

## How to Adjust the Compatibility View Settings using Internet Explorer

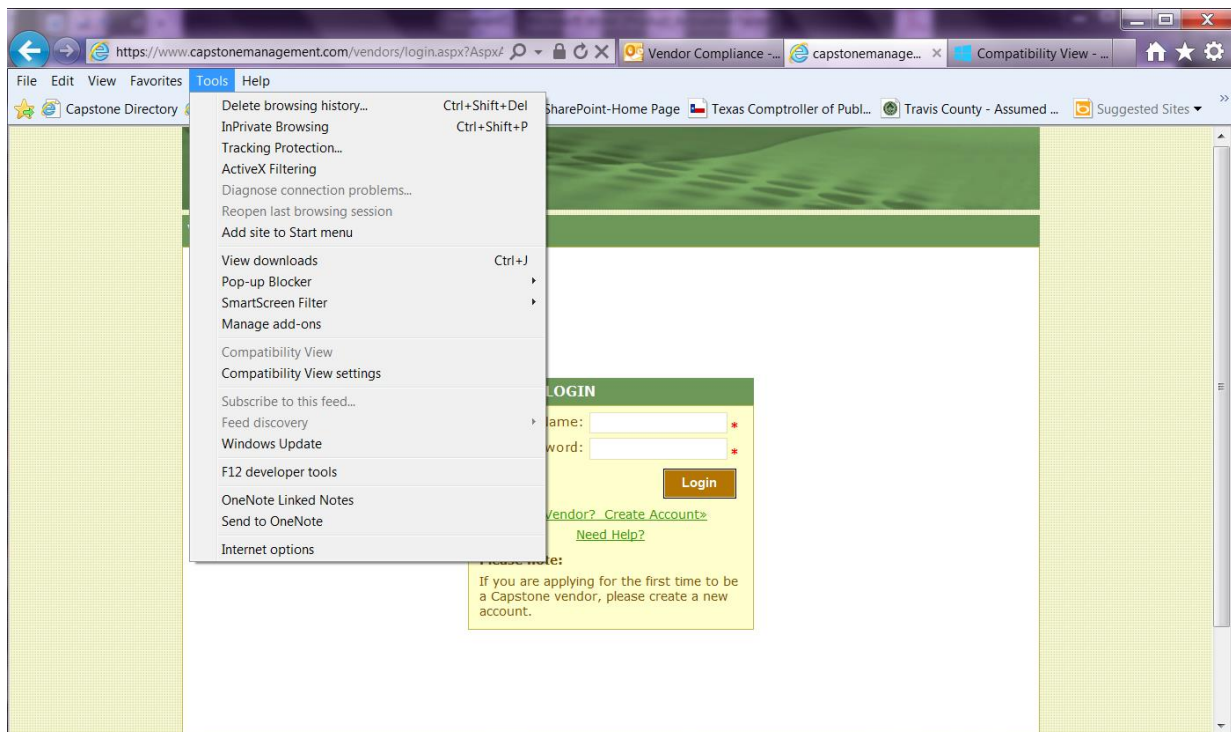
- A Step By Step Picture Guide -

1. Open **Internet Explorer** and tap or click the link below to go directly to the **Capstone Vendor Dashboard**: <https://vendors.capstonemanagement.com/vendors/login.aspx>
2. **Tools** → **Compatibility View Settings**

