

COMPUTER SET UP QUICK REFERENCE

You must make some changes to your computer for SureClose® to run properly. These include modifications to Internet Explorer and adding a shortcut to your desktop so you can access SureClose® through your own branded SureClose® website. Follow these steps to modify the settings on each computer you use to access SureClose®.

Verify Your Version of Internet Explorer

You need to have Internet Explorer version 5.5 or newer to run SureClose®. Click on the **Help** menu and choose About Internet Explorer. You see a screen similar to Figure 1.

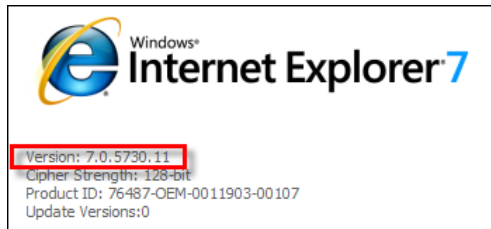


Figure 1

If your version of Internet Explorer is older than version 5.5, click on the **Tools** menu and choose Windows Update. Follow the steps update your version.

Remove Any Third Party Toolbars

Toolbars can download to your computer without your direct knowledge when you install other applications. Most of these toolbars have their own pop-up blockers that prevent SureClose® from functioning properly.

To remove the toolbars:

1. Select **Control Panel** from your Windows **Start** menu.
2. Click on the **Add/Remove Programs** icon.
3. Highlight the toolbar in the list and click the **Remove** button.
4. Repeat the process for each toolbar you have listed.

Update Your Internet Explorer Options

Use the following steps to update your Internet Explorer options. You get to the **Internet Options** window (Figure 2) by clicking on the **Tools** menu and choosing *Internet Options*.

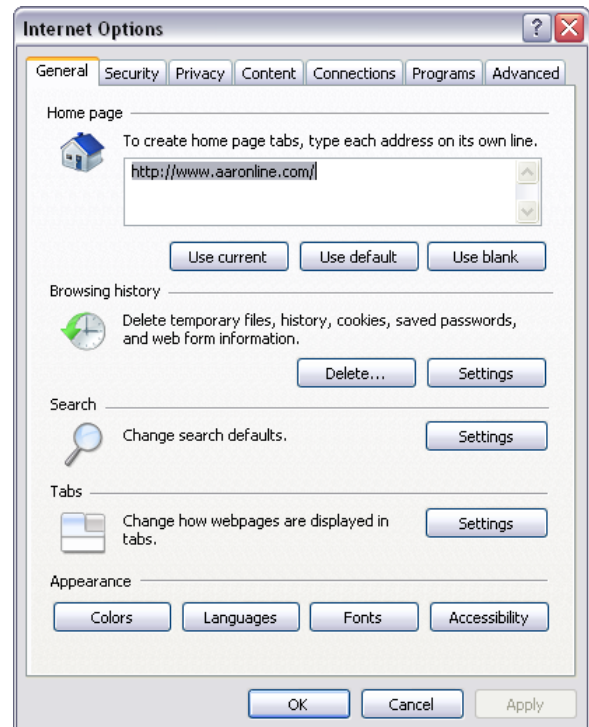


Figure 2

The **Internet Options** window has seven tabs. However, you only need to modify the **General**, **Security**, and **Privacy** tabs.

GENERAL TAB

Make the following changes to the **General** tab (Figure 2):

- Click the **Delete** button under *Browsing history* to see Figure 3.



Figure 3

- Click the **Delete files...** button to delete your temporary internet files. Internet Explorer will ask for verification. Click the **Yes** button to verify.
- Click the **Delete cookies...** button to delete your cookies. Internet Explorer will ask for verification. Click the **Yes** button to verify.
- Click the **Close** button to return to the **General** tab.
- Click the **Settings** button under *Browsing history* to see Figure 4.

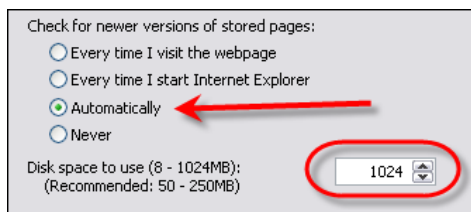


Figure 4

- Click the *Automatically* radio button under *Check for newer versions of stored pages*.
- Set the *Disk space to use* field to be at least 100MB.
- Click the **OK** button to return to the **General** tab.

