




# EMPLOYEE SELF SERVICE

## Instructions for turning off pop-up blockers on your internet browser


Pop-up blockers may prevent you from opening documents such as your pay stubs in Employee Self Service (ESS). The steps may vary if you are using a different version of the browser. Refer to your browser's help section if the directions here are not applicable to your browser.

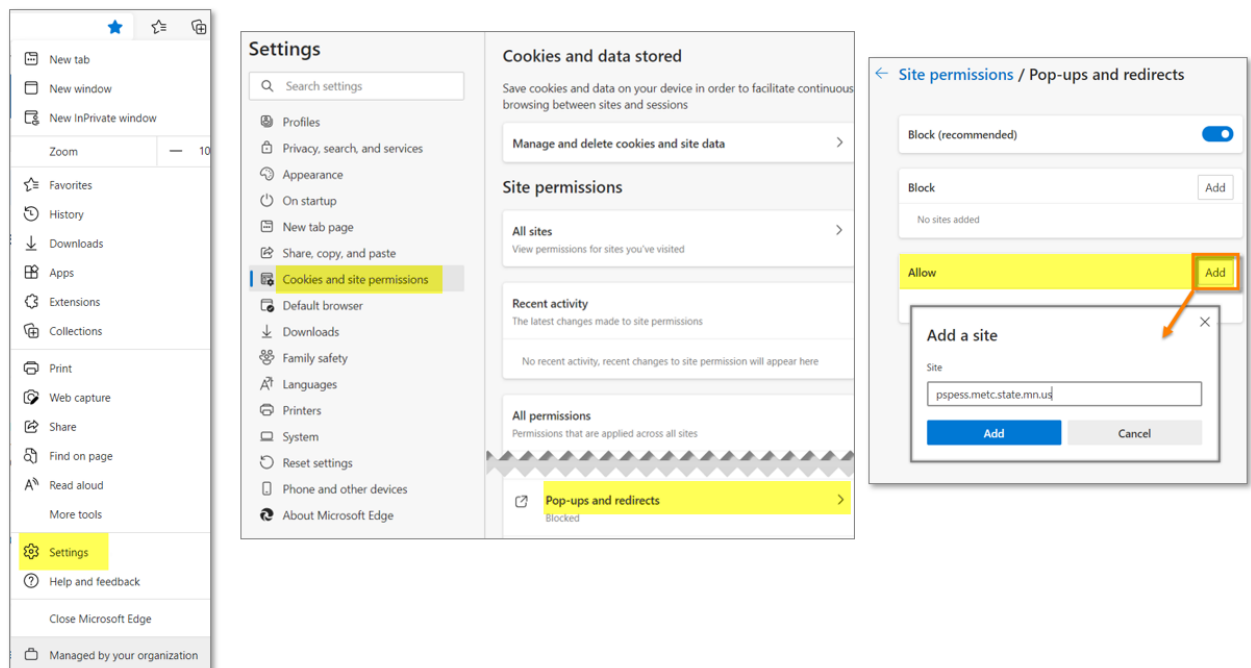
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### Microsoft Edge


When Edge blocks pop-ups, the alert icon  appears in the address bar. If you click on the icon, you can see the pop-ups that have been blocked for that page. To allow pop-ups for that specific site, click the pop-up alert icon in the address bar. Select the option to always allow pop-ups for the site. Click the **Done** button.

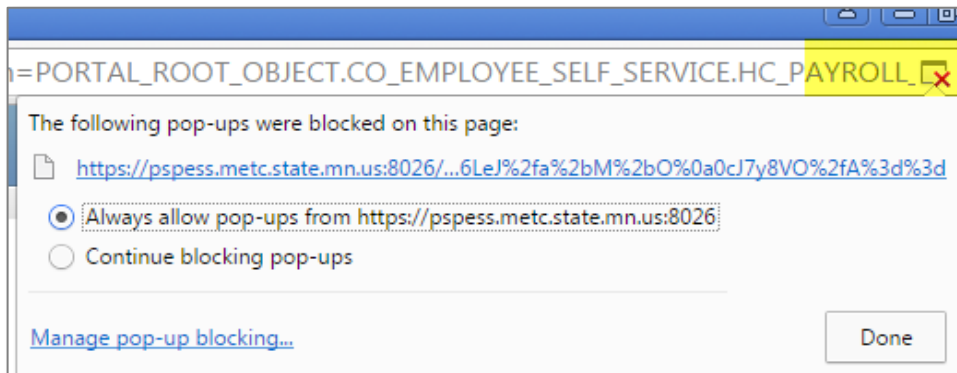
#### To proactively allow pop-ups for specific sites:

1. Open Edge and click the ellipsis icon  for **Settings and More** in the top right corner.
2. Select **Settings**.
3. Select **Cookies and site permissions**.
4. Click **Pop-ups and redirects**. Click the **Add** button in the **Allow** section.
5. Enter the URL of the site for which you'd like to allow pop-ups and click the **Add** button. After that, the site will be listed in the Allow section.




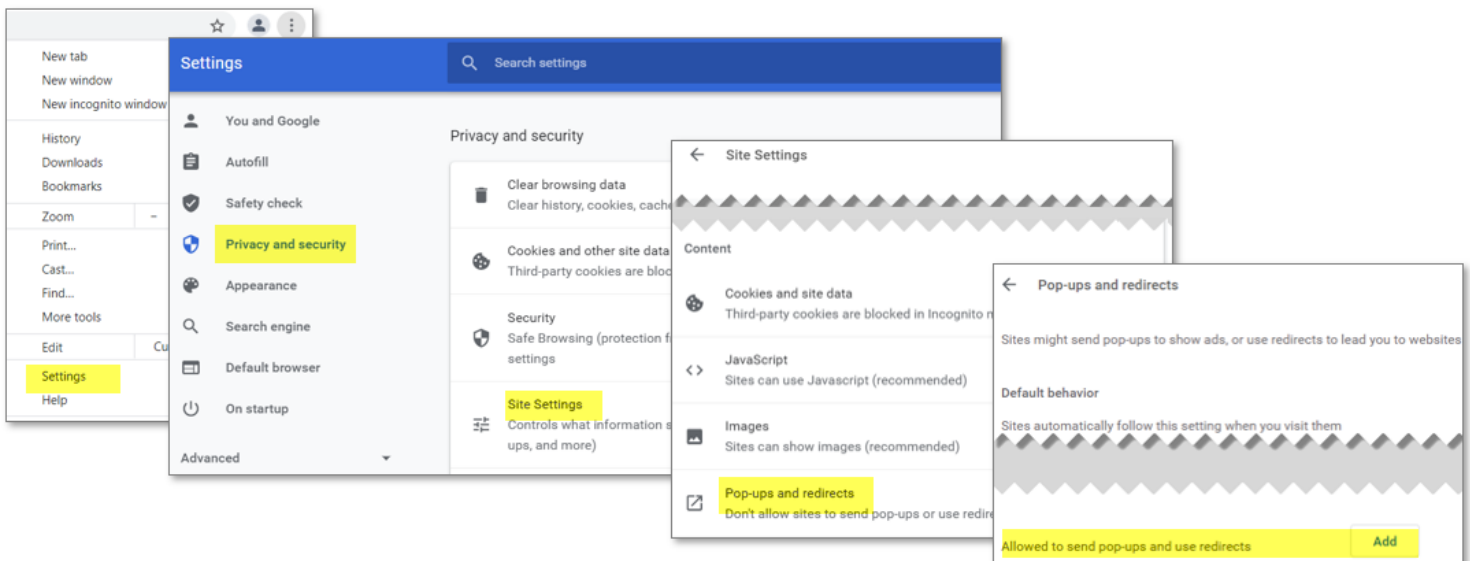
## Google Chrome

When Chrome blocks pop-ups, the alert icon  appears in the address bar. If you click on the icon, you can see the pop-ups that have been blocked for that page. To allow pop-ups for that specific site, click the pop-up alert icon in the address bar. Select the option to always allow pop-ups for the site. Click the **Done** button.