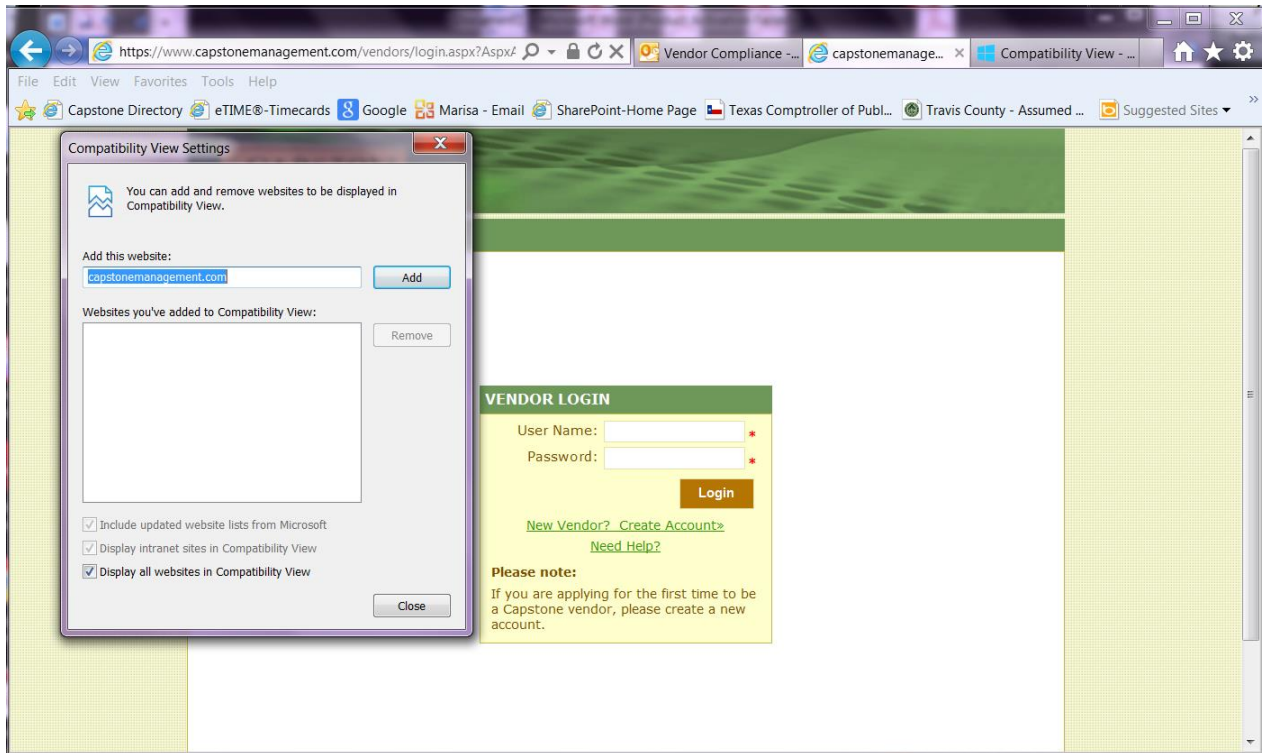
Tap or click the **Tools** drop down menu, and then tap or click **Compatibility View settings**.

\*If you do not see the Address bar, press the **Alt** key (located to the left of the space bar) to display the Menu bar (or right-click the Address bar and proceed to select/check mark **Menu bar option**). The Menu bar should reflect the below;

File - Edit - View - Favorites - **Tools** - Help




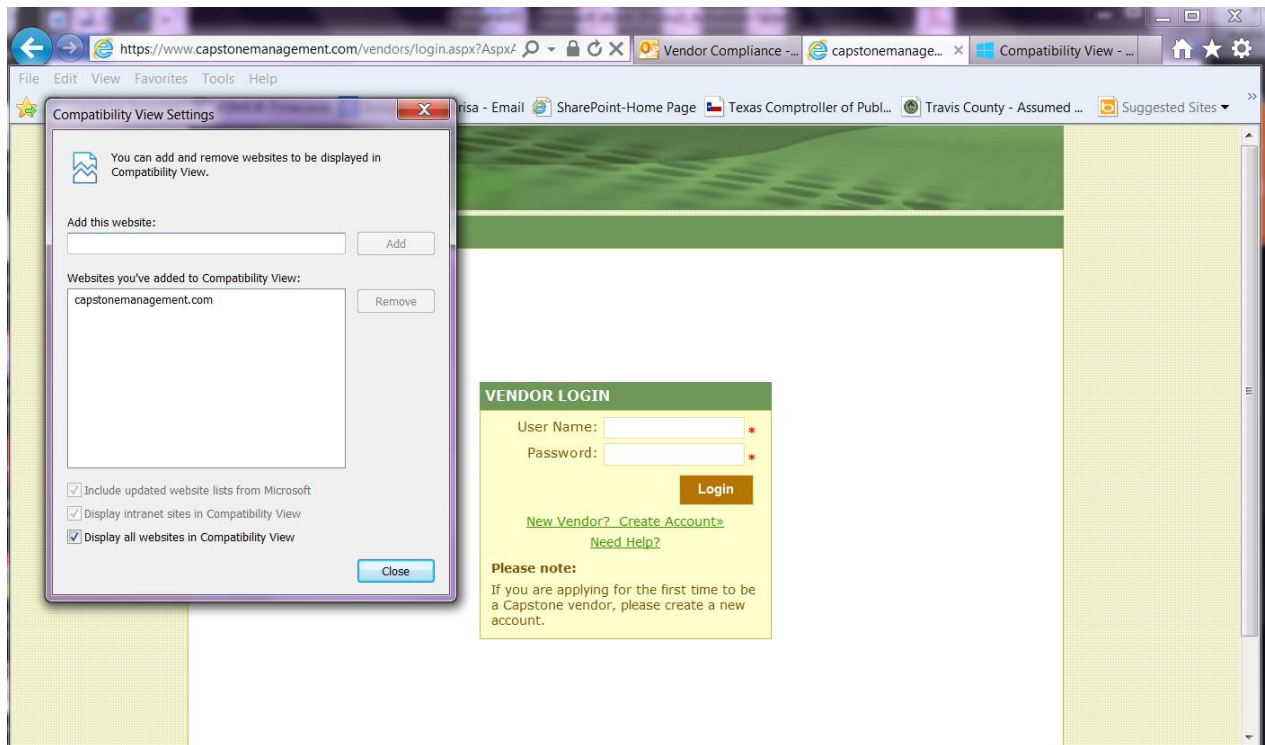
3. Tap or click the button **Add** → **Add this website: [capstonemanagement.com]**




