

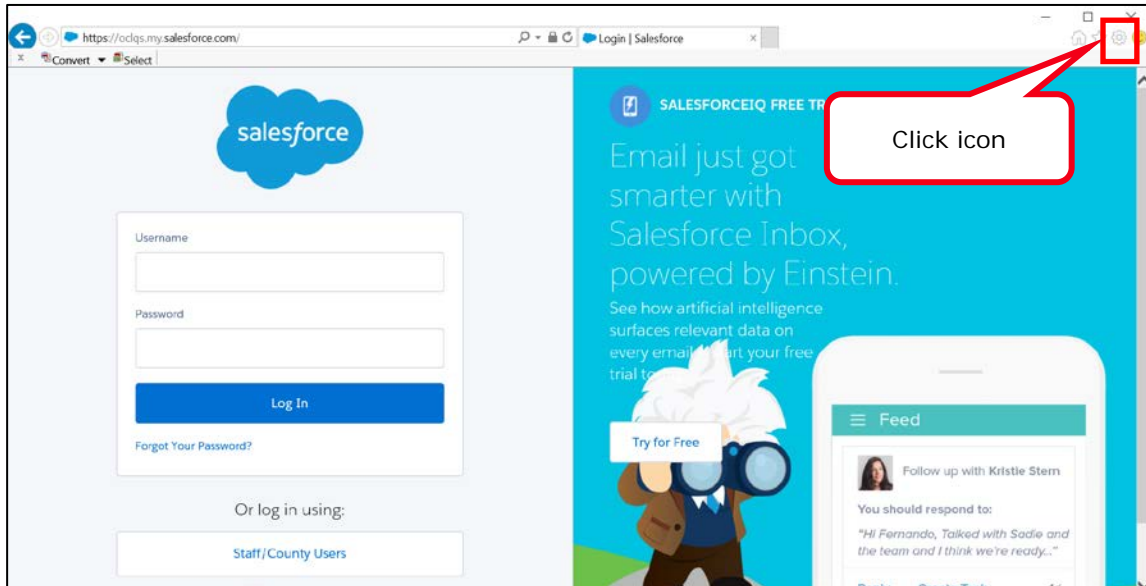
OCLOS – Internet Explorer Browser Settings

Description:

This Job Aid describes the process of setting Internet Explorer browser settings to use OCLOS.

