Step 1: In your Internet browser, go to **https://www.benefitmanager.net**/

Step 2: From the Tools menu, select **Internet Options**.
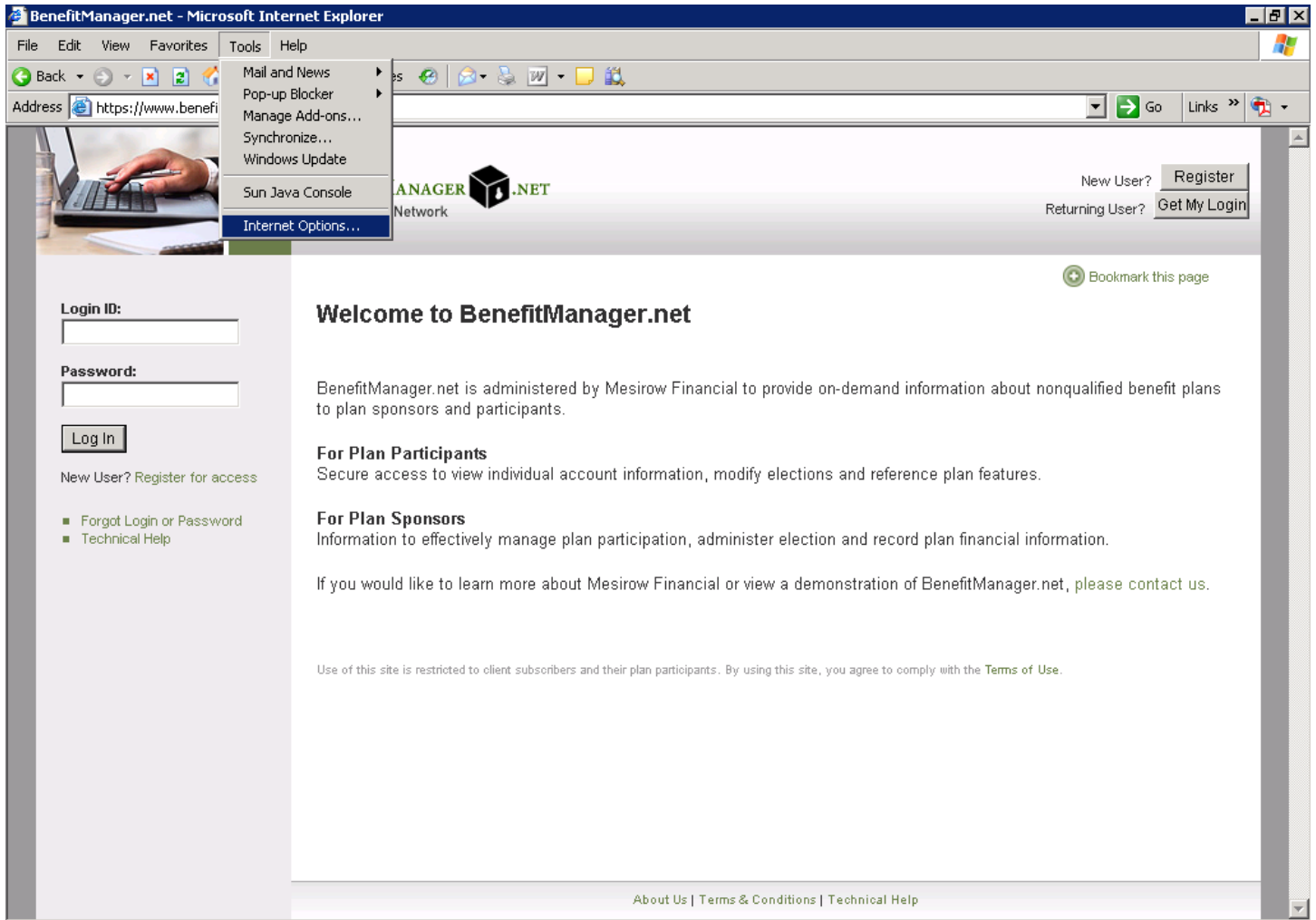
Step 3: Select the **Security** tab, next select the ✓ **Trusted sites** icon, and then click the **Sites** button.

