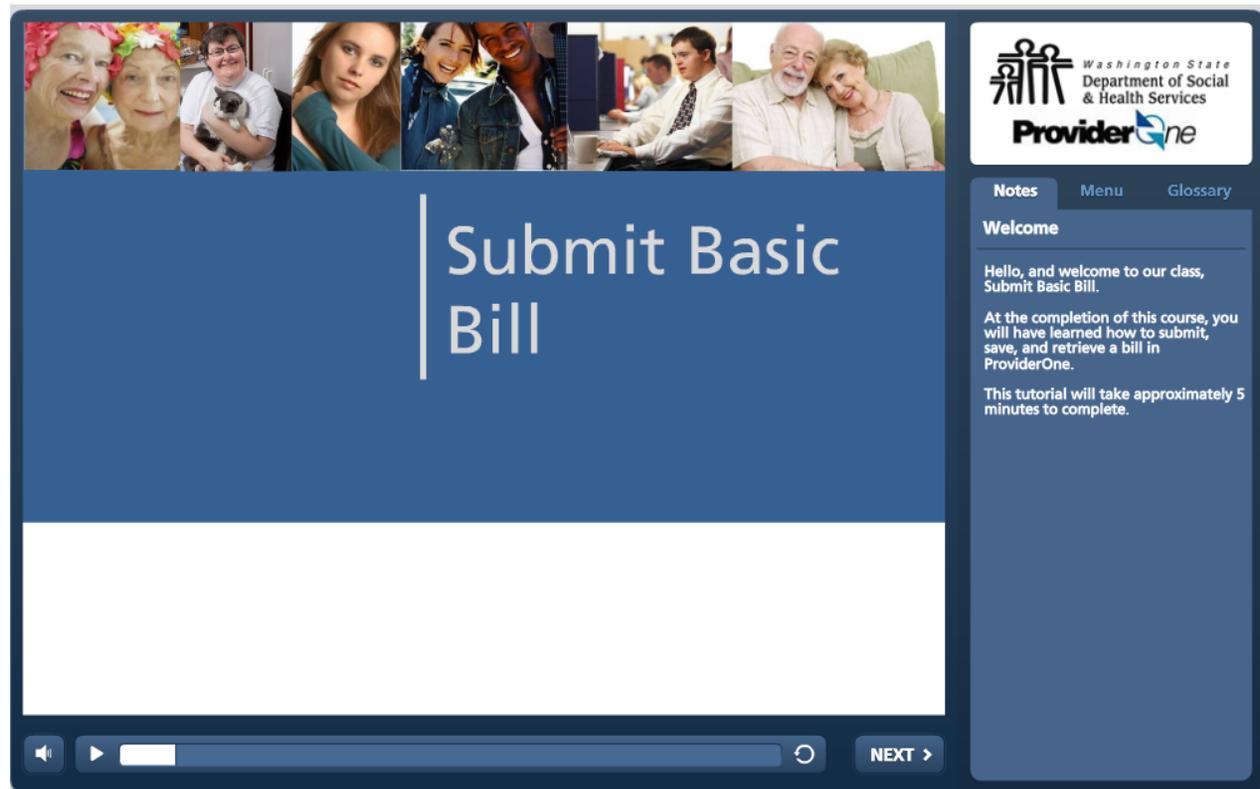


The Basic Billing “Submit Basic Bill” How To provides instructions on:

- Pay Periods 2
- Submit Basic Bill..... 5
- After Bill Submission..... 14
- Unit Types 15
- Date Range 16
- Save Basic Bill..... 17
- Retrieve Saved Bill 18
- Turn Off Pop-up Blocker .. 20



Submit Basic Bill

Washington State
Department of Social
& Health Services
ProviderOne

Notes Menu Glossary

Welcome

Hello, and welcome to our class, Submit Basic Bill.

At the completion of this course, you will have learned how to submit, save, and retrieve a bill in ProviderOne.

This tutorial will take approximately 5 minutes to complete.

NEXT >

Pay Periods

With ProviderOne, you choose when you get paid.

- ProviderOne pays on **Fridays**.
- If you have EFT (Electronic Fund Transfer/Direct Deposit) your payment will be in your account on Friday.
- If you are paid by paper check, it will be mailed on Friday.
- When you are paid, your Remittance Advice (RA) will be posted in ProviderOne on Friday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Possible Pay Days ↗

All claims **submitted between Wednesday and Tuesday** will be paid on **Friday**.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Claims Submitted →

Paid ↗

Pay Periods

To be paid **weekly**, submit claims by Tuesday of each week.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Submitted by ↑ Pay Days ↗

To be paid **every two weeks**:

- Choose your Friday **paydays**.
- Submit your claims within the **7 day period** ending in Tuesday of the payment week.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Submitted by ↑ Pay Days ↗

To be paid **monthly**:

- Choose your Friday **payday**.
- Submit your claims within the **7 day period** ending in Tuesday of the payment week.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Submitted by ↑ Pay Day ↗

Claiming for an **entire month** will result in a varying pay dates throughout the year depending on what day of the week the month ends and its relationship to the first Tuesday and Friday of the new month.

