ABC Information System
Resolving the Zip Code Problem in the Online Annual Report Interface

We have discovered a problem with the entering and editing of Zip Codes in the online Annual Report interface on http://annualreport.abcis.org. To resolve the problem, users must assign the http://annualreport.abcis.org website to a security zone.

For those using Internet Explorer 6 or previous versions, please follow the steps below to resolve the issue. Those using Internet Explorer 7 will need to follow the additional steps beginning on Page 3.

1. With In Internet Explorer open, click on the Tools menu.
2. Click Internet Options.
3. Click the Security tab.
4. Click on Trusted Sites.
5. Click the Sites button.

Figure 1
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6. In the “Add this Web site to the zone;” text box, type http://annualreport.abcis.org as shown in Figure 2. You MUST type the address exactly as specified. DO NOT ENTER “WWW” in the name.

7. If the box labeled “Require server verification (https:) for all sites in this zone” is checked, you MUST uncheck it by clicking on the box to clear the check mark.

8. Click the Add button to add http://annualreport.abcis.org to your list of Trusted Sites.

9. Users of Internet Explore 6 should now log out of Internet Explorer for the changes to Trusted sites to take effect. Those using Internet Explorer 7 should continue with the instructions on pages 3 and 4.

Figure 2

After completing the steps above, those using Internet Explorer 6 are now able to enter and edit Zip Code values in the Online Annual Report.

Those using Internet Explorer 7 need to complete the additional steps beginning on Page 3.
Additional steps for users of Internet Explorer 7 only:

10. After adding “http://annualreport.abcis.org” to your **Trusted Sites**, click on the **Custom Level** button.

**Figure 3**

![Internet Options dialog box showing Trusted Sites tab]
Additional steps for users of Internet Explorer 7 only:

11. Scroll down the list to the “Access data sources across domains” subject.

12. Click on the radio button next to the ENABLE option.

13. Click on the OK button.

14. You must restart Internet Explorer for the changes to take effect.

Figure 4

Users of Internet Explorer 7 will now have access to edit and enter Zip Codes in the American Baptist Churches Online Annual Report.