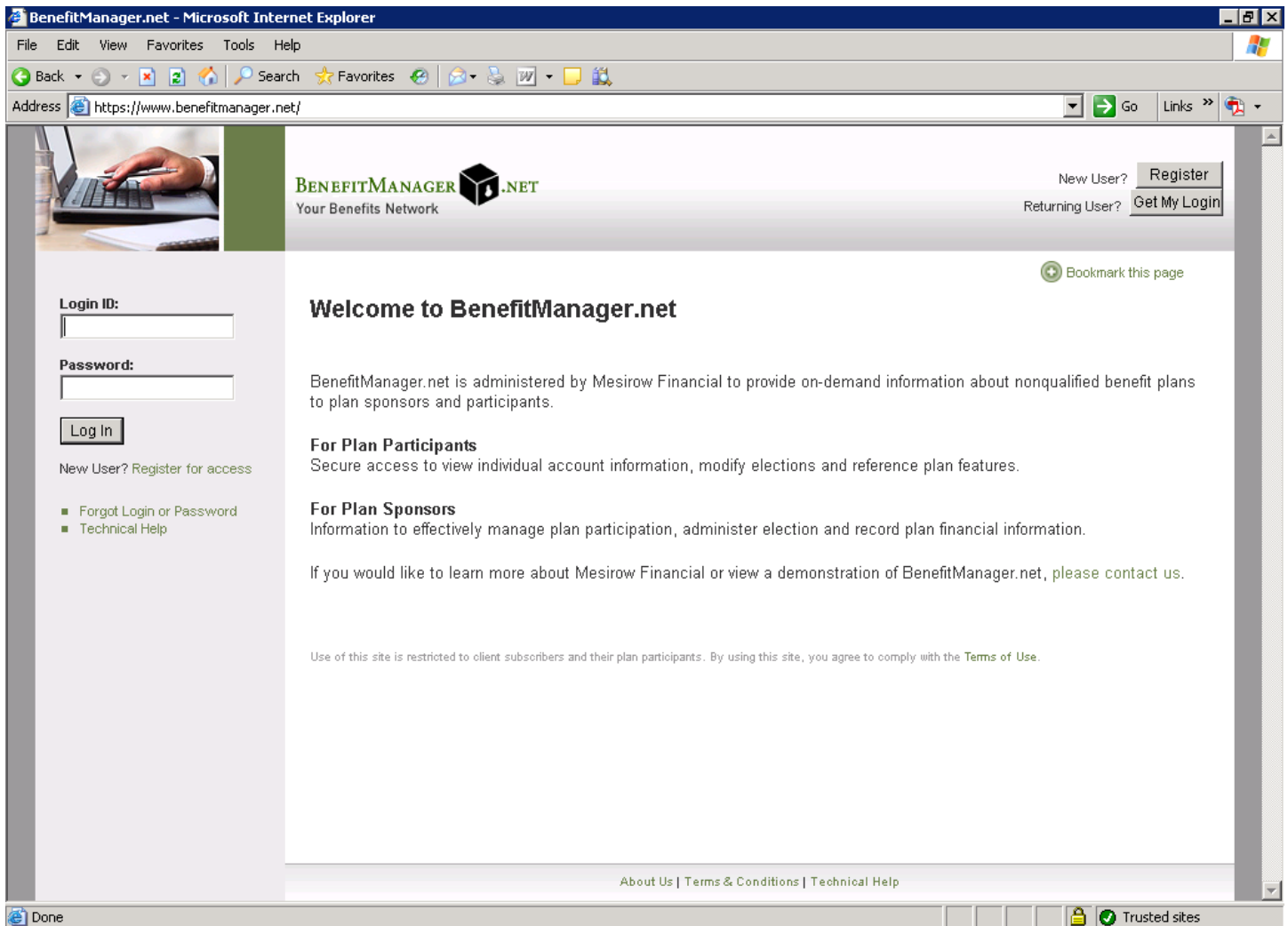Step 4: Confirm that **https://www.benefitmanager.net** appears in the top field. (You may need to type it in.) Click **Add**.