2015

Month Worked	Claim By	Pay Day
Jan	2/3	2/6
Feb	3/3	3/6
Mar	4/7	4/10
Apr	5/5	5/8
May	6/2	6/5
Jun	7/7	7/10
Jul	8/4	8/7
Aug	9/1	9/4
Sep	10/6	10/9
Oct	11/3	11/6
Nov	12/1	12/4
Dec	1/5	1/8

Jan - Feb

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Days Worked → (points to 25-31)
Claims Submitted → (points to 1-7)
Paid ↗ (points to 6)

Feb - Mar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Days Worked → (points to 22-28)
Claims Submitted → (points to 1-7)
Paid ↗ (points to 6)

Mar-Apr

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Days Worked → (points to 29-4)
Claims Submitted → (points to 5-11)
Paid ↗ (points to 10)

This section is on how to Submit a Basic Bill. This process is direct entry, meaning that you will fill in all the needed billing information into a billing form. The direct entry process is the basis for building and submitting templates and for adjusting claims.

1. From the [Provider Portal](#)
 - a. Check that you are in the [EXT Provider Social Service](#) profile
2. **Click on** Social Service Billing Screen

NOTE: You must turn off your pop-up blocker before you begin billing.

See page 20 for the quick instructions on how to turn off your computer's pop-up blocker.

1 Provider Portal

1a

The screenshot shows the ProviderOne portal interface. At the top, there is a welcome message for Katherine Jones, logged in with EXT Provider Social Services Profile. Below this, the user's path is shown as 'Provider Portal' and their ID as '2011020'. The main content area is divided into two columns. The left column contains a 'Provider Portal' section with various links like 'Payments', 'Provider Inquiry', 'Admin', and 'Social Service Authorizations and Billing'. The right column contains a 'Welcome!' message and 'My Reminders'. A blue box highlights the user's name and profile information, and a blue arrow points to the 'Social Service Billing Screen' link in the navigation menu.

This is a zoomed-in view of the 'Social Service Authorizations and Billing' menu. The menu items are listed in blue text. The 'Social Service Billing Screen' link is highlighted with a red box, and a red arrow points to it from the right. The other menu items include 'Social Service Claim Inquiry', 'Social Service Claim Adjustment/Void', 'Social Service Batch Upload', 'Social Service Batch File Status', 'Social Service Resubmit Denied/Void', 'Social Service Retrieve Saved Claims', 'Social Service Manage Template', 'Social Service Create Claims from Saved Templates', 'Social Service Manage Batch Submission', and 'Social Service View Authorization List'.

2 Click on

3 Basic Billing Screen

3. Basic Billing Screen appears
4. Enter Provider ID
5. Enter Client ID
6. Enter Authorization #

The billing information is taken directly from the Authorization.

Authorization List Page

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier
1000000234	1	1	200907004WA	Bill Waters	201102008	SA420	Personal Care	
1000000251	1	1	200904123WA	Sam Lewis	201102008	T1020	Personal Care	U1

Basic Billing Screen

My Inbox
Welcome Jones, Katherine. You have logged in with EXT
Provider Social Services Profile. Links: --Select--

Path: Provider Portal/ Social Service Billing Screen

Close Save Claim Submit Claim Reset

Social Service Billing Screen:
Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information
Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION Submitter ID: 201102008

BILLING PROVIDER
* Provider ID: 201102008

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT
* Client ID: 200907004WA

CLAIM INFORMATION

CLAIM INFORMATION
* Authorization Number: 100000234

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: m m dd ccyy * Service Date To: m m dd ccyy

* Service Code: SA420 Modifiers: 1: 2: 3: 4: * Units:

Patient Account No:

Add Service Line Item Update Service Line Item

7. Enter Service Code
8. Enter Modifier (if applicable, many service codes do not have a modifier)

The **billing information** is taken directly from the **Authorization**.

Authorization List Page

Authorization #	Line #	Suffix #	Client ID	Client Name	Provider ID	Service Code	Service Description	Modifier
100000234	1	1	200907004WA	Bill Waters	201102008	SA420	Personal Care	
100000251	1	1	200904123WA	Sam Lewis	201102008	T1020	Personal Care	U1

9. Enter Service Date From

10. Enter Service Date To

Each service line must be a single day.

A date range, or span, can only be used when:

- Unit Type = daily or monthly
- Days were worked consecutively (in a row with no breaks)
- The date range is within the same calendar month
- # of units match the # of days (daily units) or months (monthly units) within the range

11. Enter number of units worked

12. Click on Add Service Line

Basic Billing Screen

ProviderOne My Inbox

Welcome Jones, Katherine. You have logged in with EXT
Provider Social Services Profile. Links: --Select--

Path: Provider Portal/ Social Service Billing Screen

Close Save Claim Submit Claim Reset

Social Service Billing Screen:
Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information
Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION Submitter ID: 201102008

BILLING PROVIDER
* Provider ID: 201102008

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT
* Client ID: 200907004WA

CLAIM INFORMATION

CLAIM INFORMATION
* Authorization Number: 1000000234

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: 03 26 2013 ← 9 Enter

* Service Date To: 03 26 2013 ← 10 Enter

* Service Code: SA420 Modifiers: 1: 2: 3: 4:

* Units: 10 ← 11 Enter

Patient Account No:

Add Service Line Item Update Service Line Item

12 Click on

Basic Billing Screen

If you use a date range, span:

- 1 claim service line for each day (daily units) will appear
- A note will appear saying the service line date range will be broken down into individual daily service lines.

