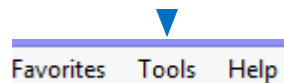


Steps to Allow Pop-ups for Employee Self-Service and Online Open Enrollment

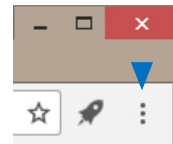
Internet Explorer

1. Open Internet Explorer.
2. Select **Tools** from the top of the browser screen.
3. Click on **Internet Options**.
4. Click on the **Privacy** tab.
5. Check to see if the pop-up blocker is already turned on. It is on if the box next to “Turn on Pop-up Blocker” is checked.
6. If the Pop-up Blocker “Settings” box is grayed out, “Turn on Pop-up Blocker” by **clicking inside the checkbox**. A message may appear: “Are you sure you want to turn on Internet Explorers Pop-up blocker?” If it does, click **Yes**.
7. If necessary, click on **Tools, Internet Options, and Privacy Tab** again.
8. Click on the Pop-up Blocker **Settings** box.
9. In the “Address of website to allow” box, type **ess.mcpsmd.org**.
10. Click **Add** (ess.mcpsmd.org will show up in the “Allowed sites” box).
11. In the “Address of website to allow” box, type **epaytax.mcpsmd.org**.
12. Click **Add** (epaytax.mcpsmd.org will show up in the “Allowed sites” box).
13. Click **Close**.
14. Click **Okay**.



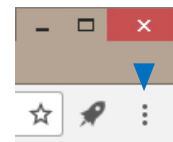
Google Chrome (version 58)

1. Open Chrome.
2. In the top-right corner, click the **Chrome menu** (button with three dots).
3. Click **Settings**.
4. Click **Show advanced settings** in blue at the bottom of the screen.
5. Scroll down to Privacy and click **Content settings**.
6. Scroll down to **Pop-ups** and select **Do not allow any site to show pop-ups (recommended)**.
7. Click **Manage Exceptions**. Click in the grayed-out box with [*.]example.com and enter **epaytax.mcpsmd.org**.
8. Make sure “allow” is selected and click **done**.
9. Click **Manage Exceptions**. Click in the grayed-out box with [*.]example.com and enter **ess.mcpsmd.org**.
10. Make sure “allow” is selected and click **done**.
11. Close the settings tab.



Google Chrome (version 59)

1. Open Chrome.
2. In the top-right corner, click the **Chrome Menu** (button with three dots).
3. Click **Settings**.
4. Scroll to the bottom of the Settings screen and click **Advanced**.
5. Scroll down and click on **Site Settings**.
6. Click **Pop-ups and redirects**.
7. Right under Pop-ups and redirects at the top, click on button at right to set it to Blocked (recommended).
8. Scroll down to Allow. Click **Add** at the right.
9. Click in the grayed-out box with [*.]example.com and enter **epaytax.mcpsmd.org**.
10. Click the **Add** button.
11. Next to Allow, click **ADD** again.
12. Click in the grayed-out box with [*.]example.com and enter **ess.mcpsmd.org**.
13. Click the **Add** button.
14. Close the settings tab.



Safari (for Mac)

1. Open Safari.
2. Click **Safari** at the top of the browser.
3. Click **Preferences**.
4. Click **Security** tab on the top row.
5. Under “Web content,” **uncheck the “Block pop-up windows” checkbox**.