**Chrome**

To check or change your Cookie settings:

1. On your computer, open Google Chrome.
2. At the top right, click More   **Settings**.
3. At the bottom, click **Advanced**.
4. In the "Privacy" section, click **Content settings**.
5. Use the "Cookies" section to change your settings:
6. To allow first-party and third-party cookies, turn on the **Allow sites to save and read cookie data (recommended)** setting.
7. Turn off the **Block third-party cookies** setting.
8. **Optionally** **instead of step 7**, you may add “[\*.]paperlessemployee.com” (without quotes to the page brought up by the Manage Exceptions Button **instead** of clearing the checkbox in Step 7.
9. Close all Chrome windows and re-open Chrome.

**Firefox**

To check or change your Cookie settings:

1. Click the menu button () and choose Options.
2. Select the **Privacy & Security** panel.
3. Under History, set **Firefox will** to **Use custom settings for history** from the drop down menu.
4. Under **Cookies and Site Data**, select **Accept cookies and site data from websites (recommended)** to enable cookies.
5. Make sure **Accept third party cookies** is set to **Always** or **From visited**.
	1. **Optionally, instead of step 5,** if **Accept third party cookies** is set to **Never**, you may click the **Exceptions…** button to the right and enter <https://www.paperlessemployee.com/>
6. Close all Firefox windows and re-open Firefox.

**Safari for Mac**

To enable cookies in Safari:

1. Go to the Safari drop-down menu.
2. Select Preferences.
3. Click Privacy in the top panel.
4. Under 'Block cookies' select the option 'Never.'
5. Close Safari and re-open it.
6. For increased security, once you have finished using the site, please change the Privacy setting back to Always.