13 →

13. Basic Service Line Items clears

14. Claims Service Line appears

14 →

My Inbox

Welcome Jones, Katherine. You have logged in with EXT
Provider Social Services Profile. Links: --Select--

Path: Provider Portal/ Social Service Billing Screen

Close Save Claim Submit Claim Reset

Social Service Billing Screen:
Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information
Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION Submitter ID: 201102008

BILLING PROVIDER
* Provider ID: 201102008

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT
* Client ID: 200907004WA

CLAIM INFORMATION

CLAIM INFORMATION
* Authorization Number: 1000000234

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: m.m dd cyy [][] [][] [][] * Service Date To: m.m dd cyy [][] [][] [][]

* Service Code: [] Modifiers: 1: [] 2: [] 3: [] 4: [] * Units: []

Patient Account No: []

Add Service Line Item Update Service Line Item

Previously Entered Line Item Information
Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$ 75.00

Line No.	From	To	Service Code	Modifiers	Units	
1	03/26/2013	03/26/2013	SA 420	1 2 3 4	10	Delete

15. Additional service lines must be for the **same authorization**. To add another Service Line for this authorization there are two options:

Option #1:

- Enter basic service line items
- Click on Add Service Line
- Service line appears
- Basic Service Line Items Clears

You can add up to 31 claim service lines per bill.

Basic Billing Screen

My Inbox
Welcome Jones, Katherine. You have logged in with EXT
Provider Social Services Profile. Links: --Select--
Path: Provider Portal/ Social Service Billing Screen

Close Save Claim Submit Claim Reset

Social Service Billing Screen:
Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information
Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION Submitter ID: 201102008

BILLING PROVIDER
* Provider ID: 201102008

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT
* Client ID: 200907004WA

CLAIM INFORMATION
* Authorization Number: 1000000234 ← 15

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: m.m dd cyy Service Date To: m.m dd cyy
* Service Code: Modifiers: 1: 2: 3: 4: * Units:

Patient Account No:

a Enter → Service Date fields

b Click on → Add Service Line Item

d → Basic Service Line Items

Previously Entered Line Item Information
Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$150.00

Line No	Service Dates		Service Code	Modifiers				Units	Delete
	From	To		1	2	3	4		
1	03/26/2013	03/26/2013	SA 420					10	Delete
2	03/27/2013	03/27/2013	SA 420					10	Delete

c → Table rows

Each line must be for the **same authorization number**. Different Service Codes can be used as long as they are from the same authorization number.

Option #2: If the additional line is similar to the first

Basic Billing Screen

- Click on Service Line Number
- Basic Line Information appears
- Enter new data: i.e. change day of service
- Click on Add Service Line

Social Service Billing Screen:
 Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information
 Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION Submitter ID: 201102008

BILLING PROVIDER
 * Provider ID: 201102008

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT
 * Client ID: 200907004WA

CLAIM INFORMATION

CLAIM INFORMATION
 * Authorization Number: 1000000234

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: 03 26 2013 * Service Date To: 03 26 2013
 * Service Code: SA420 Modifiers: 1: 2: 3: 4: * Units: 10
 Patient Account No:

d Click on → Add Service Line Item Update Service Line Item

Previously Entered Line Item Information
 Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$ 75.00

Line No	Service Dates		Service Code	Modifiers				Units	Delete
	From	To		1	2	3	4		
1	03/26/2013	03/26/2013	SA 420					10	

Option #2 (cont.)

- e. New Service Line appears below previous line
- d. Basic Service Line Items clears

You can add up to 31 claim service lines per bill. All lines must be for the same authorization number.

- 16. For both options: click on Submit Claim to submit the claim

Basic Billing Screen

16 Click on

Social Service Billing Screen:

Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information

Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION Submitter ID: 201102008

BILLING PROVIDER

* Provider ID: 201102008

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT

* Client ID: 200907004WA

CLAIM INFORMATION

CLAIM INFORMATION

* Authorization Number: 1000000234

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: / / * Service Date To: / /

* Service Code: Modifiers: 1: 2: 3: 4: * Units:

Patient Account No:

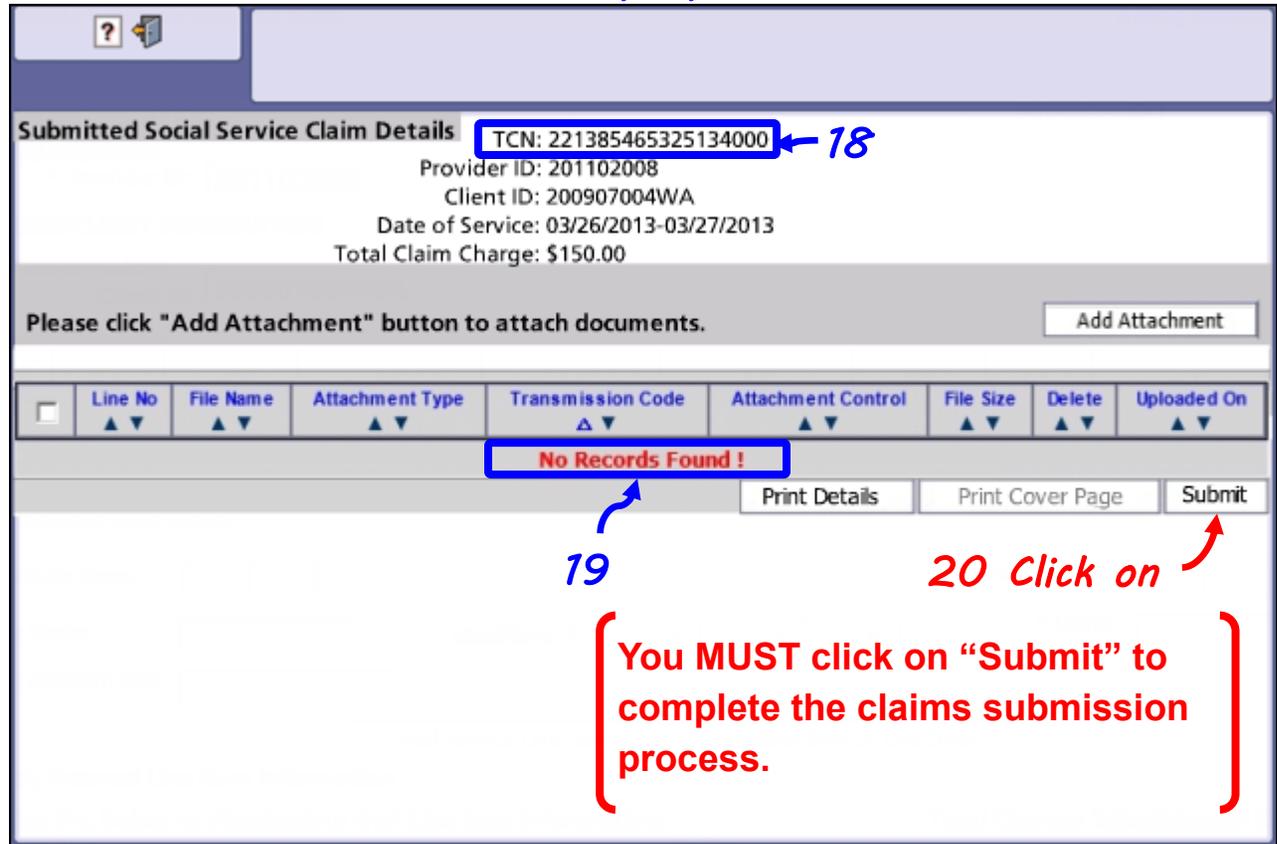
Previously Entered Line Item Information

Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$ 150.00

Line No	Service Dates		Service Code	Modifiers				Units	
	From	To		1	2	3	4		
1	03/26/2013	03/26/2013	SA 420					10	Delete
2	03/27/2013	03/27/2013	SA 420					10	Delete

17. Submitted Claim Detail pop-up appears. See note
18. The Transaction Control Number (TCN) appears
19. No Records Found means that this claim has no attachment. Never add attachments.
20. Click on Submit.

17 Submitted Claim Detail Pop-up



Submitted Social Service Claim Details

TCN: 221385465325134000 ← 18

Provider ID: 201102008
Client ID: 200907004WA
Date of Service: 03/26/2013-03/27/2013
Total Claim Charge: \$150.00

Please click "Add Attachment" button to attach documents.

Line No	File Name	Attachment Type	Transmission Code	Attachment Control	File Size	Delete	Uploaded On
No Records Found!							

19

20 Click on

You MUST click on "Submit" to complete the claims submission process.

The Transaction Control Number (TCN)

- The TCN is assigned to the entire claim and includes all the individual claims service lines.
- Use the TCN to identify and track the claim.

NOTE: If the pop-up page does not appear, it means that your "Pop-up Blocker" has not been turned off and you need to close this billing page.

See page 20 for the quick instructions on how to turn off your computer's pop-up blocker. Then return to the billing page to submit a claim.

You can track the progress of the claim using the Claims Inquiry link. To learn more about this function view the Claims Status InquiryView RA tutorial and/or How To Guide.

1. From the [Portal Page](#)
2. **Click on** Social Service Claim Inquiry

1 Portal Page

2 Click on →

Social Service Authorizations and Billing Hide/Max

- Social Service Claim Inquiry**
- Social Service Claim Adjustment/Void**
- Social Service Billing Screen**
- Social Service Batch Upload**
- Social Service Batch File Status**
- Social Service Resubmit Denied/Void**
- Social Service Retrieve Saved Claims**
- Social Service Manage Template**
- Social Service Create Claims from Saved Templates**
- Social Service Manage Batch Submission**
- Social Service View Authorization List**

Claim status is not immediately available after submission.

All claims are based on date of service (the day the service was provided).