SECURITY TAB

Make the following changes to the **Security** tab (Figure 5):

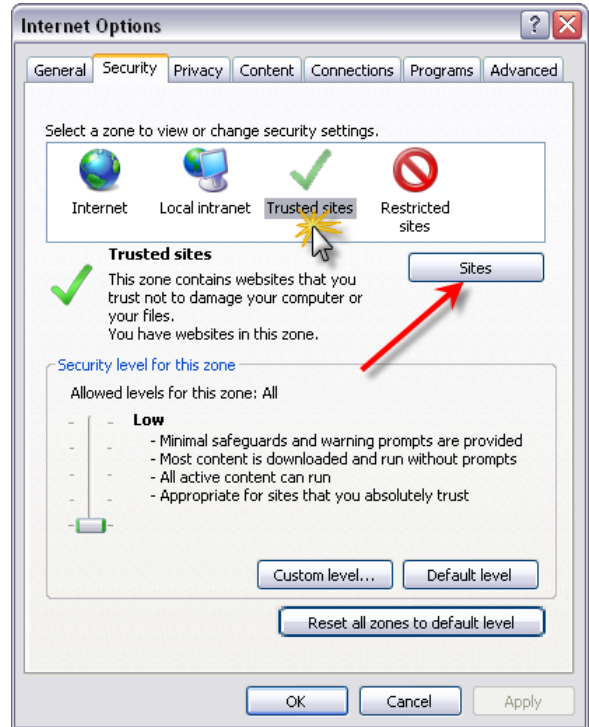


Figure 5

- Click on *Trusted sites* zone and click the **Sites** button to see Figure 6.

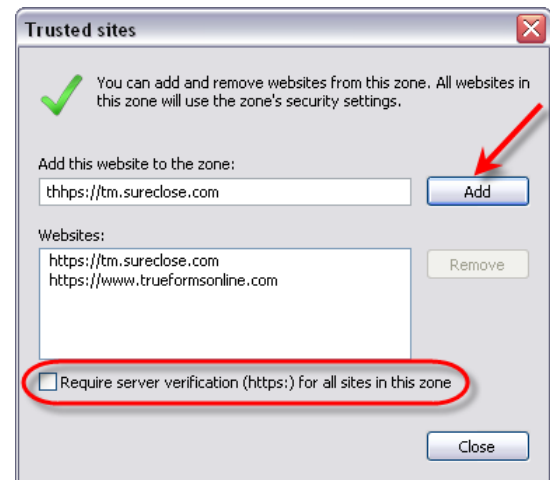


Figure 6

- Type <https://tm.sureclose.com> in the *Add this website to the zone* field and click the **Add** button.
- Uncheck the *Require server verification (https://) for all sites in this zone* check box.

- Click the **Close** button to return to the **Security** tab.
- Click the **Custom level...** button in the *Security level for this zone* section to see Figure 7.

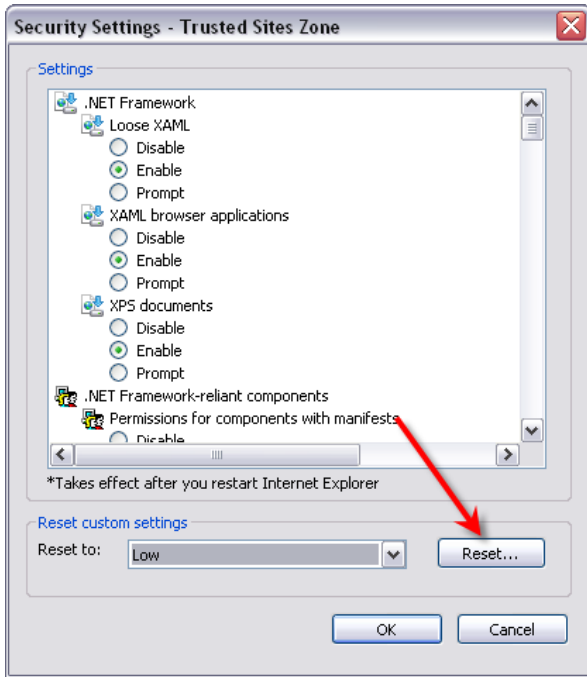


Figure 7

- Select *Low* from the *Reset custom settings* drop-down menu and click the **Reset...** button.
- Click the **OK** button to return to the **Security** tab.

