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 <u>T</u>ools 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.

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A dialog box will appear and select option Cookies and Temporary Internet files. Click Delete.

Delete Browsing History
Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.
Temporary Internet files Copies of webpages, images, and media that are saved for faster viewing.
Cookies Files stored on your computer by websites to save preferences such as login information.
History List of websites you have visited.
Download History List of files you have downloaded.
Form data Saved information that you have typed into forms.
Passwords Saved passwords that are automatically filled in when you sign in to a website you've previously visited.
ActiveX Filtering and Tracking Protection data A list of websites excluded from filtering, and data used by Tracking Protection to detect where websites might be automatically sharing details about your visit.
About deleting browsing history Delete Cancel

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