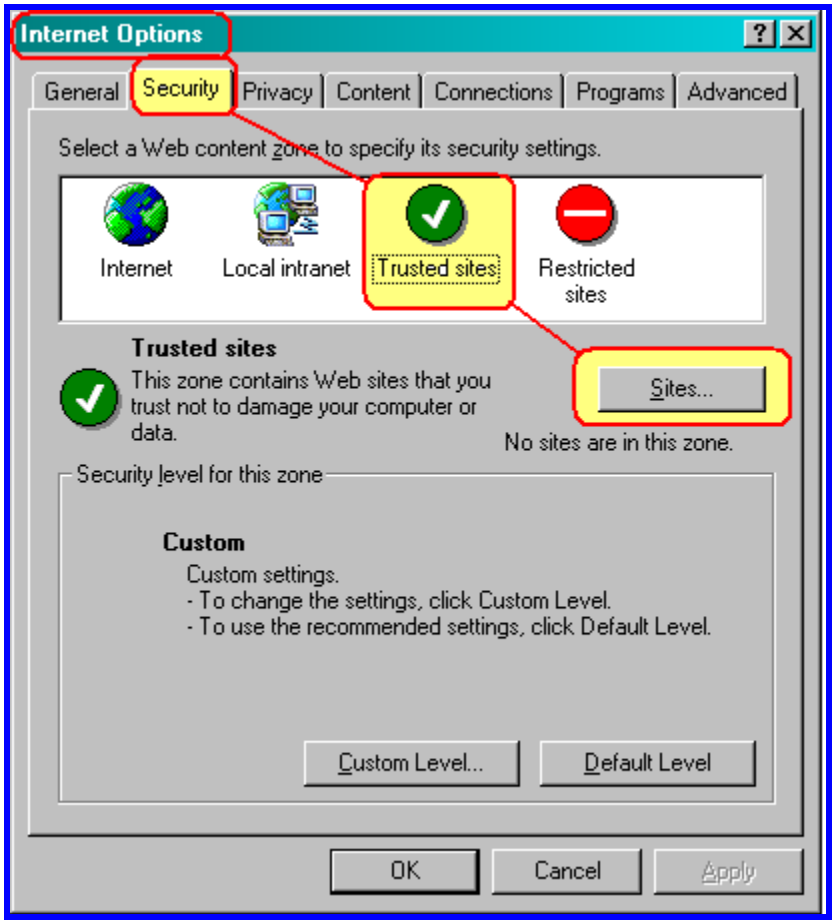
ABC Information System
Resolving the Zip Code Problem in the Online Annual Report Interface

We have discovered a problem with the entering and editing of **Zip Codes** in the online Annual Report interface on **http://annualreport.abcis.org**. To resolve the problem, users must assign the http://annualreport.abcis.org website to a security zone.

For those using Internet Explorer 6 or previous versions, please follow the steps below to resolve the issue. Those using Internet Explorer 7 will need to follow the additional steps beginning on Page 3.

1. With In **Internet Explorer** open, click on the **Tools** menu.
2. Click **Internet Options**.
3. Click the **Security** tab.
4. Click on **Trusted Sites**.
5. Click the **Sites** button.