Step 1: Click Settings Icon

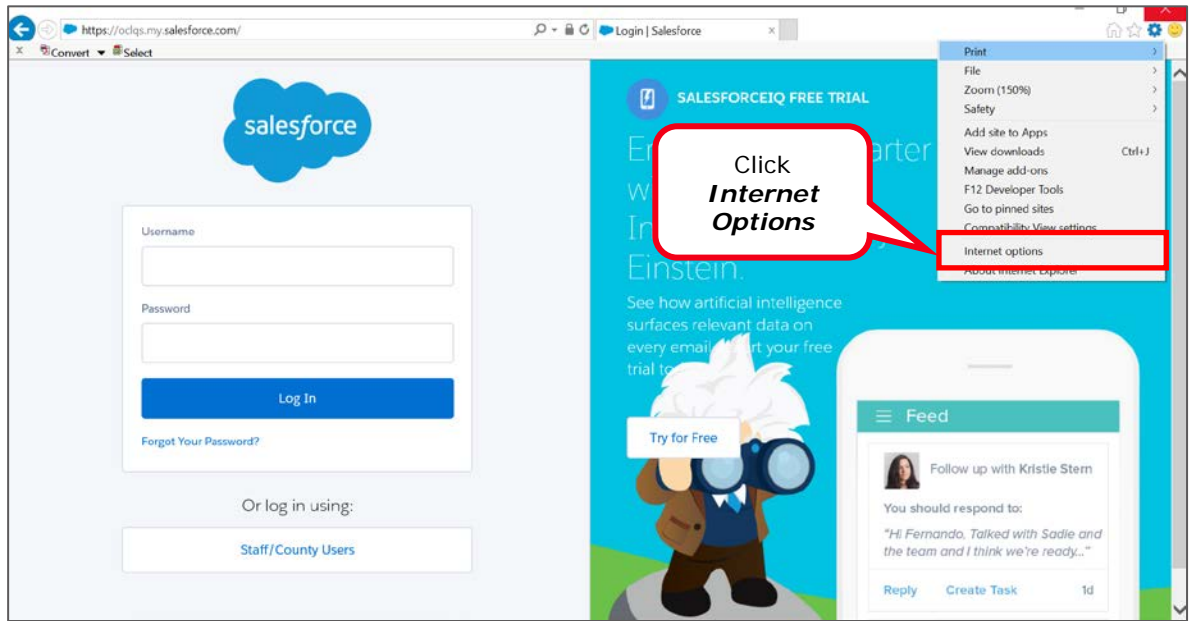
Click the **Settings** icon 





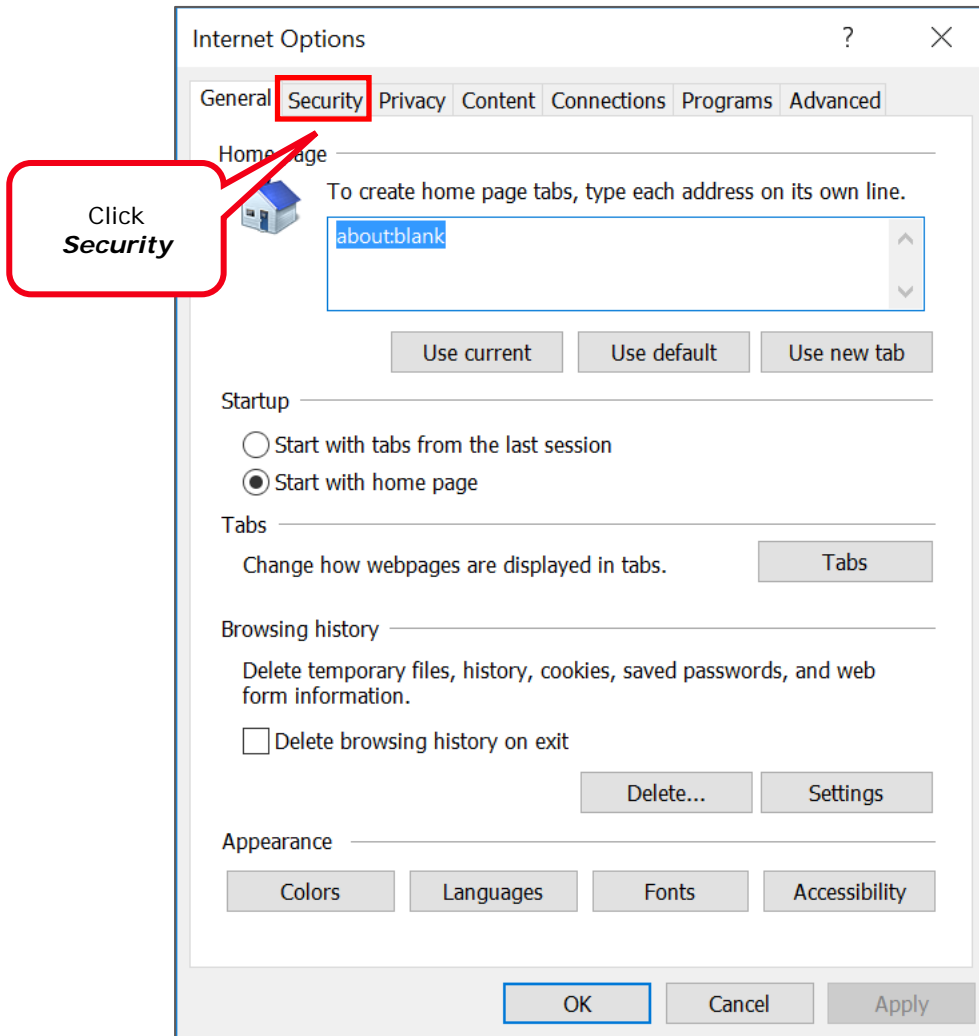
Step 2: Click Internet Options

Click **Internet Options**



