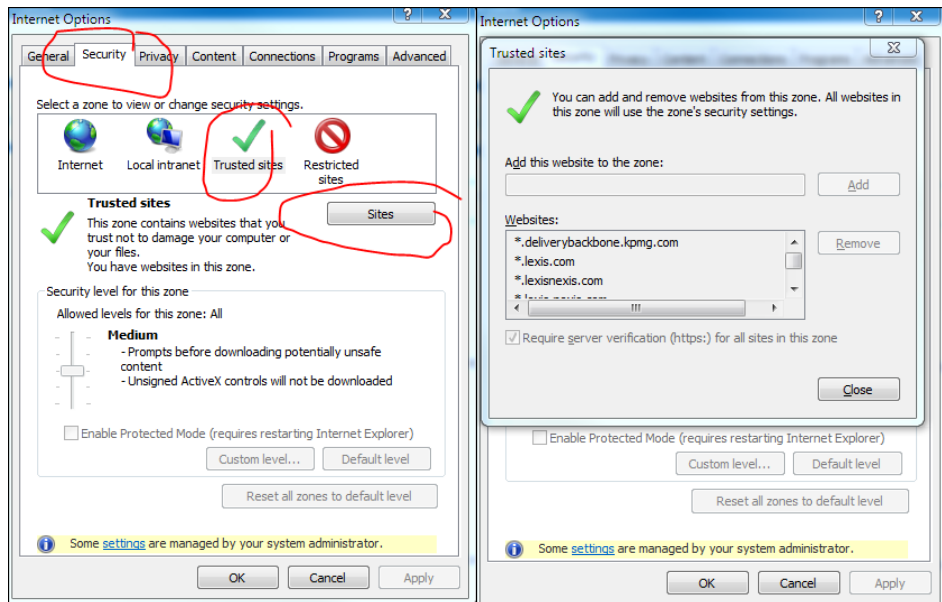


Resetting Temporary Files and Adding KPMG Central to trusted sites:

- 1) Please go to tools, internet options in internet explorer. Go to the security tab and select trusted sites, then sites. Type in the add field https://*.us.kpmg.com and add to trusted sites.



Note: if the field is not available to you, skip this step for later and have your desktop support add it for you.

- 2) Please go to internet options and under general, click settings in browsing history, then click view files under temporary internet files. **Delete everything in here**. Just click on any file and type Ctrl-A and hit the delete button. Close the windows and close internet explorer then launch and log in again to the SharePoint site. Enter email address and password and select yes this is my personal computer and enter the onetime passcode again. This should be the last time you will be entering the onetime passcode until 90 days.

