

Changing “Don’t Allow to “Allow” for the Payroll Site’s Location Access

- 1) **Open Heater Activity Report** - Touch TopsPayroll Icon on Home Screen or Open **Google** and key **TopsPayroll.com** into Address Bar. **Fig 1** below left will appear. Touch the puzzle piece icon on the left side of the address bar (it is circled in red and enlarged at left

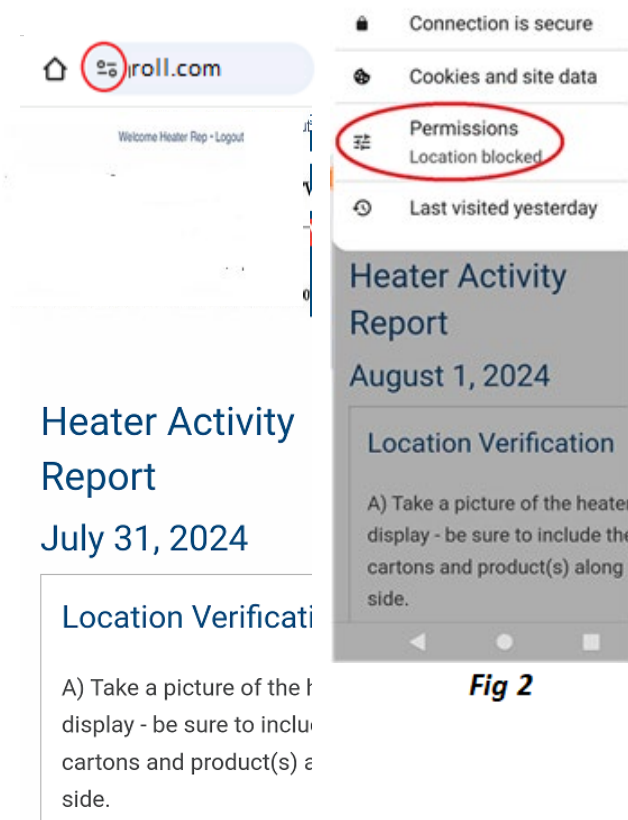


Fig 1

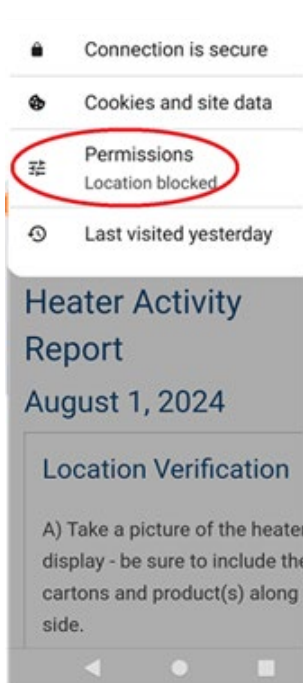


Fig 2

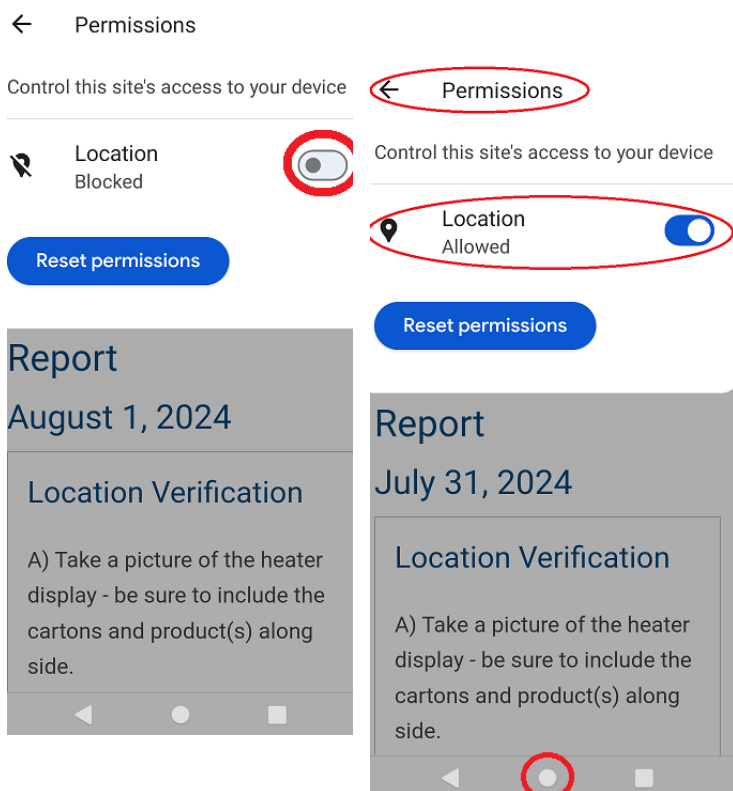


Fig 3

Fig 4

- 2) **Fig 2** will appear – above – middle Left. Touch **Permissions** (circled in red).
- 3) **Fig 3** will appear – above middle right. Note the slider button (circled in red). Slide the inner circle right.
- 4) **Fig 4** will appear – above right - locations for the site are now allowed. Close out (by touching the little circle at the bottom of the screen – it is circled in red as well
- 5) Refresh the site by touching the ellipses at the top of the screen (circled in red) on **Fig 5**, below left. **Fig 6** will appear. Touch the refresh symbol (the c with the arrow that is circled in red) at the top of the screen. Touch **Allow** if permission is requested.

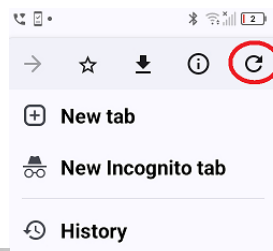


Fig 6

Fig 5