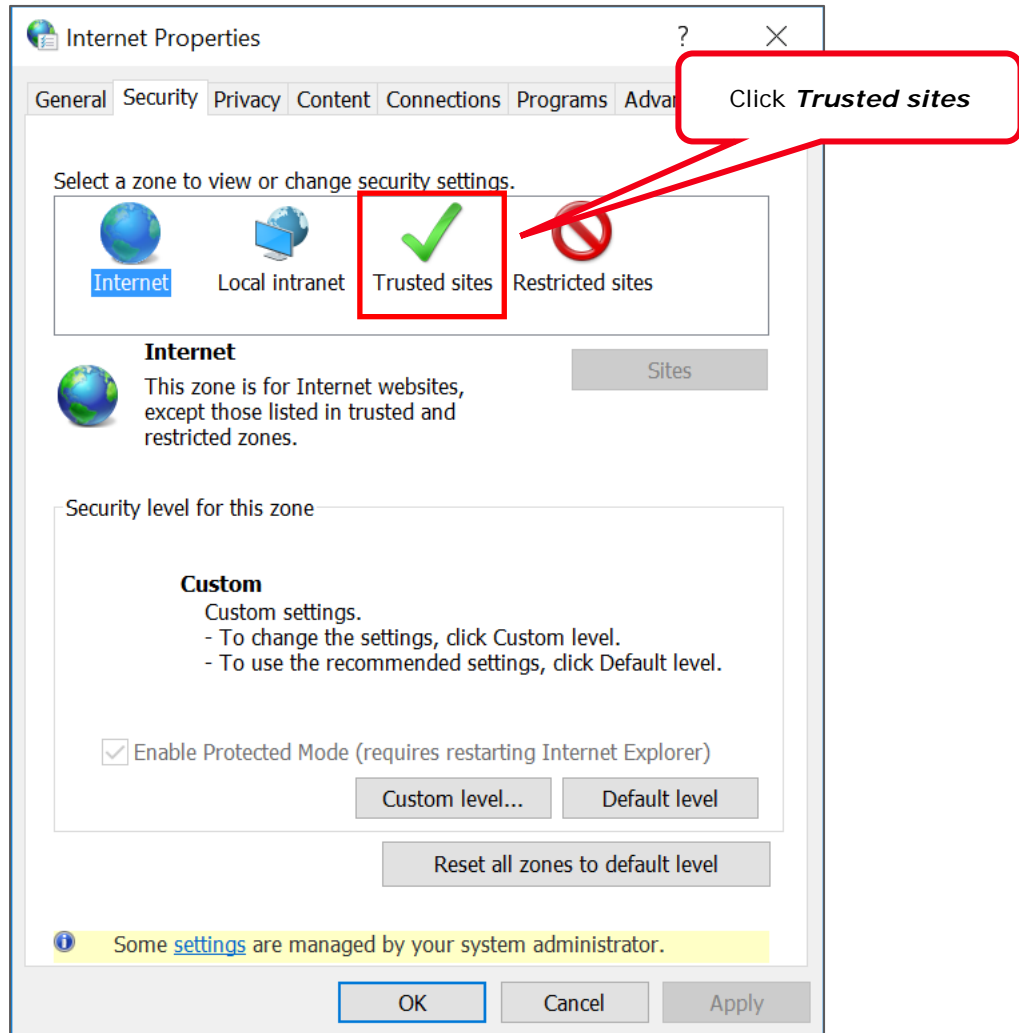
Step 3: Click Security

Click **Security**



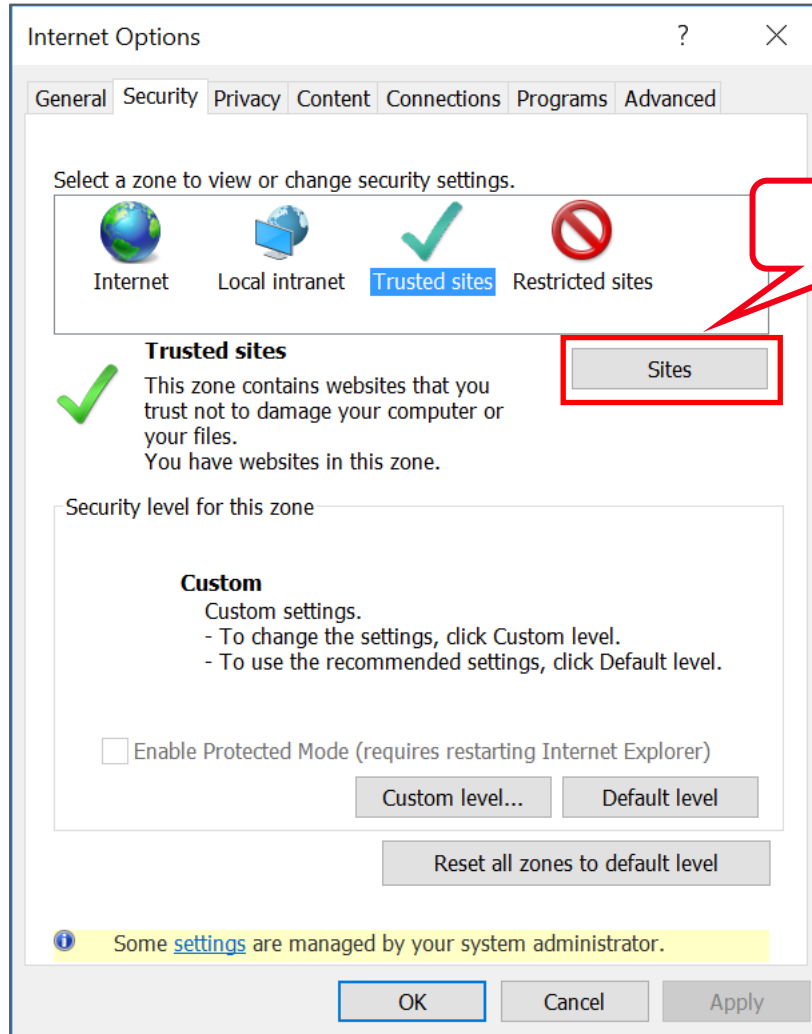
Step 4: Click Trusted Sites

Click **Trusted sites**



Step 5: Click Sites

