
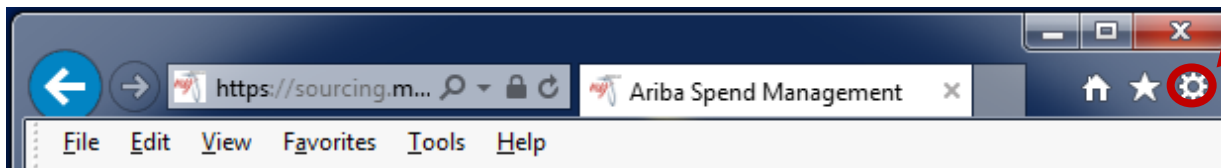


Internet Explorer Compatibility Job Aid

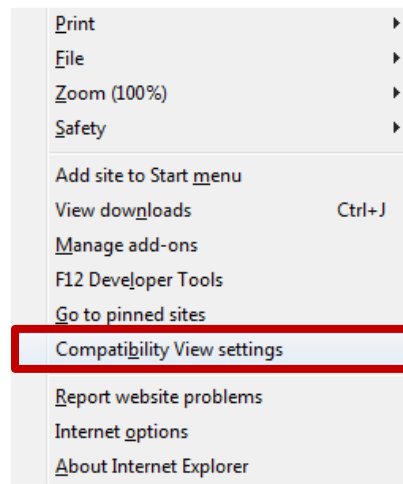
Last Updated: November 2017

When using the Internet Explorer (IE) web browser for accessing and using MyFloridaMarketPlace (MFMP), MFMP recommends enabling the compatibility view setting. For information regarding the latest Microsoft browser, Edge () , please follow the compatibility steps in [Appendix A](#).

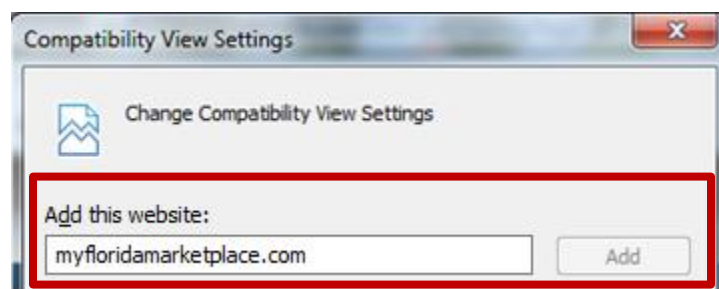
Step 1: Open your IE browser and in the IE window, click the gear icon on the right side of the screen.



Step 2: Select *Compatibility View settings* from the drop-down menu.



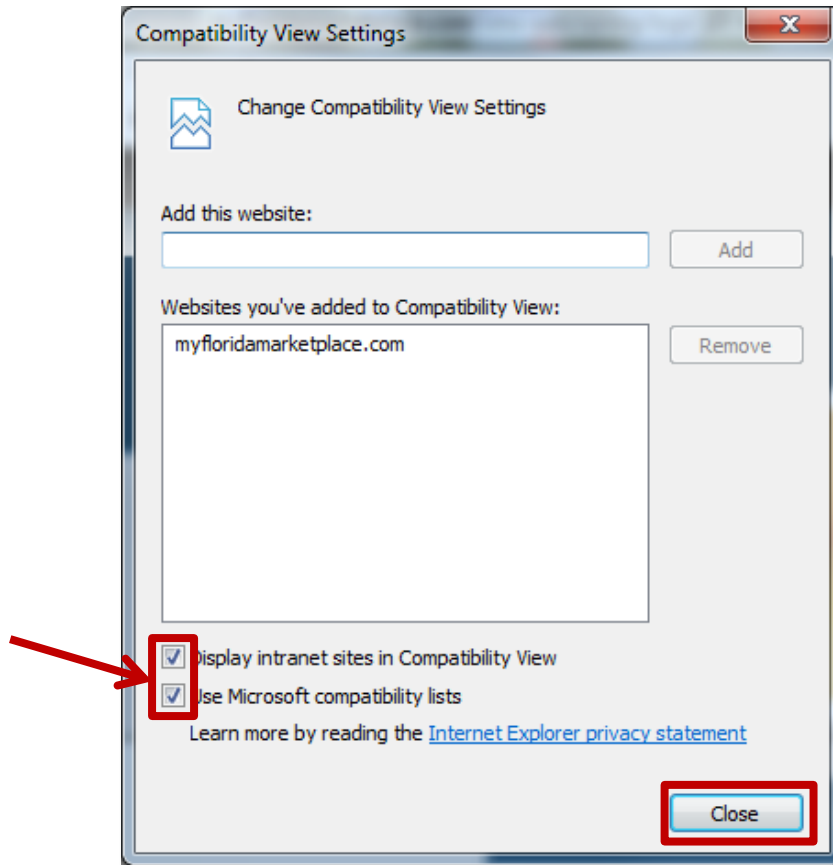
Step 3: Enter “myfloridamarketplace.com” in the *Add this website* text box and click *Add*. This will set IE to automatically open all MFMP applications in compatibility view mode.