Figure 1



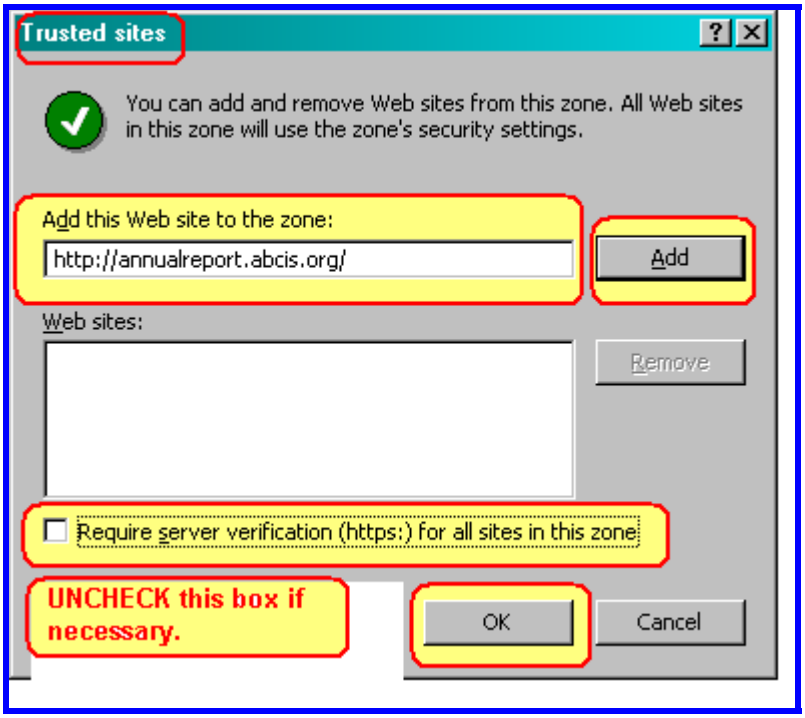
6. In the "**Add this Web site to the zone:"** text box, type **http://annualreport.abcis.org** as shown in Figure 2. **You MUST type the address exactly as specified. DO NOT ENTER "WWW" in the name.**

7. If the box labeled "**Require server verification (https:) for all sites in this zone**" is checked, you MUST uncheck it by clicking on the box to clear the check mark.

8. Click the **Add** button to add **http://annualreport.abcis.org** to your list of Trusted Sites.

9. Users of Internet Explore 6 should now log out of Internet Explorer for the changes to Trusted sites to take effect. ***Those using Internet Explorer 7 should continue with the instructions on pages 3 and 4.***

Figure 2



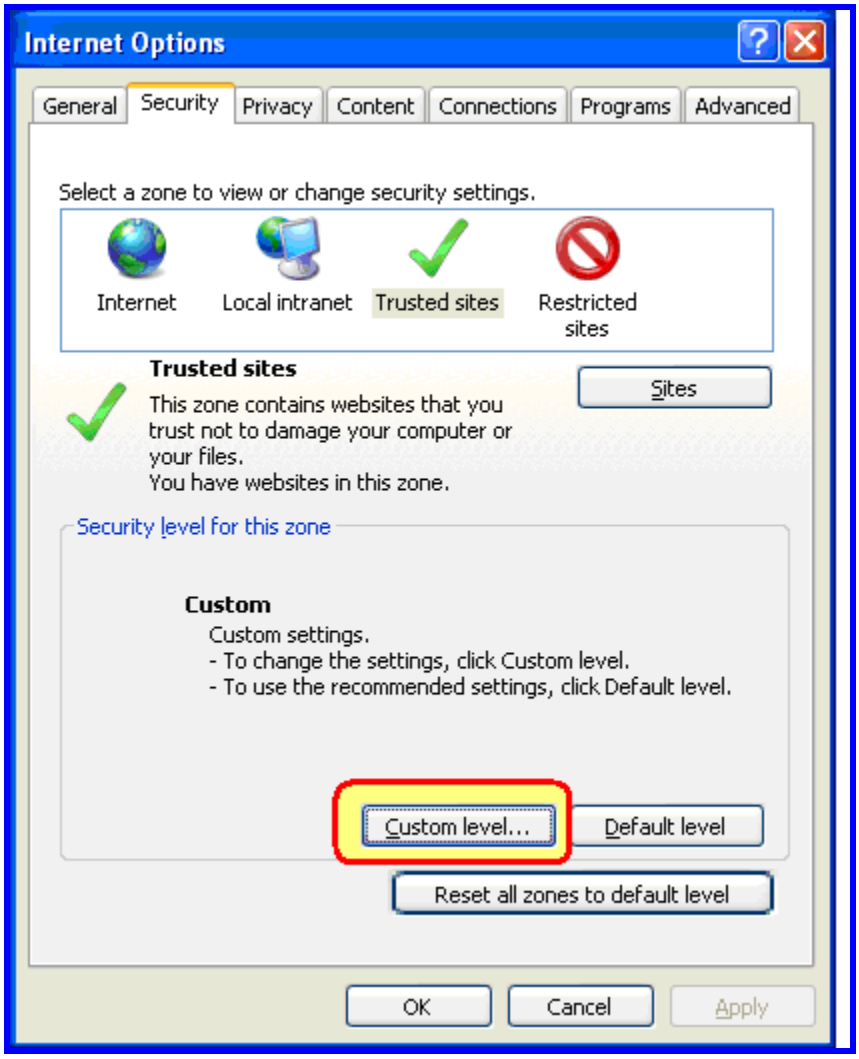
After completing the steps above, those using Internet Explorer 6 are now able to enter and edit Zip Code values in the Online Annual Report.

