# How to Clear Your Browser History

Please clear your browser history when logging into Finance for the first time after the upgrade. This process should be completed on any laptop/desktop you use to access the system.

## Internet Explorer

**Version 7:**
1. Click the **Tools** dropdown list in the browser menu.
2. Click the **Delete Browsing History** option. The Delete Browsing History window opens.
3. Click the **Temporary Internet Files** button.
4. Click the **Cookies** button.
5. Click the **History** button
6. Click the **Close** button.
7. Close your browser session; reopen your browser to login to the Finance application.

**Version 8:**
1. Click the **Safety** dropdown list in the browser menu.
2. Click the **Delete Browsing History** option. The Delete Browsing History window opens.
3. Verify the **Temporary Internet Files, Cookies, and History** checkboxes are selected.
4. Unselect the **Preserve Favorites website data, Form Data, Passwords, and InPrivate Filtering Data** checkboxes.
5. Click the **Delete** button.
6. Close your browser session; reopen your browser to login to the Finance application.

## Firefox

1. Click the **Tools** dropdown list in the menu at the top of the browser.
2. Click the **Clear Recent History** option.
3. Click the **Details** button.
4. Select all checkbox options except Site Preferences.
5. Click the **Clear Now** button.
6. Close your browser session; reopen your browser to login to the Finance application.

## Safari

1. Click the **Safari** dropdown list in the browser menu.
2. Click the **Reset Safari** option.
3. Verify the **Clear History, Empty the cache, Remove all Cookies** checkboxes are selected.
4. Click the **Reset** button.
5. Close your browser session; reopen your browser to login to the Finance application.