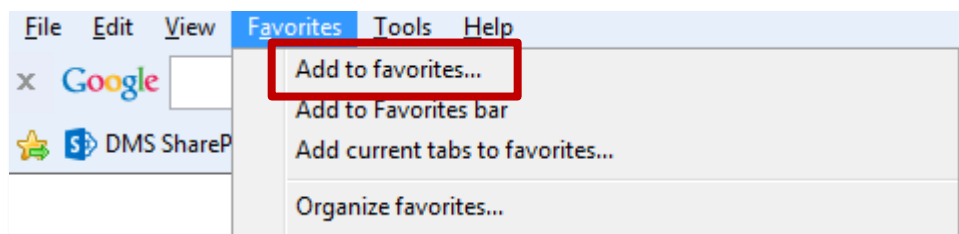
Step 4: Check the two checkboxes at the bottom of the screen:

- Display intranet sites in Compatibility View
- Use Microsoft compatibility lists

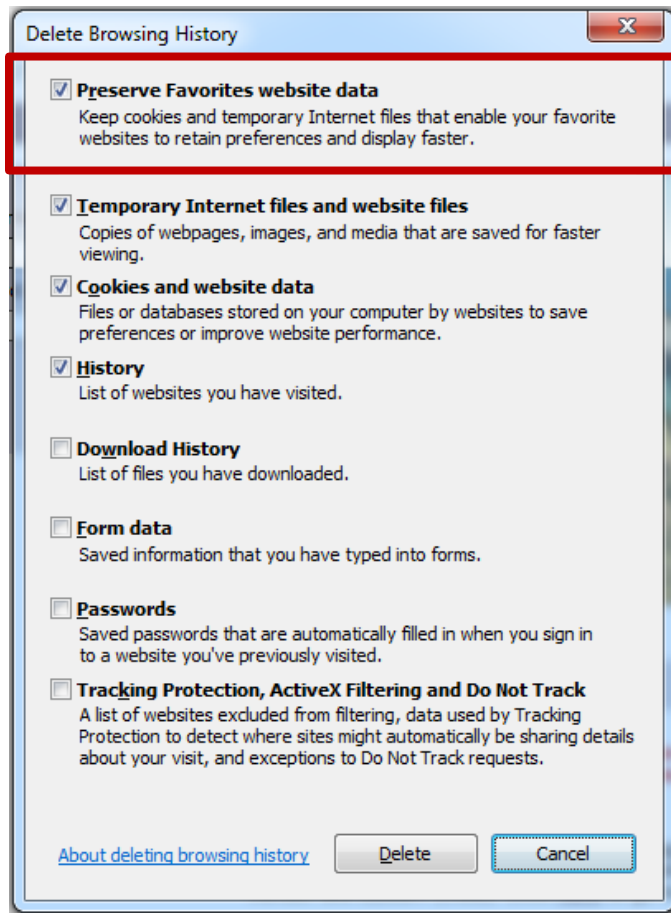
Click *Close* and refresh the browser page.



Step 5: Save all MFMP applications as a browser favorite. To do so, open each MFMP application in an IE browser, open the *Favorites* drop-down on the menu bar, and select *Add to Favorites*. Complete this process for each MFMP application used regularly.



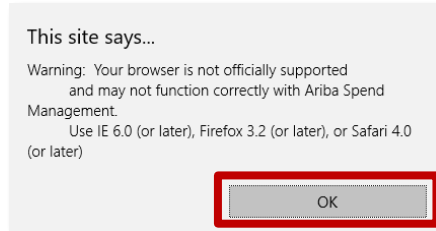
Step 6: Open the *Tools* drop-down on the IE menu bar and select *Delete browsing history*. Check the *Preserve Favorites website data* checkbox.



Appendix A

MyFloridaMarketPlace does not support Microsoft's latest browser, Edge. Please complete the following steps to open MFMP in an IE browser and then set it to compatibility mode. MyFloridaMarketPlace recommends completing these steps before logging into the desired application (e.g., MFMP Sourcing).

Step 1: When using Edge, a box will pop-up when trying to access any MFMP application (this occurs before logging in). Click *OK* to continue.



Step 2: The MFMP login page will automatically display. To continue, click on the three dots in the top right corner of the browser.



Step 3: From the drop-down, choose *Open with Internet Explorer*; this will allow the application to open in IE. From this point, follow the original [Internet Explorer Compatibility View Settings](#) listed above to complete the process.

