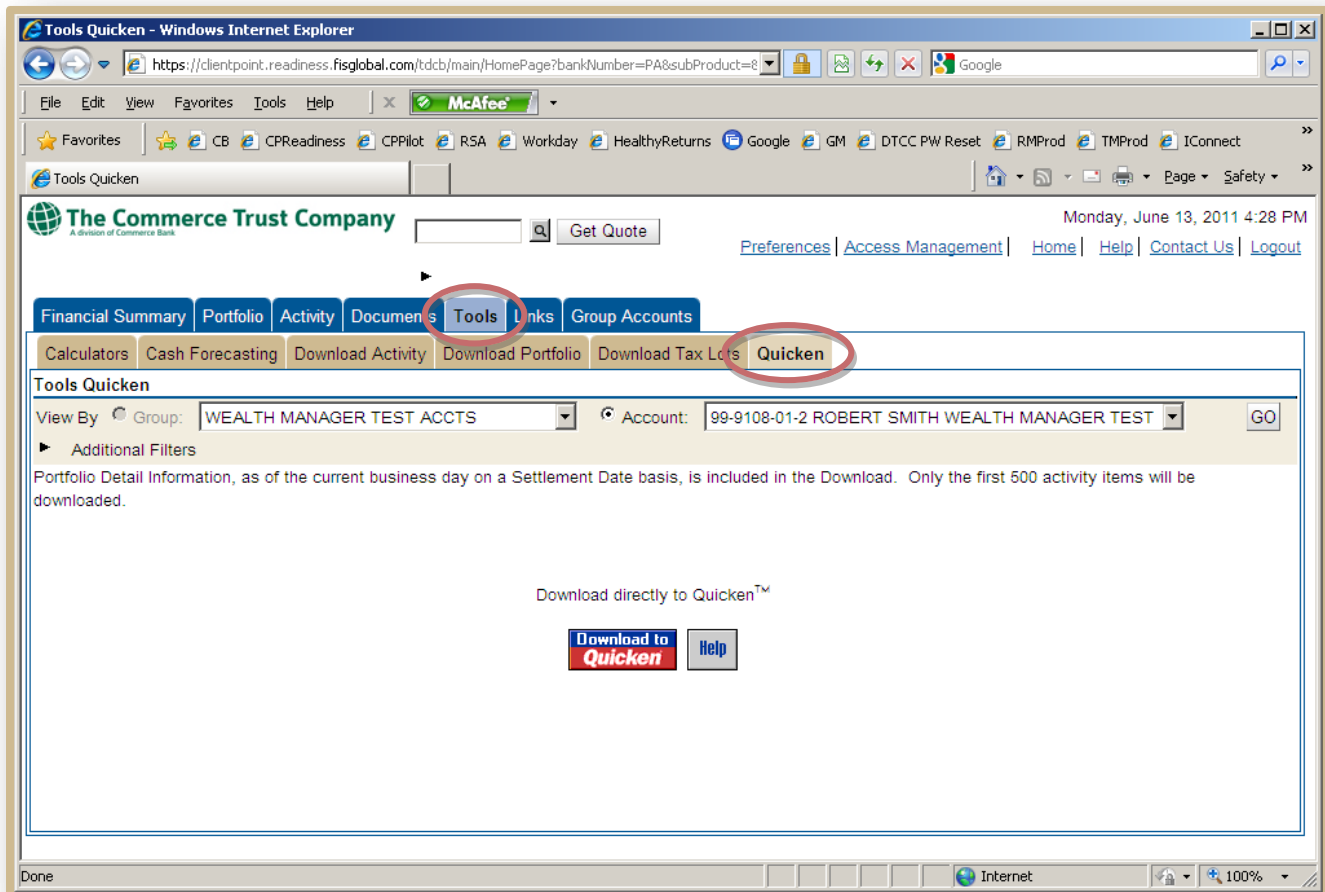
Step 6: Subsequent Downloads into Quicken

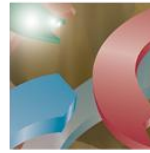
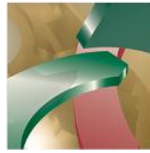
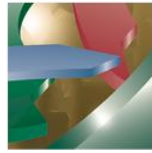
Once you have established the link between Wealth Manager and Quicken, subsequent downloads to update the information are straighter forward.

First open Quicken and leave it open in the background (as in Step 1).

Next, open Wealth Manager. Open your browser (Internet Explorer, FireFox, etc.) and log into Wealth Manager by going to www.commercebank.com. Enter your Customer ID in the Customer ID field in the upper left hand corner of the website. Click the LOGIN button to continue. Our website will display your security image and caption. Enter your password in the password field and click the Log In button.

Third, start your download into Quicken by clicking on the Tools tab and then clicking on the Quicken sub-tab.





Choose the account you would like to download from the Account dropdown list. If not already displayed, click the carrot next to Additional Filters. In the additional filters, use the From: and To: boxes to the right to enter a date range. Your From: date should be equal to or before the last transaction date in your Quicken register. Click the green GO button to verify your selections. Next, click the red and blue Download to Quicken button.

Tools Quicken - Windows Internet Explorer

https://clientpoint.readiness.fisglobal.com/tddb/main/HomePage?bankNumber=PA&subProduct=&orig=2#TopT...

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Financial Summary Portfolio Activity Documents Tools Links Group Accounts

Calculators Cash Forecasting Download Activity Download Portfolio Download Tax Lots Quicken

Tools Quicken

View By Group: WEALTH MANAGER TEST ACCTS Account: 99-9108-01-2 ROBERT SMITH WEALTH MANAGER TEST

Activity Detail Time Period: From: 06/20/2011 To: 06/22/2011

Portfolio Detail Information, as of the current business day on a Settlement Date basis, is included in the Download. Only the first 500 activity items will be downloaded.

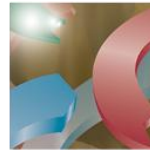
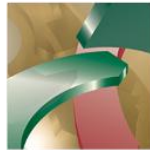
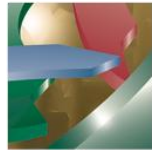
Download directly to Quicken™

Download to Quicken Help

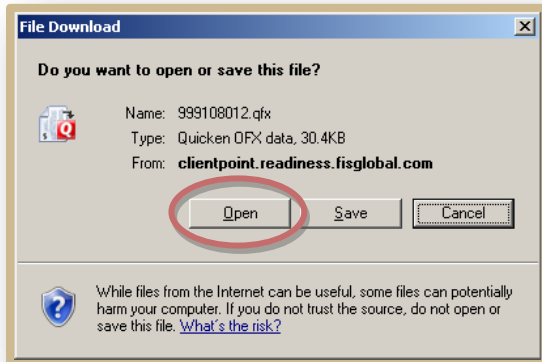
The Commerce Trust Company

A division of Commerce Bank





You will be prompted to open or save the file. Click on the Open button to continue with the download.



Quicken will automatically download the transactions and holdings to the right account because of the link that was created on the initial download. You will see a red flag next to your account to show that you have new downloaded transactions that will need to be accepted into your account.