BenefitManager.net will then appear in the **Web sites** list.

Click **Close** and then **OK**.
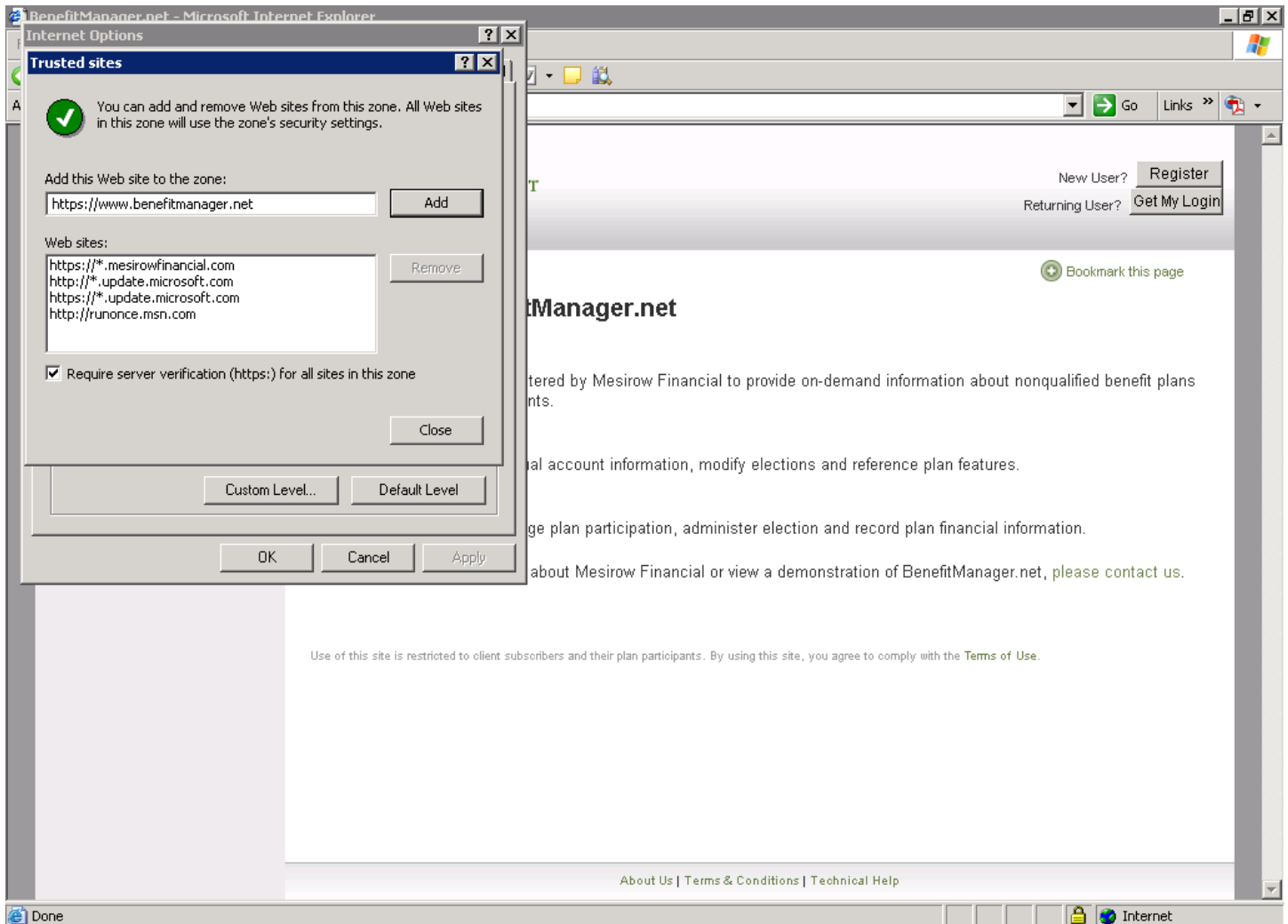
Step 5: Look for the **Trusted Sites** icon in the lower right of your screen.
Log in to BenefitManager.net.