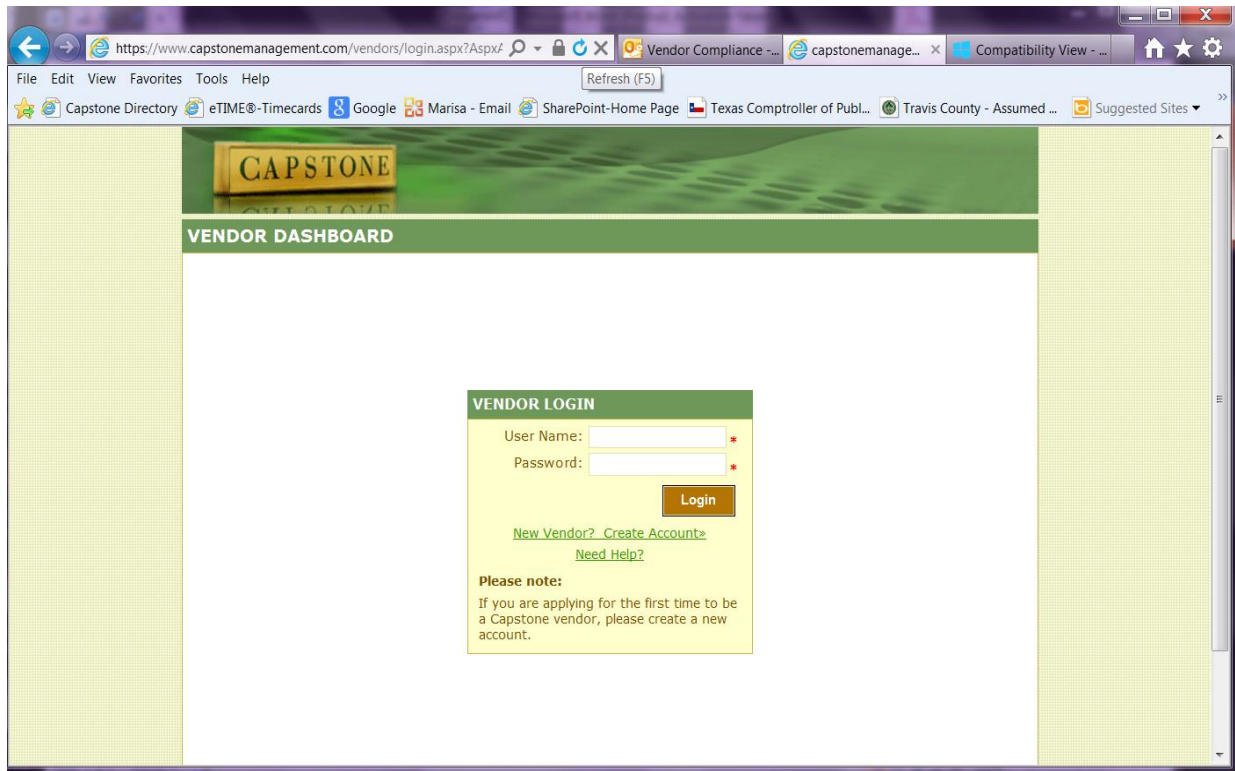
✓ **4. Check Mark** the last box → **\*Display all websites in Compatibility View.\***→

**5. Tap or click Close** to exit out of the Compatibility Settings box **ONLY**.

**\* Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by tapping or clicking the button  again. Or, you can clear the entire list of sites using Compatibility View by deleting your browsing history.\***



6. Tap or click **F5** on your keyboard to refresh your Vendor Dashboard screen. 



7. → Copy and paste your username and password and proceed with the process.

**\*\*If you are still having issues with logging into your account, please call the direct Vendor Compliance line at (512) 646-6724. \*\***