Click **Sites**

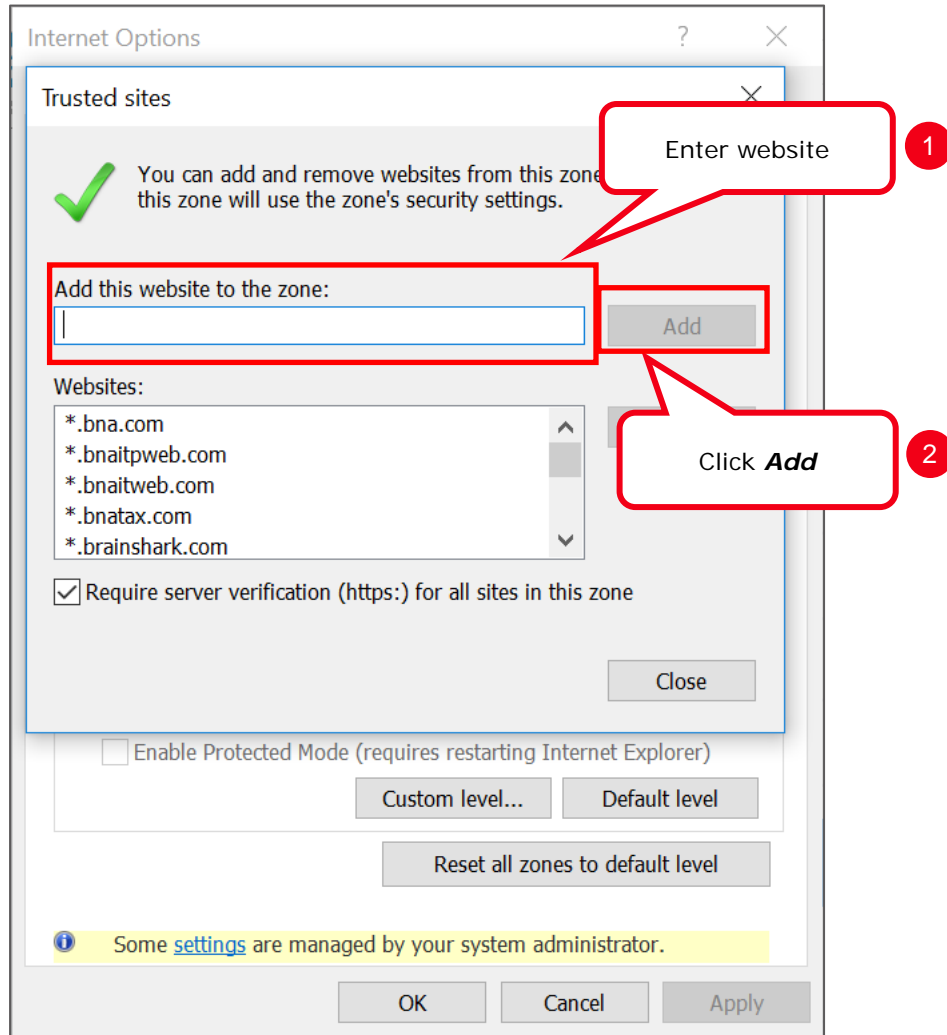


Step 6: Add Websites

- 1) Enter ***https://ocls.force.com/ocls_home*** in ***Add this website to the zone*** field
- 2) Click ***Add***

