

Getting Started on the New MAC System

1. E-mail to the MAC (mac@macmi.com) with your name, company info., if we don't have it or it has changed, along with the personal Login ID that you would like to use, 5 or more Characters.

We will send back to you a confirmation with a temporary login. The first time you login you be required to change the password and then re-login.

2. Go to the new site www.MI-MACSITE.com.

3. Add this to your browser favorites. We are designed for and work best with Microsoft Internet Explorer, the latest version.

4. You should have a current copy of Adobe Acrobat Reader and have your file types default the PDF files to your Adobe Reader (which is standard).

5. A. If you are going to use our new download to Excel capability you will need a copy of Microsoft Excel and have your Windows file types default the XLS files to your Excel (which is standard).

B. In the Win. I.E. browser menu select "Tools/Internet Options",
Select the "Security" tab, click on the "Custom Level" button
Find the Section heading "Downloading"
Ensure that "Automatic prompting for file downloads" option "Enabled" is checked.
Press "Ok" and "Ok".

6. In your browser and in your tool bars (i.e. Google) make sure you add the site www.mi-macsite.com to your trusted sites if you have your pop-up blocker turned on.

7. To get the reports to download you may have to adjust your browser:

A. In the Win. I.E. browser menu select "Tools/Internet Options",
Select the "Security" tab, click on the "Trusted Sites" CheckMark
Click the "Sites" button.
Uncheck the "Require Server ..." option below the list box.
If our address (<http://www.mi-macsite.com>) is not in the "Add this site ..." then type it in
Press the "Add" button.
Press "Close" and "Ok".

8. Log-in.