PRIVACY TAB

Make the following changes to the **Privacy** tab (Figure 8):

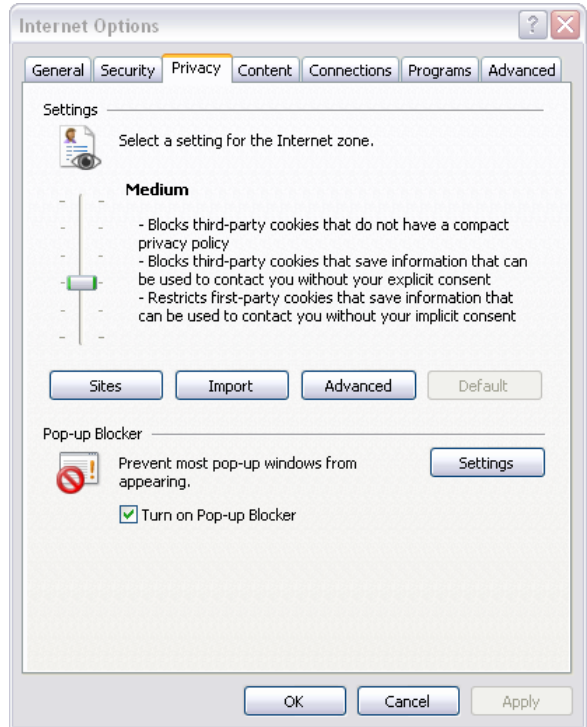


Figure 8

- Click the **Sites** button to see Figure 9.

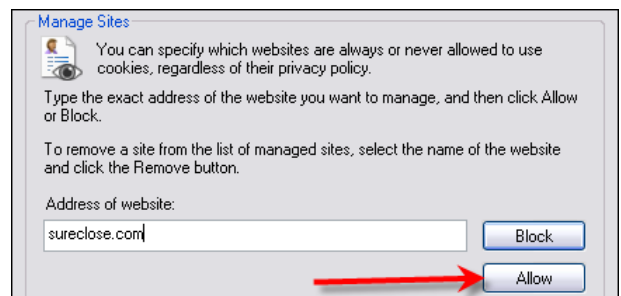


Figure 9

- Type sureclose.com in the *Address of website* field and click the **Allow** button.
- Click the **OK** button to return to the **Privacy** tab.

Updates to Your Computer from SureClose® (Professional View)

Log in to SureClose® and perform the following steps:

1. Click on the **Home** tab to go to your **Home** page.
2. Click the [click here](#) hyperlink at the end of the fifth bullet to see if you have Acrobat Reader and a Fax/Tiff viewer installed.
3. Click the Acrobat Reader icon at the bottom of the Home page to install Acrobat Reader, if necessary.
4. Click the [Download a Fax/Tiff Viewer here](#) hyperlink to install a Fax/Tiff viewer, if necessary.
5. Click the [For Windows Vista/XP/2000 Printer Driver click here](#) hyperlink under the sixth bullet to download the SureClose® printer driver.
6. Log out of SureClose®.
7. Right click on the desktop to see Figure 10.

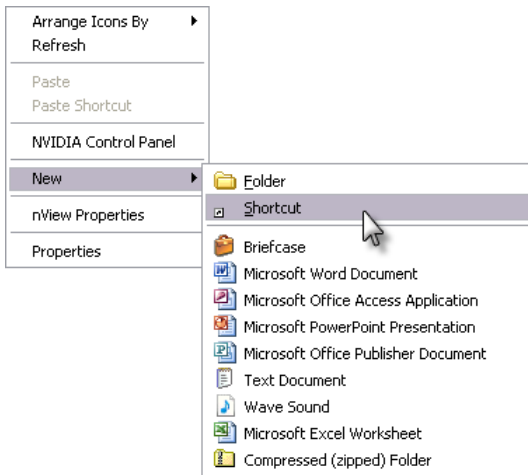


Figure 10

8. Select the option to create a new *Shortcut* to see Figure 11.



Figure 11

9. Type <https://tm.sureclose.com/brands/default.asp?BrandCode=xxx> (where **xxx** is your company's brand code) in the *Type the location of the item* field and click the **Next** button to see Figure 12.

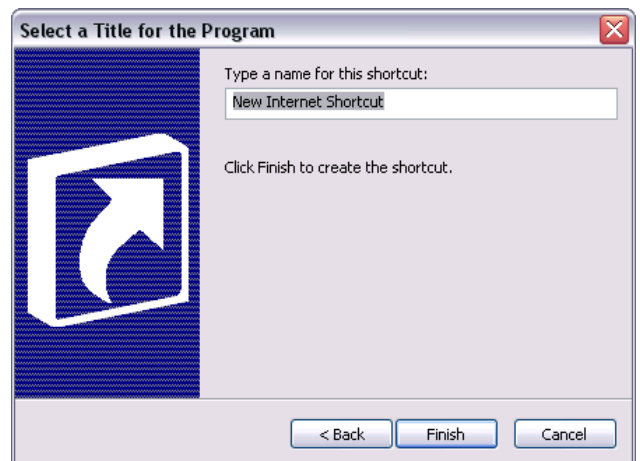


Figure 12

10. Type My Branded SureClose in the *Type a name for this shortcut* field and click the **Finish** button.
11. Log in to SureClose® through your branded site.