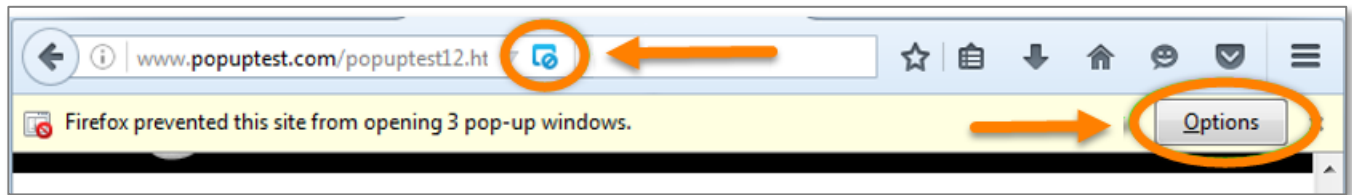
### To proactively allow pop-ups for specific sites:


1. Click the ellipsis icon  in the top right hand corner of your browser.
2. Click **Settings**.
3. Click **Privacy and security**.
4. Click **Site Settings**.
5. Click **Pop-ups and redirects**.
6. Click **Add** in the **Allowed to send pop-ups and use redirects** section and enter the URL.

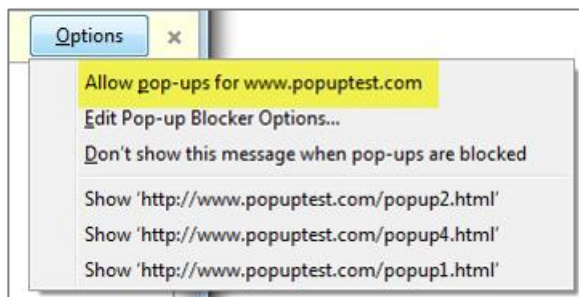


## Firefox


When Firefox blocks pop-ups, it displays the icon  in the address bar as well as an information bar.

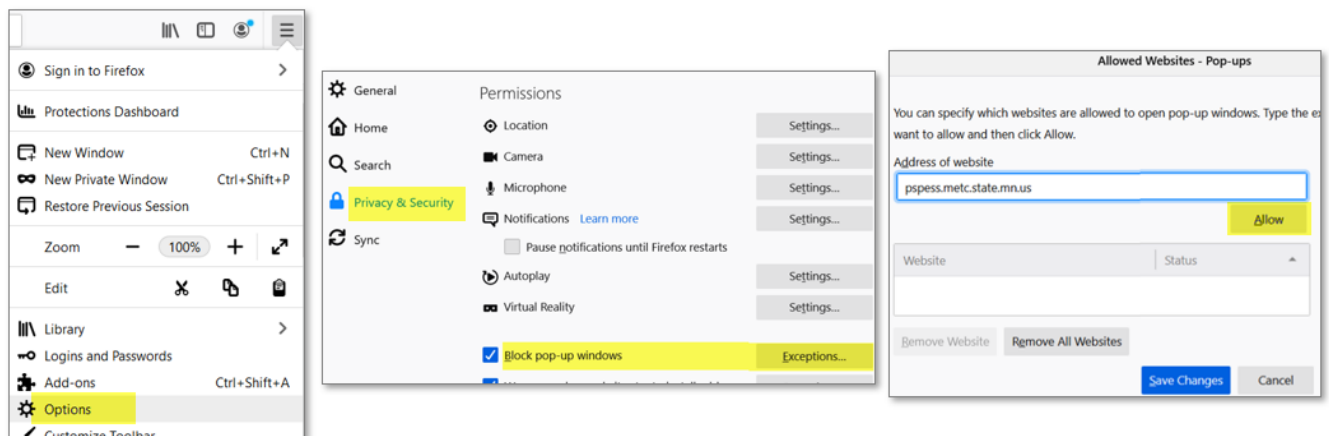


Clicking either the  icon or the **Options** button in the information bar displays a menu where you may choose to allow pop-ups for the site, edit the pop-up blocker options, or to not show the message. You may also choose to show individual pop-ups.



### To proactively allow pop-ups for specific sites:

1. Click the menu icon  in the top right hand corner of your browser.
2. Click **Options**.
3. Click **Privacy and Security**.
4. In the **Permissions** section, click the **Exceptions** button for **Block pop-up windows**.
5. Enter the URL of the site for which you'd like to allow pop-ups and click the **Allow** button and then click the **Save Changes** button.



Last updated 12/20/2022