Unit Types: 1/4 hour, 1/2 hour, hour, each, per visit, mile, daily, monthly
(see your authorization for the unit type)

1. Each **service line** is a single day. (See date range for daily & monthly unit types)
2. The number of **Units** provided on each day of service can be more than 1 (except daily)

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: * Service Date To:

* Service Code: Modifiers: 1: 2: 3: 4: * Units:

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$70.00

Line No	Service Dates		Service Code	Modifiers				Units	
	From	To		1	2	3	4		
1	01/20/2014	01/20/2014	T1019					<input type="text" value="4"/>	Delete
2	01/21/2014	01/21/2014	T1019					6	Delete
3	01/22/2014	01/22/2014	T1019					4	Delete

1

2

1. Date range from and to dates must be consecutive (in a row, with no breaks), within the same calendar month, and daily or monthly units.
2. The number of **Units** must equals the number of days in the range for daily unit types, or 1 unit for the month within the range for monthly unit types.
3. When you Add Service Line, the date range will be a single service line. A note will appear on you billing page telling you that the date range will be broken down into individual daily service line when the claim is processed

Important

A date range, or span, can **only** be used when:

- Unit Type = daily or monthly
- Days were worked consecutively (in a row with no breaks)
- The date range is within the same calendar month.
- # of units match the # of days (daily units) or months (monthly units) within the range

You can not claim a daily unit type on the same day of service.

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: mm dd cyy * Service Date To: mm dd cyy

* Service Code: Modifiers: 1: 2: 3: 4: * Unit:

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Add Service Line Item Update Service Line Item

Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$333.90

Line No	Service Dates		Service Code	Modifiers				Units	Delete
	From	To		1	2	3	4		
1	01/20/2014	01/24/2014	T1020	U1				5	

While creating a bill, you may need to stop and save your work and complete it later.

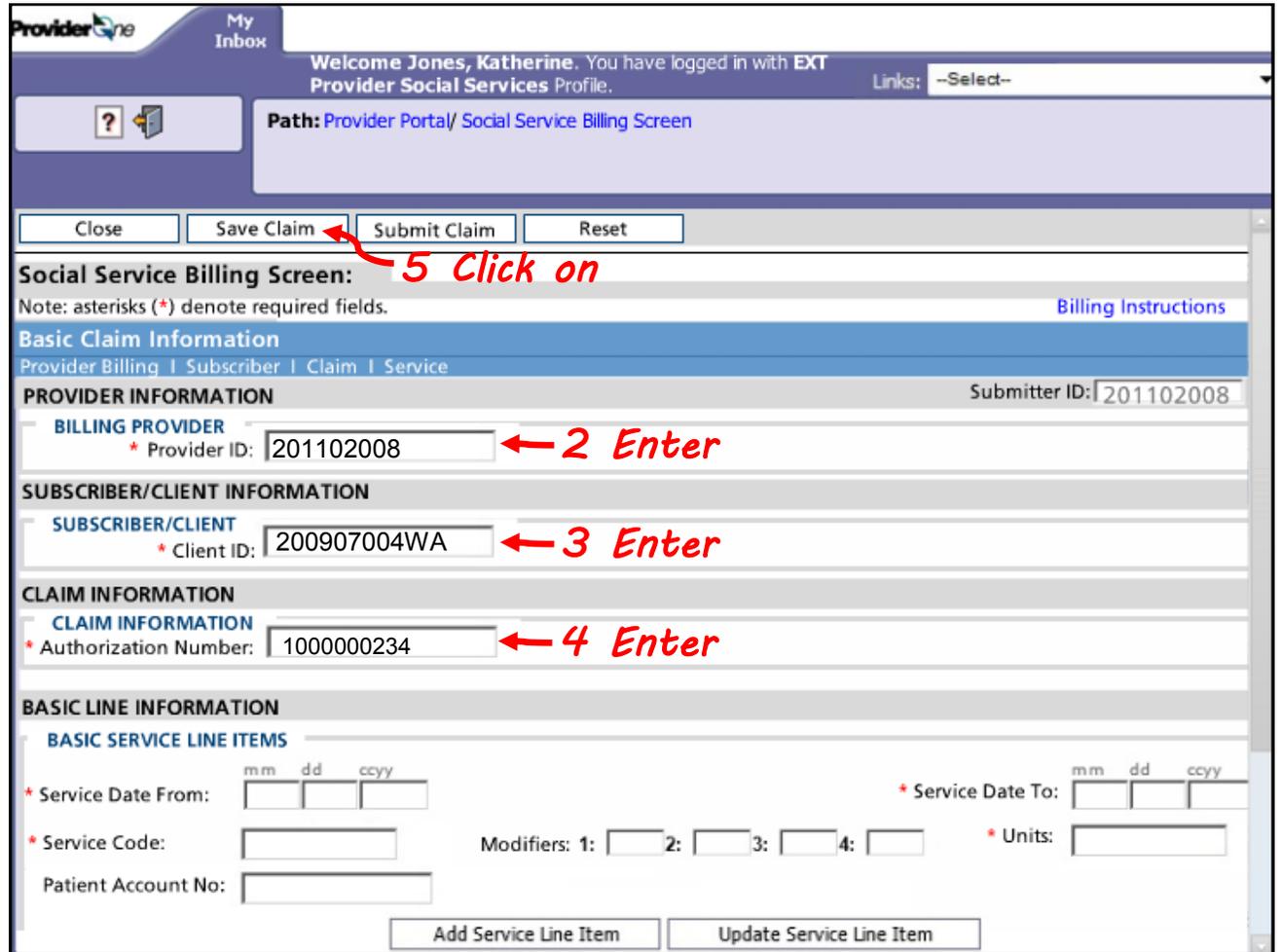
1. From the [Basic Billing Screen](#)
2. **Enter** Provider ID
3. **Enter** Client ID
4. **Enter** Authorization #
5. **Click on** Save Claim

At a minimum, to save a claim the:

- Provider ID,
- Client ID, and
- Authorization #

must be filled in.

