

Steps to Allow Pop-ups for Employee Self-Service and Online Open Enrollment Only

Internet Explorer

- Open Internet Explorer.
- Select **Tools** from the top of the browser screen.
- Click on **Internet Options**.
- Click on the **Privacy** tab.
- Check to see if the pop-up blocker is already turned on. It is on if the little checkbox next to “Turn on Pop-up Blocker” is checked.
- If the Pop-up Blocker “Settings” box is greyed out, turn on “Turn on Pop-up Blocker” by **clicking inside the checkbox**. A message may appear: “Are you sure you want to turn on Internet Explorers Pop-up blocker?” If it does, click **Yes**.
- If necessary, click on **Tools, Internet Options, and Privacy Tab** again.
- Click on the Pop-up Blocker **Settings** box.
- In the “Address of website to allow” box, type **emss.mcpsmd.org**.
- Click **Add** (emss.mcpsmd.org will show up in the “Allowed sites” box).
- In the “Address of website to allow” box, type **epaytax.mcpsmd.org**.
- Click **Add** (epaytax.mcpsmd.org will show up in the “Allowed sites” box).
- Click **Close**.
- Click **Okay**.



Google Chrome

- Open Chrome.
- In the top-right corner, click on the **three horizontal lines**
- Click **Settings**.
- Click **Show advanced settings** in blue at the bottom of the screen.
- Scroll down to "Privacy" and click **Content settings**.
- Scroll down to “Pop-ups.”
- Select **Do not allow any site to show pop-ups (recommended)**.
- Click the **Manage exceptions** box.
- In the “example.com box” under "Hostname pattern," type **emss.mcpsmd.org**.
- Click **Done**.
- Click the **Manage exceptions** box again.
- In the “example.com box” under "Hostname pattern," type **epaytax.mcpsmd.org**.
- Click **Done**.
- Click **Done** again.



Safari (for Mac)

- Open Safari.
- Click **Safari** at the top of the browser.
- Click **Preferences**.
- Click **Security** tab on the top row.
- Under “Web content,” **uncheck the “Block pop-up windows” checkbox**.