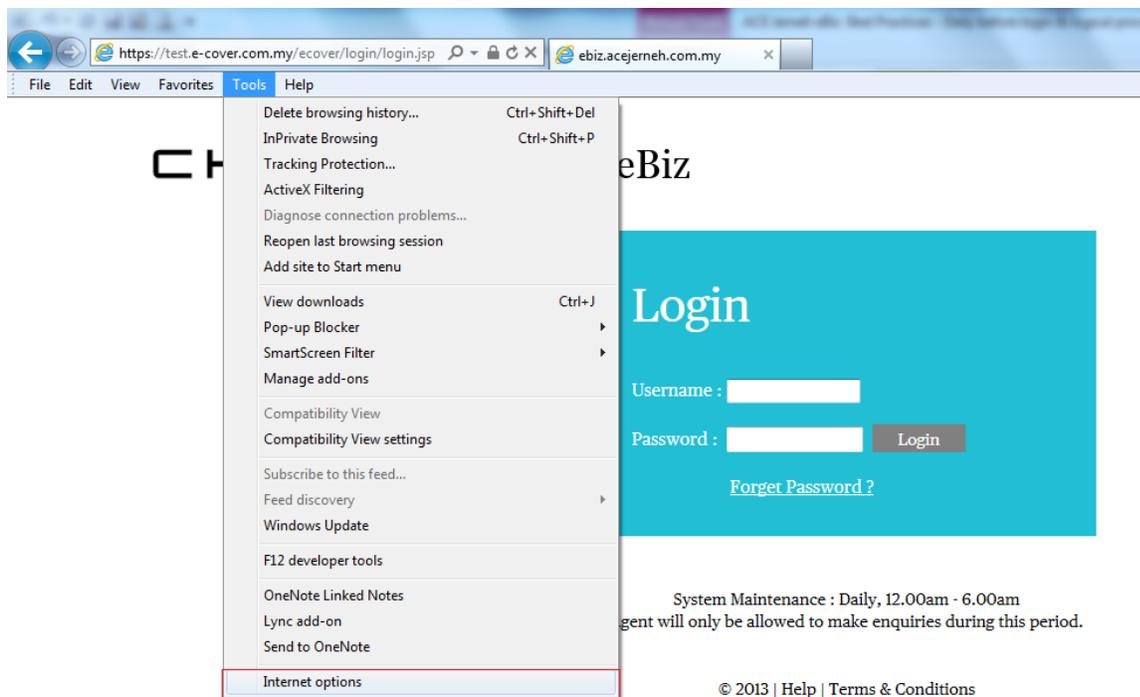


Chubb eBiz Best Practices I - First Time Setup

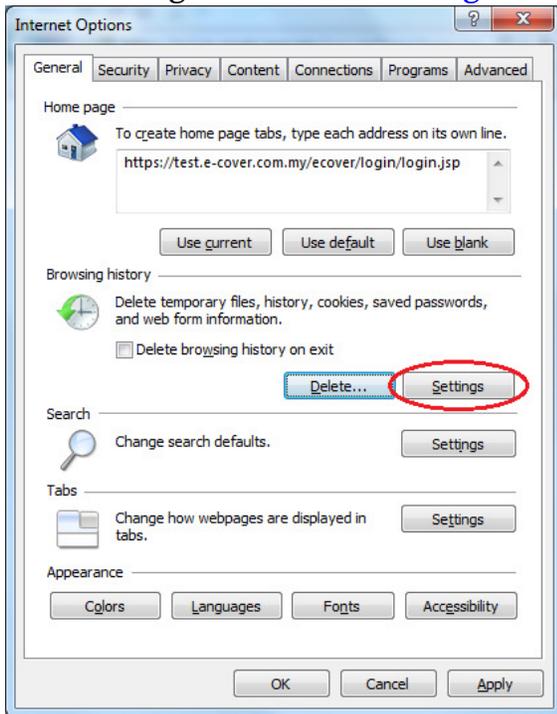
The following setting will only require to be done for the very first time before using

Chubb eBiz. It should also be carry out incase your computer is corrupted by spyware / newly installed software that may affect the settings. Please follow the steps as shown below.

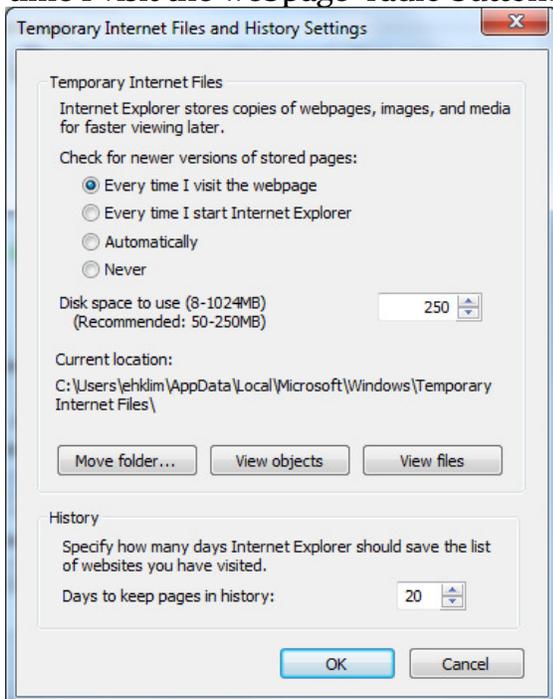
1) Launch the Internet Browser. Go to Chubb eBiz website. Click on the Tools drop-down menu. Select Internet Options.



