

Administrative Security Instructions

- *Create New User* – Use for adding new users to the transaction procedures
- *Edit User* – Use when changing a user password.
- *Delete User* – Use when a user no longer has rights to perform transactions.

Temporary File Settings

To update Internet pages every time you visit them.

- *Internet Explorer* Instructions:

On the tool bar select:

Internet Options / Temporary Internet Files / Settings / Every visit to page.

- *Netscape* Instructions:

On the tool bar select:

Edit / Preferences / + Advanced / Cache / Document is compared to document on Network / Every time

Update Browser

To update your browser to 128-bit encryption to perform transactions and print screens from the

Copy and paste your choice of URL into your browser

- *Internet Explorer* Instructions:

<http://www.microsoft.com/downloads/search.asp?>

- *Netscape* Instructions:

<http://www.microsoft.com/downloads/search.asp?>

Need Support?

Email questions to NeedHelp@fldfs.com. Include the word **SUPPORT** in the subject line of the email.