1 Basic Billing Screen



The screenshot shows the 'Social Service Billing Screen' in the ProviderOne system. The user is Katherine Jones, logged in with EXT. The path is 'Provider Portal/ Social Service Billing Screen'. The screen contains several sections with input fields and buttons. Red annotations indicate the steps: '5 Click on' points to the 'Save Claim' button; '2 Enter' points to the 'Provider ID' field (201102008); '3 Enter' points to the 'Client ID' field (200907004WA); and '4 Enter' points to the 'Authorization Number' field (1000000234). The 'Submit Claim' button is also visible.

Social Service Billing Screen: *5 Click on*

Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information

Provider Billing | Subscriber | Claim | Service

Submitter ID: 201102008

PROVIDER INFORMATION

BILLING PROVIDER

* Provider ID: 201102008 *← 2 Enter*

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT

* Client ID: 200907004WA *← 3 Enter*

CLAIM INFORMATION

CLAIM INFORMATION

* Authorization Number: 1000000234 *← 4 Enter*

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: m m dd ccyy [] [] [] [] * Service Date To: m m dd ccyy [] [] [] []

* Service Code: [] Modifiers: 1: [] 2: [] 3: [] 4: [] * Units: []

Patient Account No: []

To retrieve a saved claim.

1. From the [Portal Page](#)
2. **Click on** Social Service Retrieve Saved Claims
3. Saved Claims List [appears](#)
4. **Click on** next to desired saved claim

1 Portal Page

The screenshot shows the ProviderOne portal interface. The user is logged in as Katherine Jones. The 'Social Service Authorizations and Billing' menu is expanded, and 'Social Service Retrieve Saved Claims' is highlighted with a red box. A blue arrow points from the text 'Click on' in step 2 to this menu item.

2 Click on

3 Saved Claims List

The screenshot shows the 'Saved Social Service Claims List' table. The first row is highlighted with a red arrow pointing to the 'Link' column, corresponding to step 4 of the instructions.

Link	TCN	Authorization Number	Provider ID	Client ID	Client Name	User Login ID
	221385465325134000	1000000234	201102008	200907004WA	Bill Waters	KaaJ

4 Click on

5. Basic Billing Screen appears
6. Enter Basic Service Line information
7. Click on Add Service Line
8. Service Line Appears
9. Click on Submit Claim

5 Basic Billing Screen

9 Click on → Submit Claim

6 Enter → [Basic Service Line Items section]

7 Click on → Add Service Line Item

8 → [Line 1 in table]

Social Service Billing Screen:
 Note: asterisks (*) denote required fields. [Billing Instructions](#)

Basic Claim Information
 Provider Billing | Subscriber | Claim | Service

PROVIDER INFORMATION Submitter ID: 201102008

BILLING PROVIDER
 * Provider ID: 201102008

SUBSCRIBER/CLIENT INFORMATION

SUBSCRIBER/CLIENT
 * Client ID: 200907004WA

CLAIM INFORMATION

CLAIM INFORMATION
 * Authorization Number: 1000000234

BASIC LINE INFORMATION

BASIC SERVICE LINE ITEMS

* Service Date From: / / * Service Date To: / /
 * Service Code: Modifiers: 1: 2: 3: 4: * Units:
 Patient Account No:

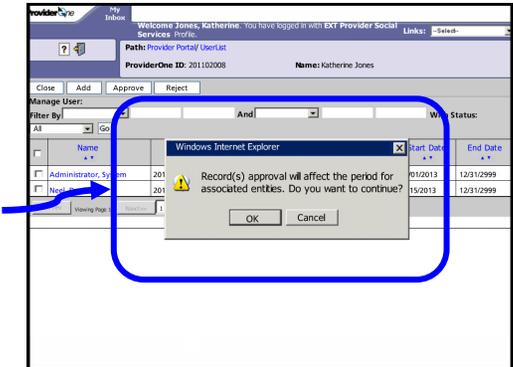
8 →

Line No	Service Dates		Service Code	Modifiers				Units	Delete
	From	To		1	2	3	4		
1	03/26/2013	03/26/2013	SA 420					10	

Previously Entered Line Item Information
 Click a Line No. below to view/update that Line Item Information. Total Charges Submitting: \$75.00

ProviderOne uses “Pop-Up Windows” (small screens or windows that appear in front of the window you are viewing). For ProviderOne to work, your computer must be set to allow pop-up windows. Different computers have different method to turn off the pop-up blocker, here are two common approaches.

