



FCA Online Account Access AR User Instructions Last Modified: February 10, 2010

Before Proceeding the following settings need to be changed in your Internet Browser.

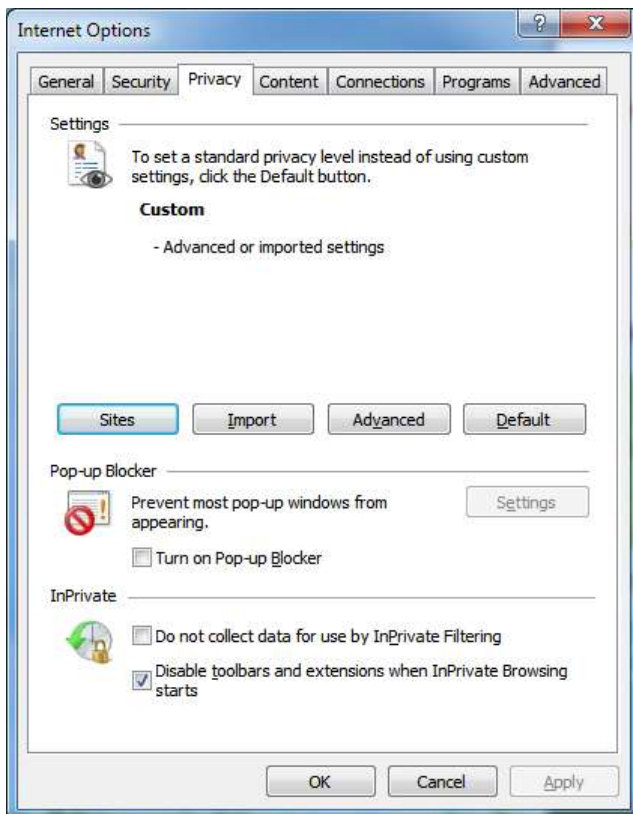
Internet Explorer



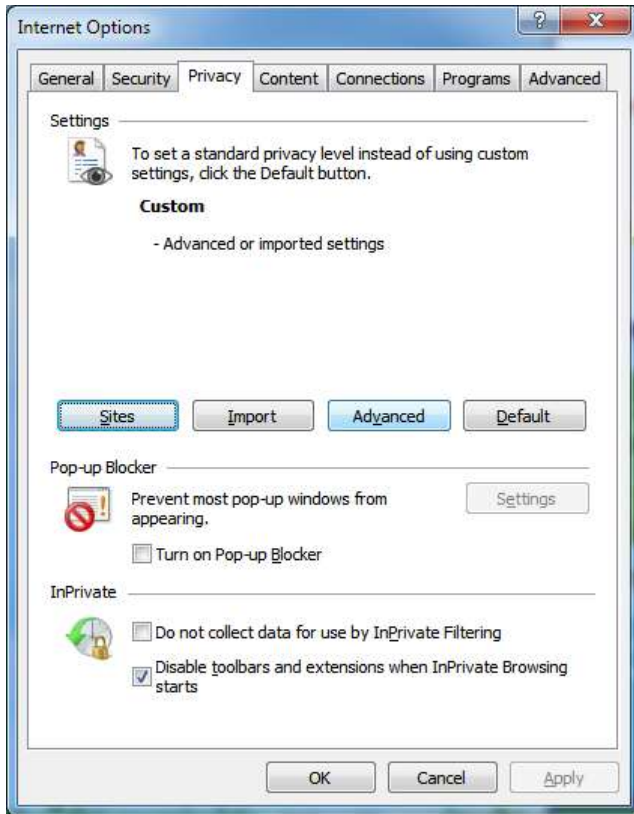
1. Click **Tools** menu



2. Click **Internet Options**



3. Click **Privacy Tab**



4. Click the **Advanced Button**



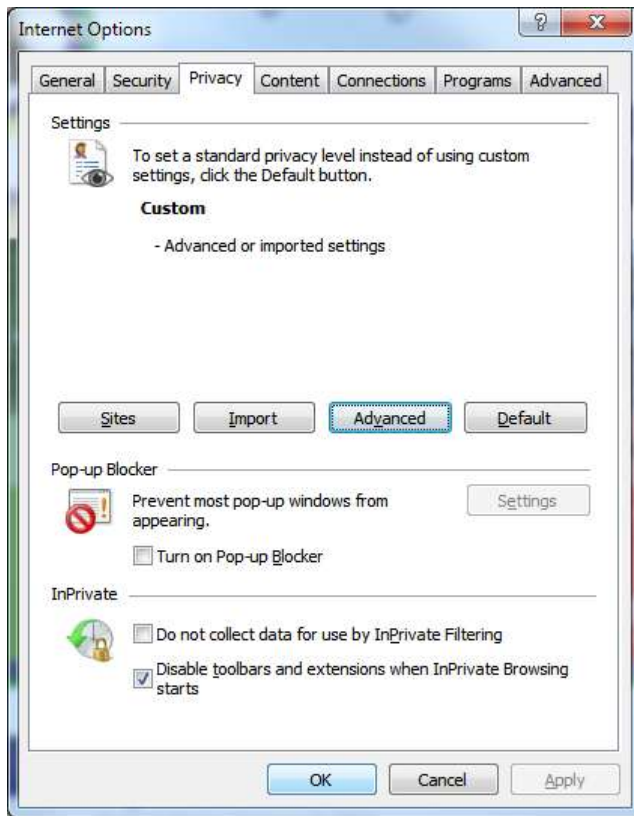
5. Click the **Override Automatic Cookie Handling** Check Box so that a check is visible in the box.



