# **ONLINE SERVICE REQUEST TROUBLESHOOTING**

Trouble with submitting service requests may be resolved by clearing the cache on your phone or computer. See below on how to for computers and mobile devices

#### Computer

### <u>Chrome</u>

- 1. Select the 3 dots in the far-right top corner
- 2. Select More Tools from the drop-down menu
- 3. Select Clear Browsing Data from the drop-down menu
- 4. Check Cached Images / Files / Cookies and other Site Data
- 5. Select Clear Data

## Microsoft Edge

- 1. Type edge://settings/clearbrowserdata into your search bar
- 2. Select Clear Browsing Data
- 3. Select the "Choose what to clear" button
- 4. Check Cookies and other site data and Cached images and files
- 5. Select Clear Now

## **Firefox**

- 1. Select the Settings icon in the top right corner below the URL bar
- 2. Select Manage more settings
- 3. Select Privacy and Security from the menu on the left
- 4. Scroll down to Cookies and other Site Data
- 5. Select Clear Data
- 6. Check Cookies and Site Data and Cached Web Content
- 7. Select Clear

# <u>Safari</u>

- 1. In the Safari app on your Mac, choose History
- 2. Clear History, then click the pop-up menu.
- 3. Choose how far back you want your browsing history cleared.

### Mobile phones

### <u>Android</u>

- 1. On your Android phone or tablet, open the Chrome app.
- 2. At the top right, tap More.
- 3. Tap History. Clear browsing data.
- 4. At the top, choose a time range. To delete everything, select All time.
- 5. Next to "Cookies and site data" and "Cached images and files," check the boxes.
- 6. Tap Clear data.

# <u>iPhone / iPad</u>

- 1. In Safari, tap 🛄.
- 2. Tap <sup>(C)</sup>, then tap Clear.
- 3. Choose how much of your browsing history to clear.