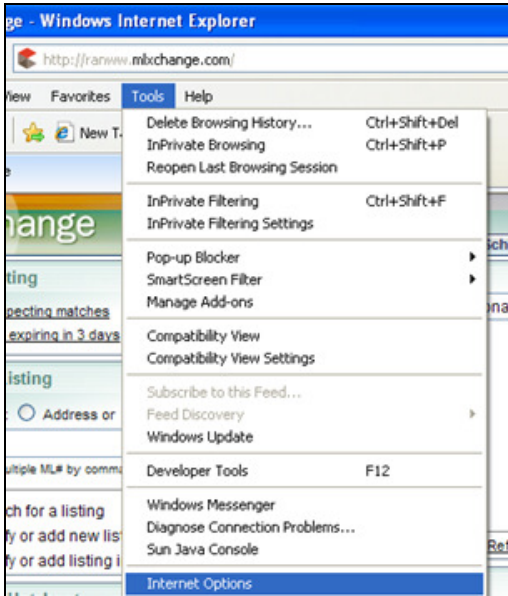


## Clearing Internet Cache

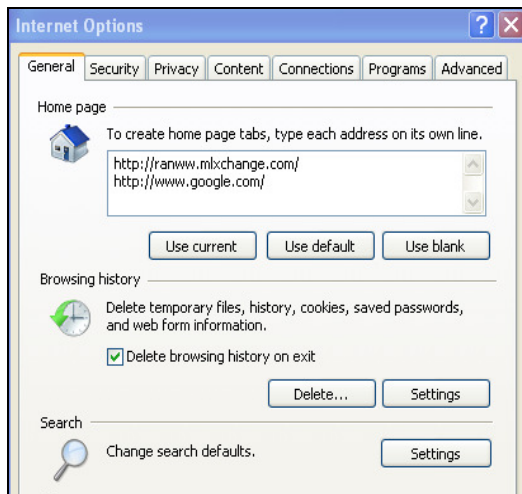
Each time you visit a web page, a file is temporarily downloaded to your computer to make loading that page faster the next time you want to view it. From time to time it is necessary to remove these files from your computer. Follow the steps below:

### Open Internet Explorer

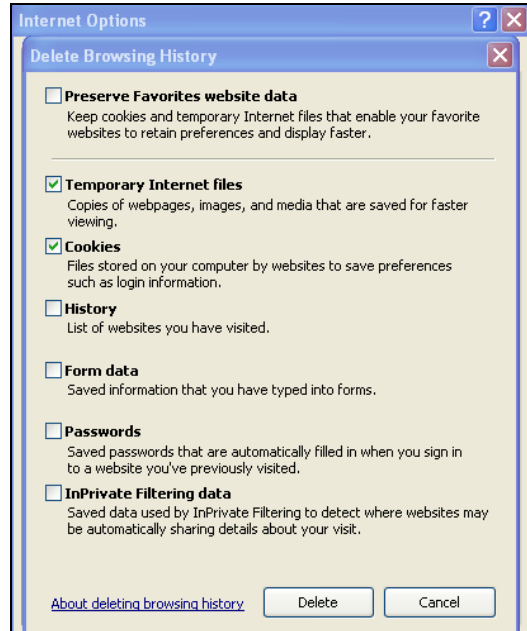
- 1) Click on **Tools**, select **Internet Options**:



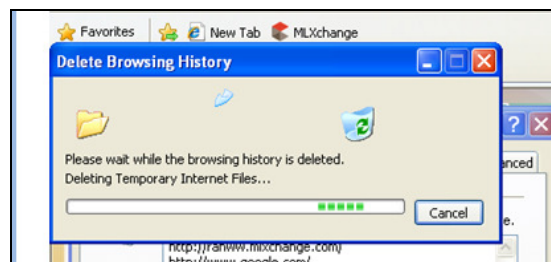
- 2) On the **General** tab, under **Browsing History**, click **Delete**:



- 3) On the **Delete Browsing** screen, check **Temporary Internet Files** and **Cookies**, click **Delete**:



- 4) Temporary Files and Cookies will be deleted. **Please be patient.** If you do not regularly clear the Internet Cache, this process may take some time.



- 5) Once complete, **close the Internet Options screen** or click **Okay**.

### Recommendation:

Clear the Internet Cache on a regular basis (*daily, once a week, twice a week, etc*)