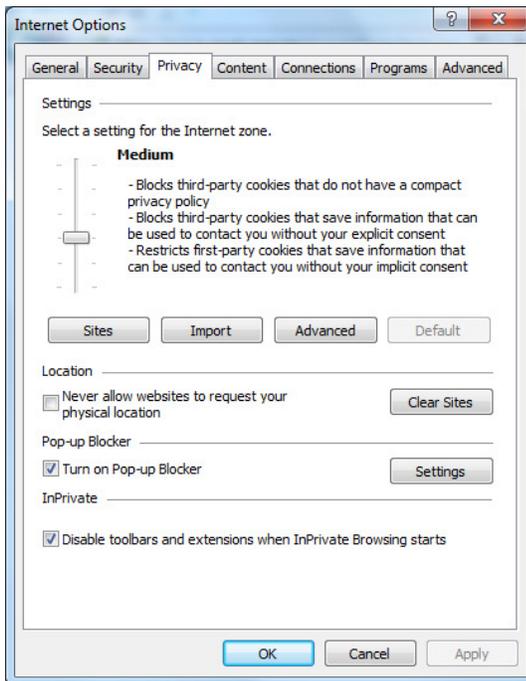
2) Select 'General' tab, key in Chubb eBiz url address in the [Homepage](#) section. Click Settings button at [Browsing history](#) options.



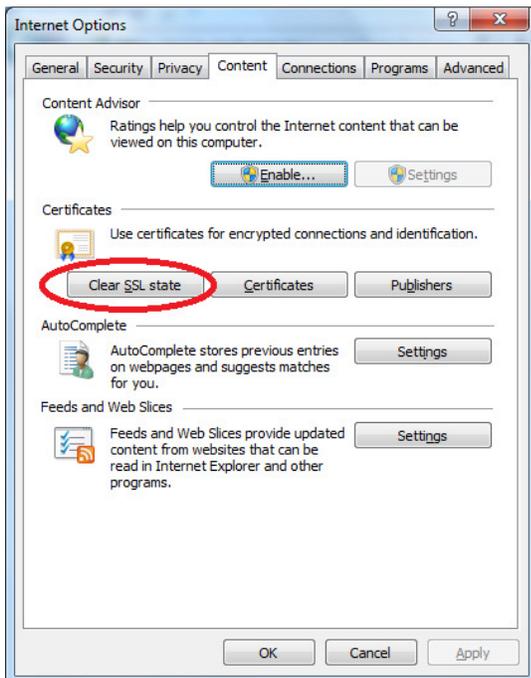
At the 'Temporary Internet Files and History Settings' window frame, check 'Every time I visit the webpage' radio button. Click OK.



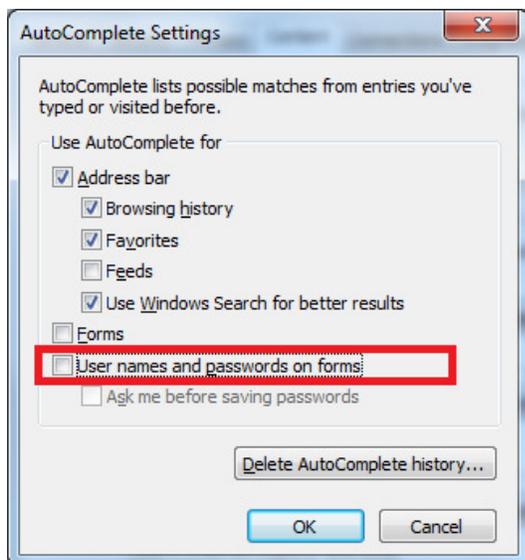
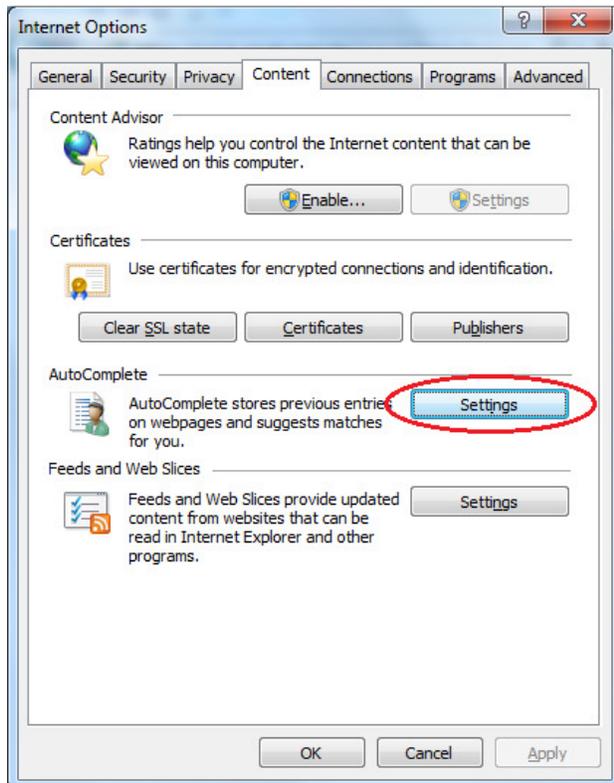
3) Select the 'Privacy' tab, make sure the Settings is at Medium. [Pop-up Blocker](#) section, check "Turn on Pop-up Blocker"



4) Select 'Content' tab. At the [Certificates](#) options, click Clear SSL State. Click Apply and press OK.



5) Select the 'Content' tab. At the [AutoComplete](#) options, click Setting.



'AutoComplete Settings' frame will appear. Uncheck User names and passwords on forms and click OK.