6. Click **Always allow session cookies** box so that a check is visible in the box.



7. Click **OK**



8. Click **OK** again
9. Close Browser by clicking the **X** in the upper right corner of the window.
10. Relaunch Internet Explorer
11. Go to www.fca-net.com



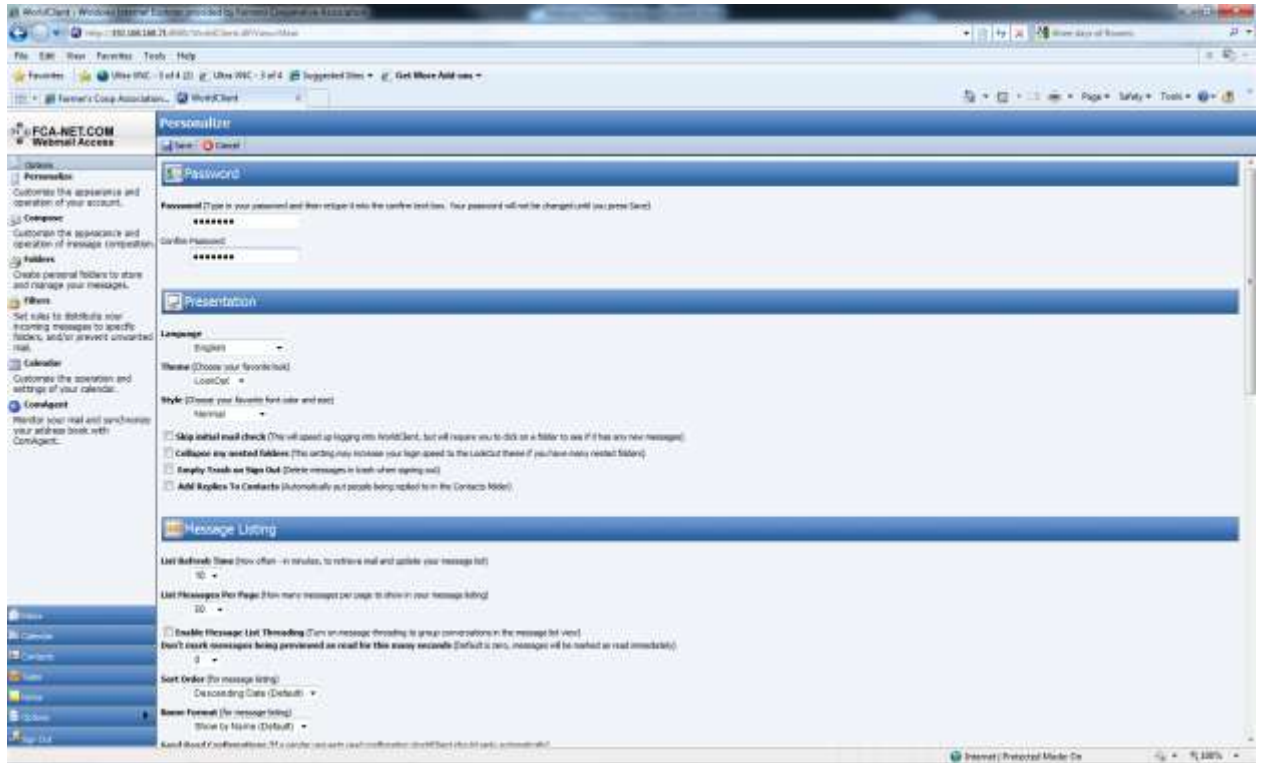
12. Click on **FCA Webmail**.



13. Enter beginning portion of email address leaving off the fca-net.com.

14. Enter email password.

17. In the Password field enter the new password for your email account.
18. Reenter the password in the Confirm Password field.



19. Click the **SAVE** button above the PASSWORD heading.
20. Once you click the SAVE button the fields will become blank and you password has been changed.