Note: Repeat this step for the following websites:

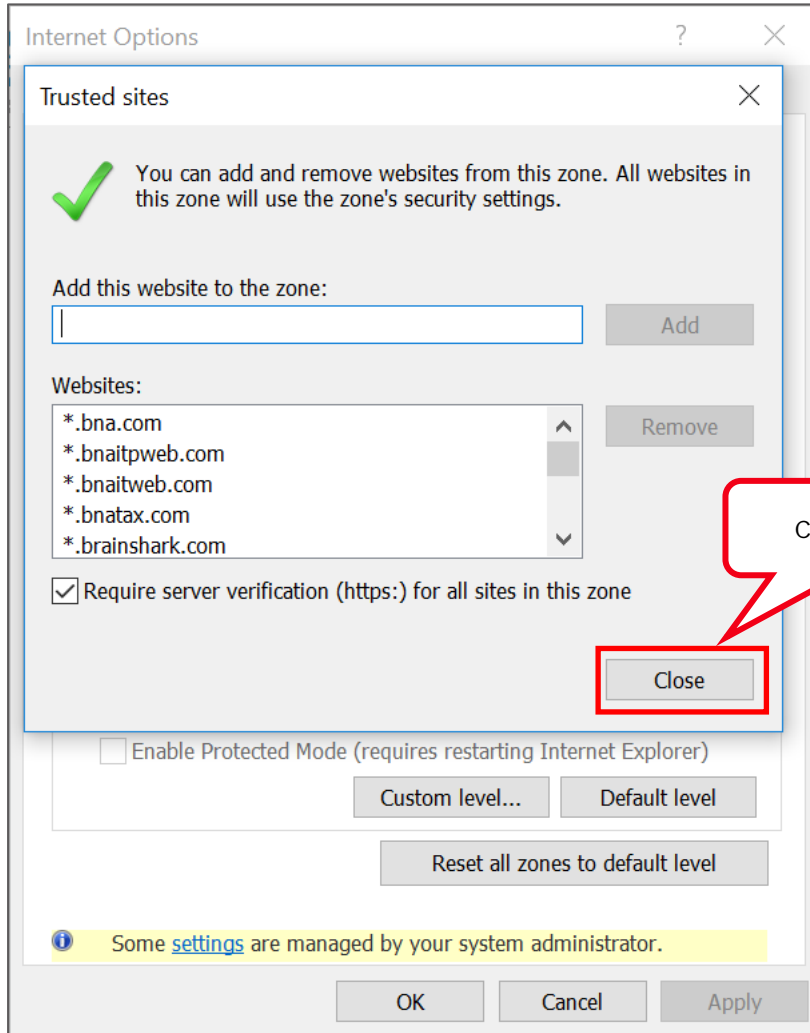
- ***https://*.drawloop.com***
- ***https://payments.cboss.com***
- ***https://www.google.com***