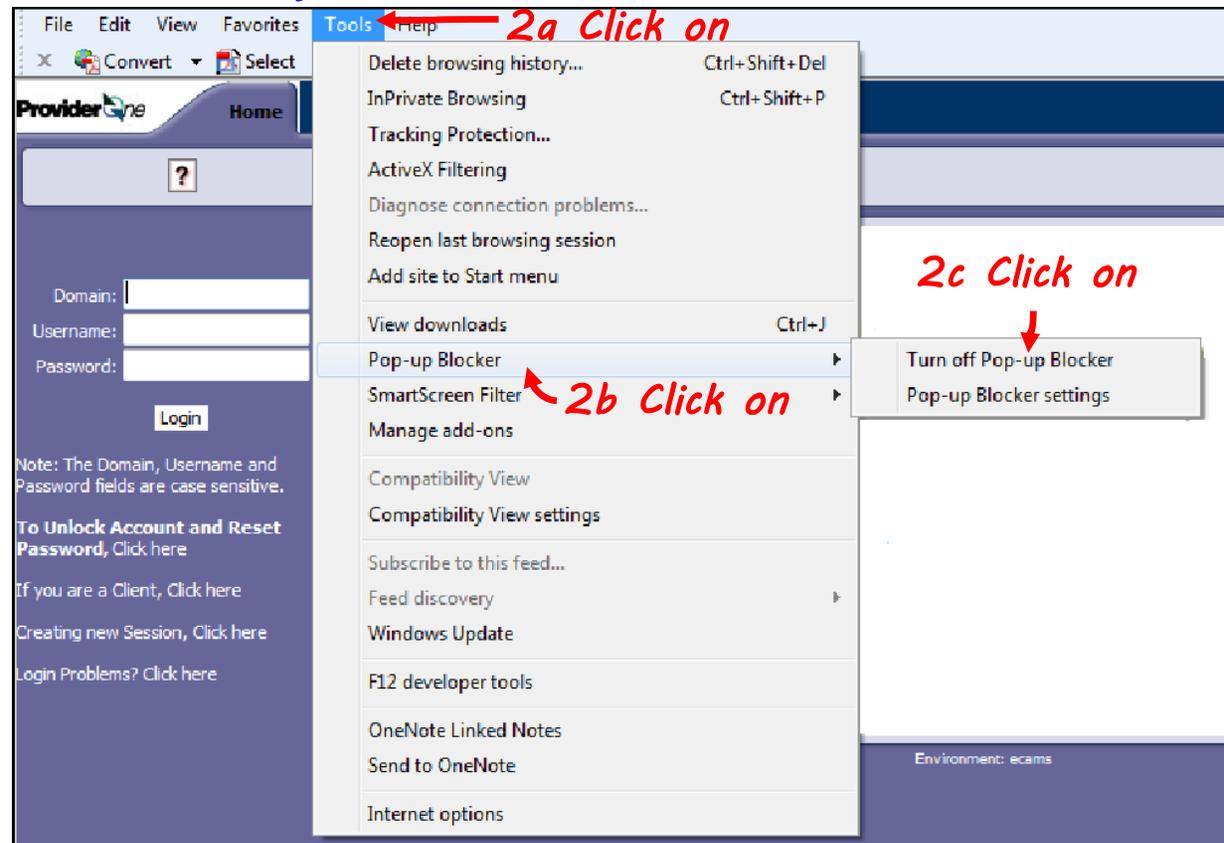
Pop Up Window



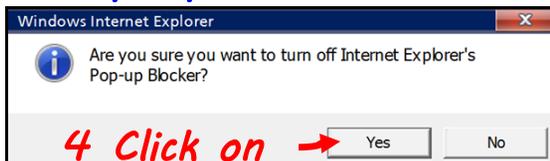
Option 1:

1. From an [internet page](#)
2. Turn off pop-up blocker
 - a. **Click on** Tools
 - b. **Click on** Pop-up Blocker
 - c. **Click on** Turn Off Pop-up Blocker
3. Pop-up window **appears**
4. **Click on** Yes

1 Internet Page



3 Pop Up Window



Option 2:

1. From an internet page

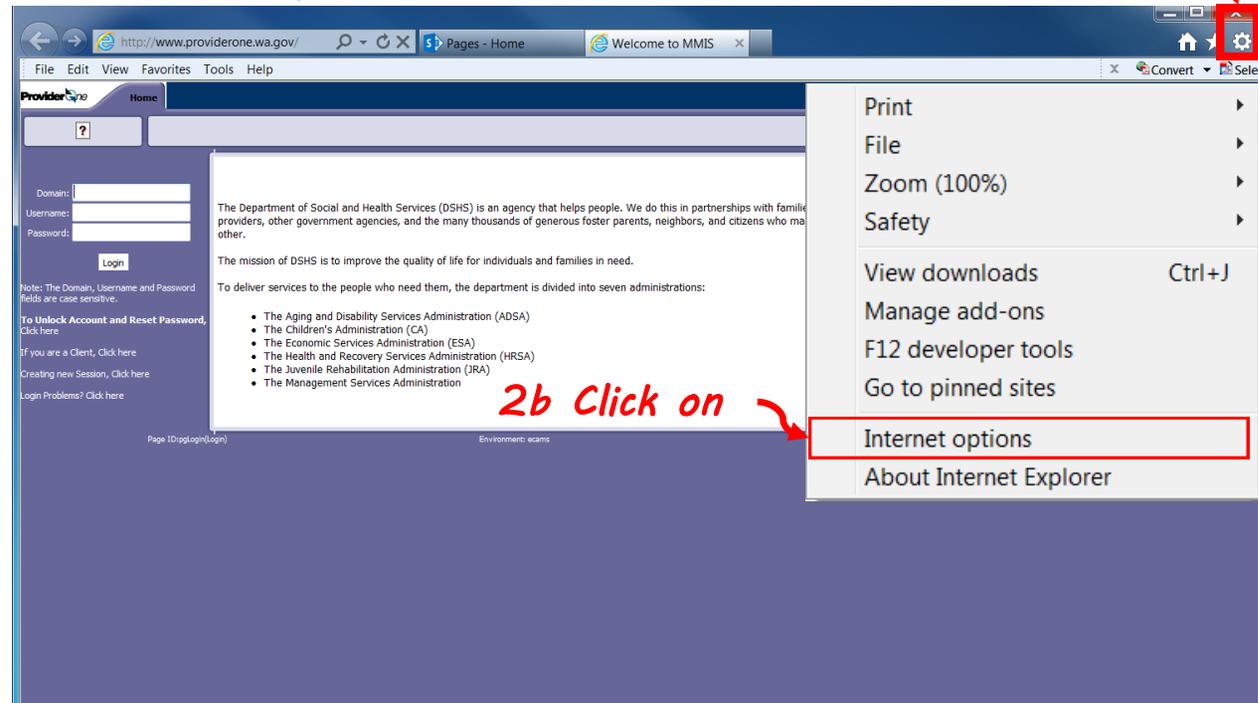
2. Turn off pop-up blocker

a. Click on 

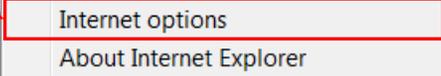
b. Click on Internet Options

1 Internet Page

2a Click on 



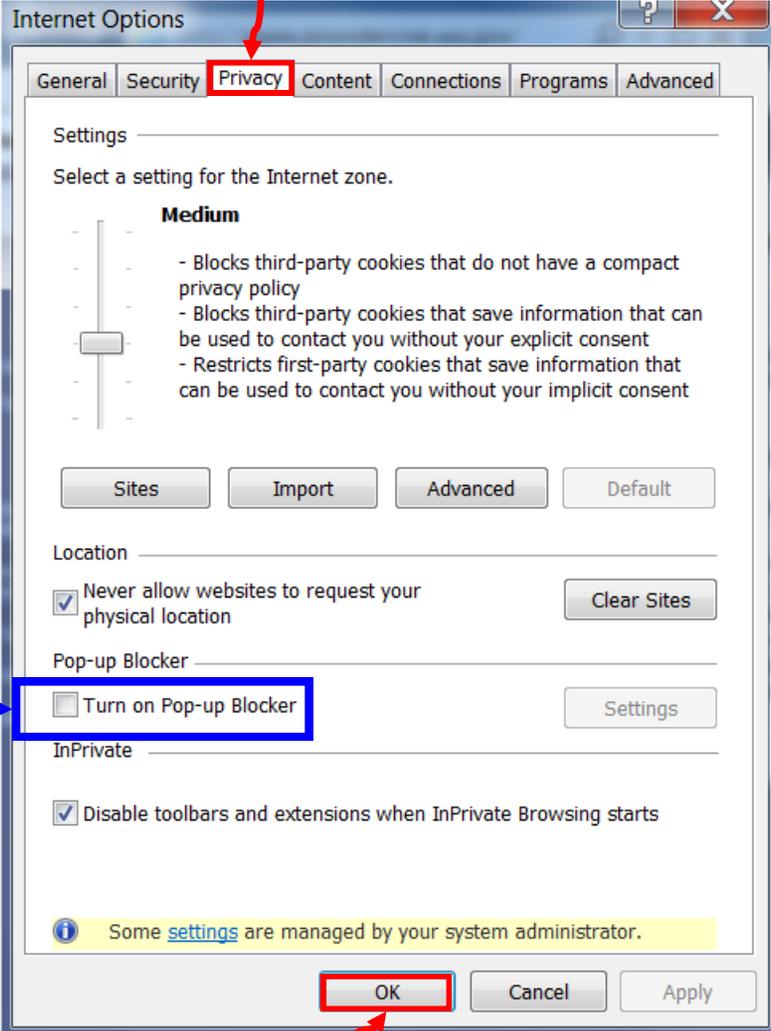
The screenshot shows an Internet Explorer browser window displaying the ProviderOne website. The browser's menu bar is open, and the 'Internet options' menu item is highlighted with a red box. Red arrows point to the gear icon in the top right corner and the 'Internet options' menu item.

2b Click on 

Option 2 (cont.):

- c. Internet Options appears
- d. Click on Privacy
- e. The should be empty.
- f. If the is , click on the box to remove the check
- g. Click on Privacy

2d Click on *2c Internet Options*



2e/2f →

2g Click on