Those using Internet Explorer 7 need to complete the additional steps beginning on Page 3.

Additional steps for users of Internet Explorer 7 only:

10. After adding "http://annualreport.abcis.org" to your **Trusted Sites**, click on the **Custom Level** button.

Figure 3



Additional steps for users of Internet Explorer 7 only:

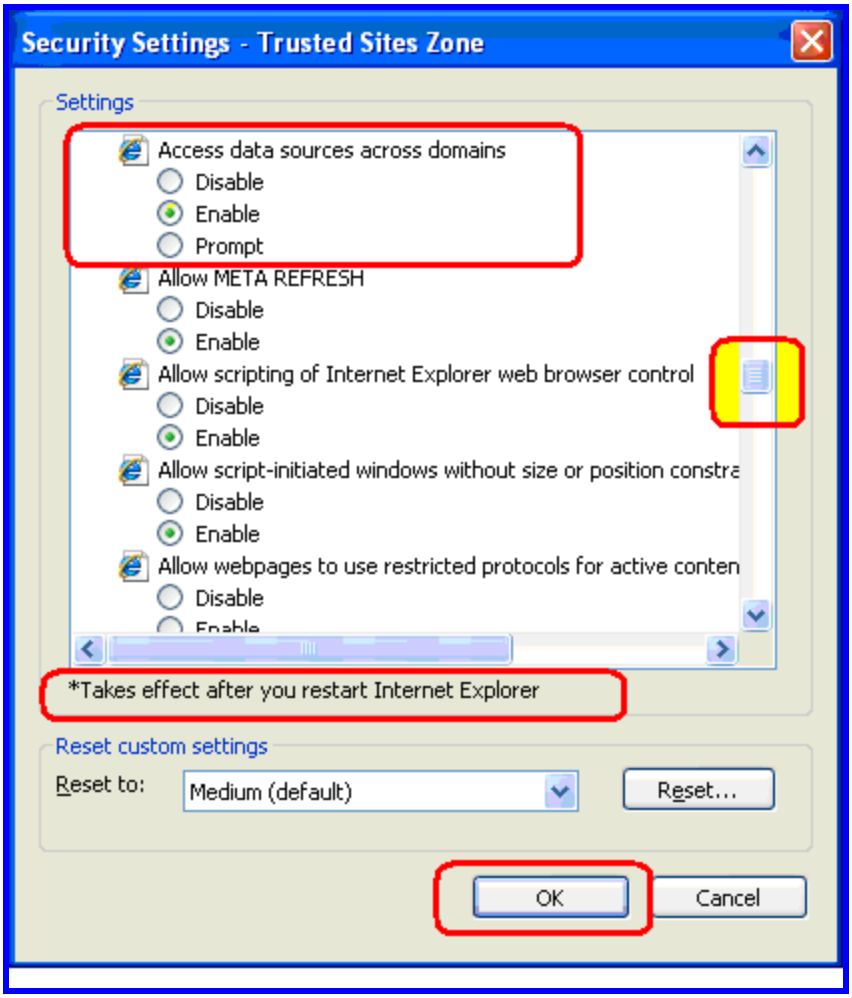
11. Scroll down the list to the "**Access data sources across domains**" subject.

12. Click on the radio button next to the **ENABLE** option.

13. Click on the **OK** button.

14. You must **restart Internet Explorer** for the changes to take effect.

Figure 4



Users of Internet Explorer 7 will now have access to edit and enter Zip Codes in the American Baptist Churches Online Annual Report.