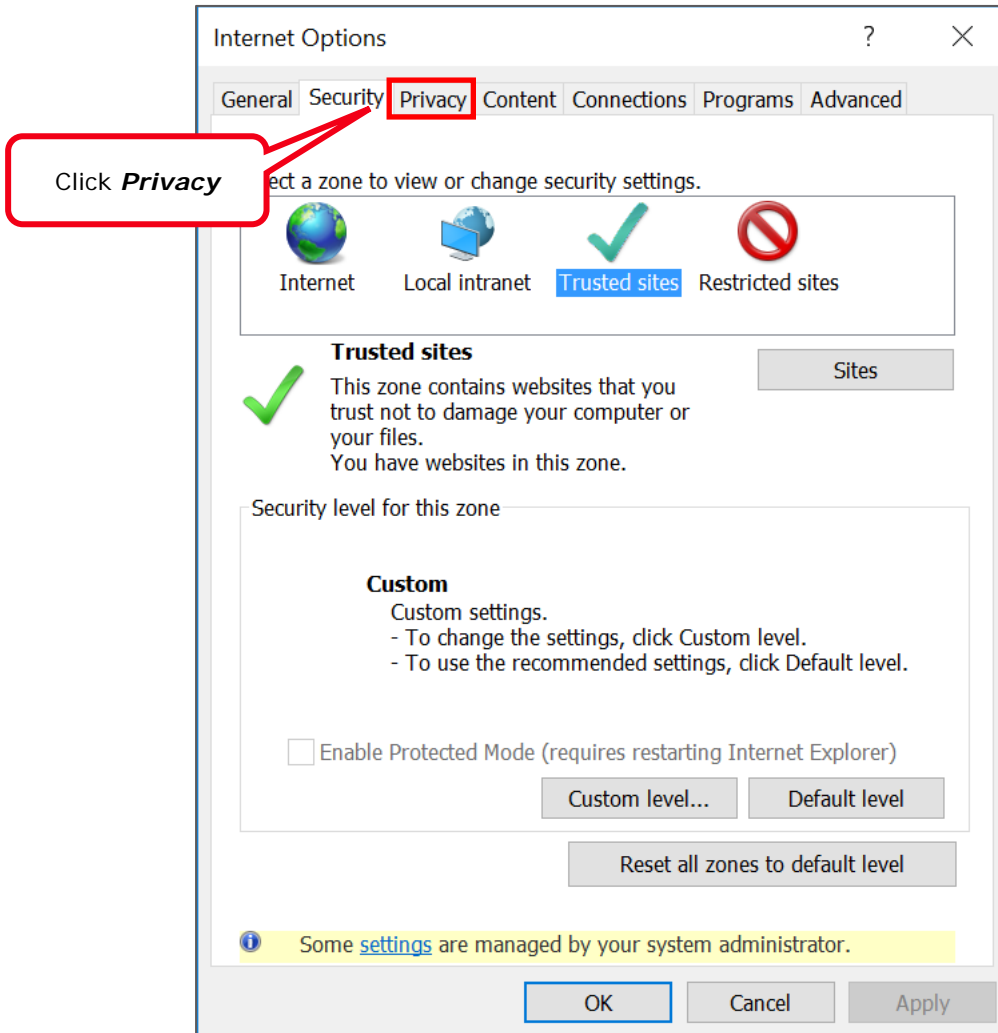
Step 7: Click Close

Click **Close**



Step 8: Click Privacy

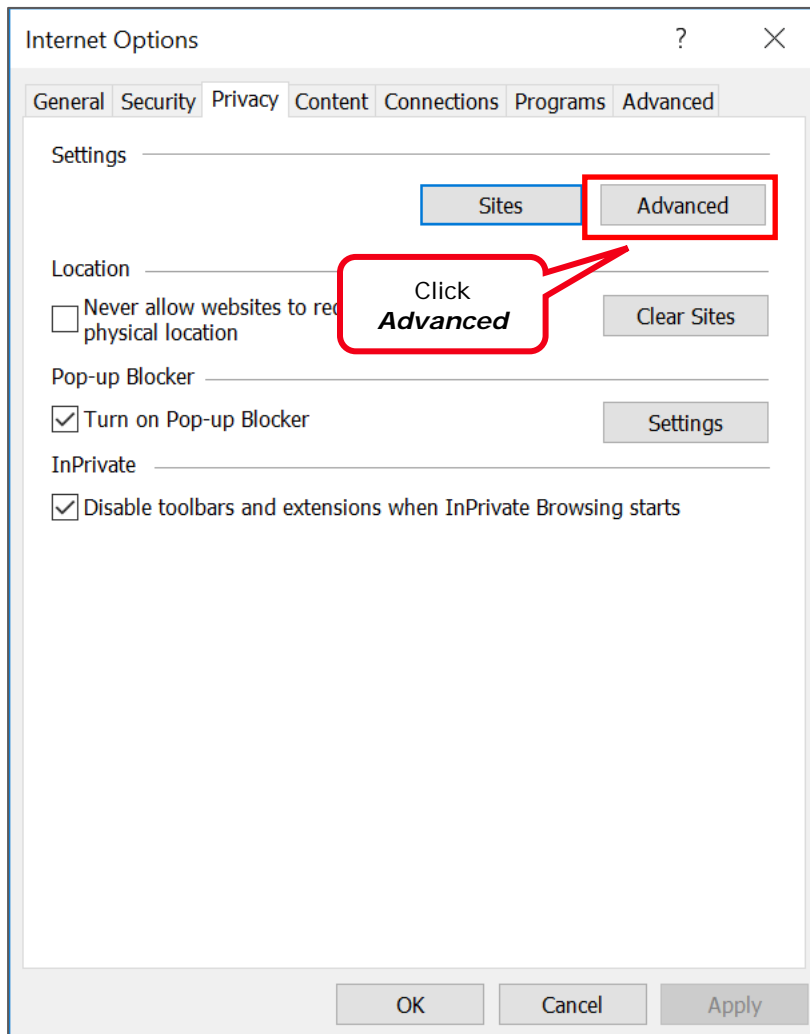
Click **Privacy**





Step 9: Click Advanced

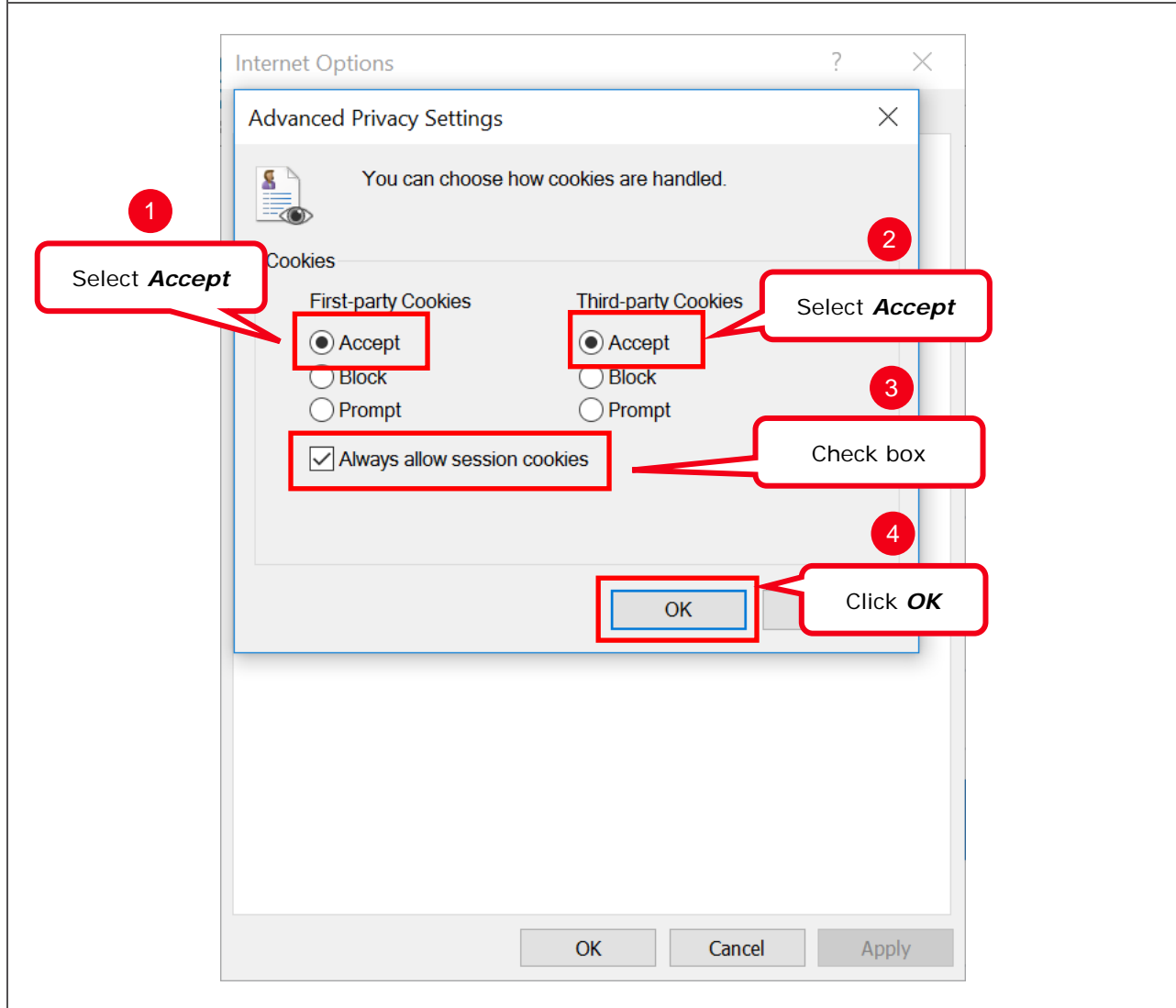
