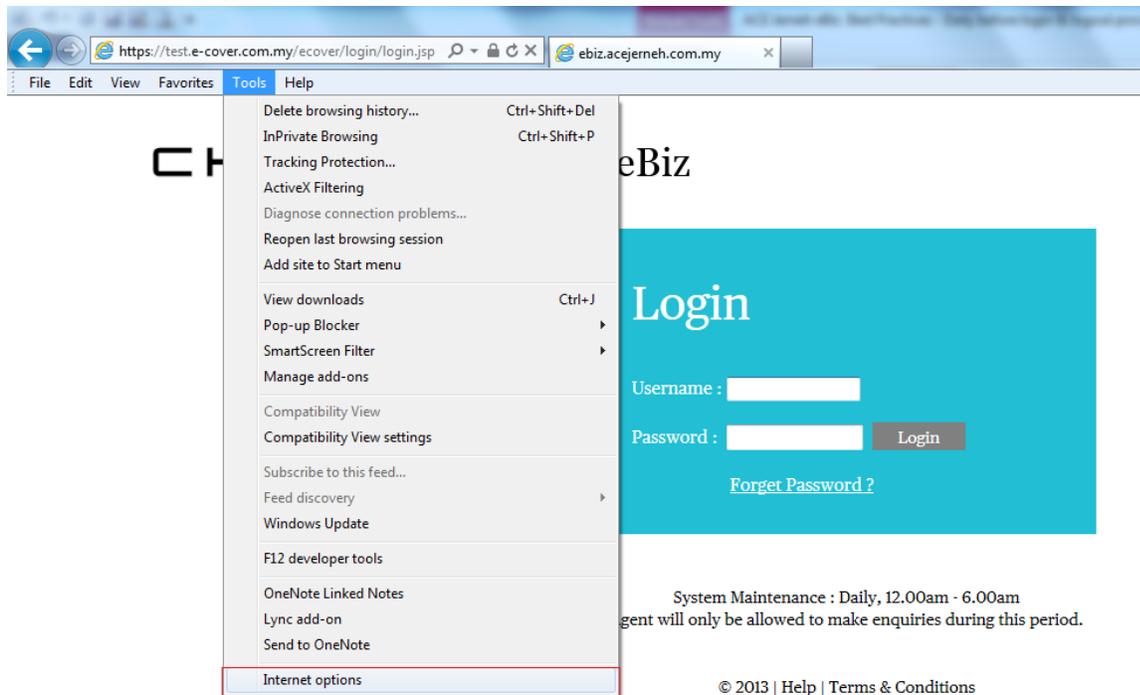


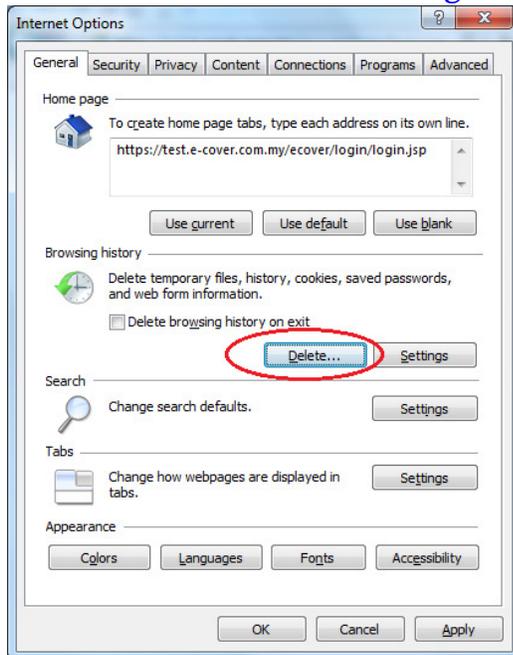
Chubb eBiz Best Practices II - Daily Procedures Before / After Using Chubb eBiz

The following steps are encouraged to be carry out before logging in to Chubb eBiz or after logging out from Chubb eBiz.

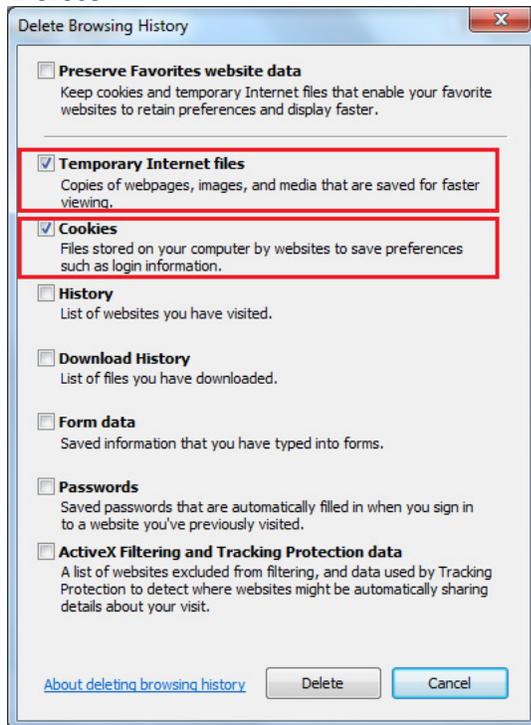
1) Launch the Internet Browser. Go to Chubb eBiz website. Click on the Tools drop-down menu. Select Internet Options.



2) Select 'General' tab, key in Chubb eBiz url address in the [Homepage](#) section.
Click Delete button at [Browsing history](#) options.



A dialog box will appear and select option [Cookies](#) and [Temporary Internet files](#). Click Delete.



3) Close your Internet Explorer browser. Re-launch new IE browser to activate changes.