Click **Advanced**



Step 10: Accept Cookies

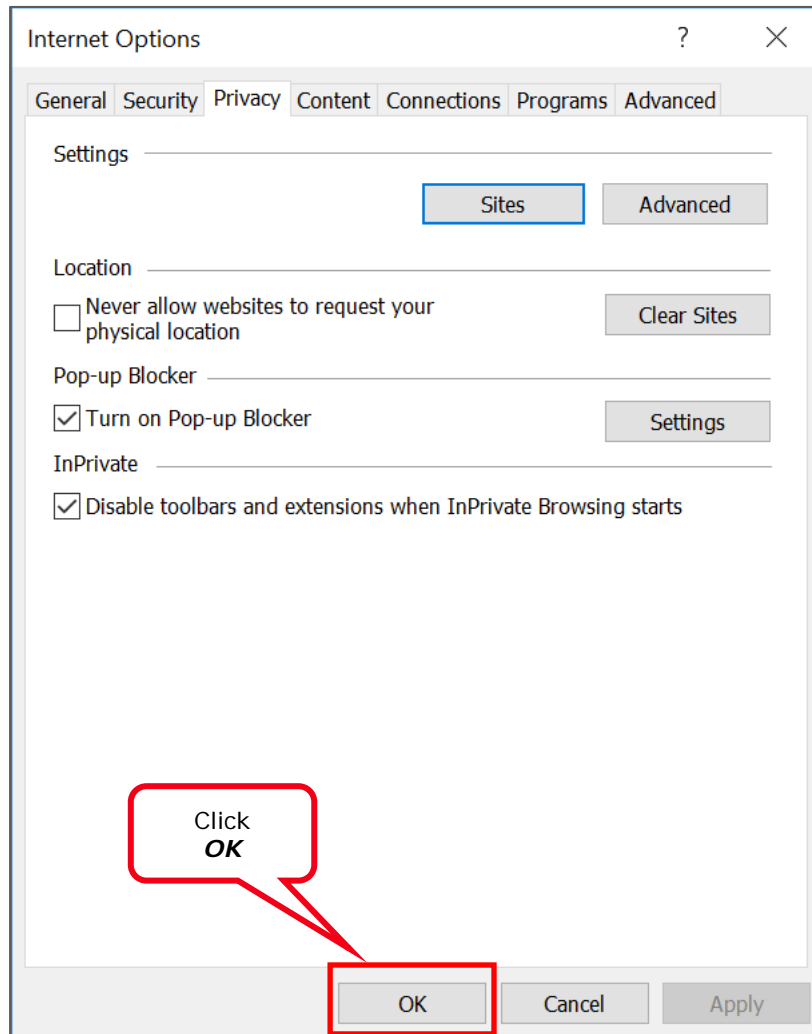
- 1) Select **Accept** for **First-party Cookies**
- 2) Select **Accept** for **Third-party Cookies**
- 3) Check the box for **Always allow session cookies**
- 4) Click **OK**

Note: If any of the **Advanced Privacy Settings** are already selected, then you can leave them selected.



Step 11: Click OK

Click **OK**



The process of setting Internet Explorer browser settings to use OCLQS is complete.