



**TitleFlex**  
by Data Trace

# GETTING STARTED

Rev. 201511

## *Overview*

For best performance, you will need to setup your browser with TitleFlex as a trusted site. Additionally, as the platform does use pop-ups, the browser will need to allow TitleFlex to use pop-ups.

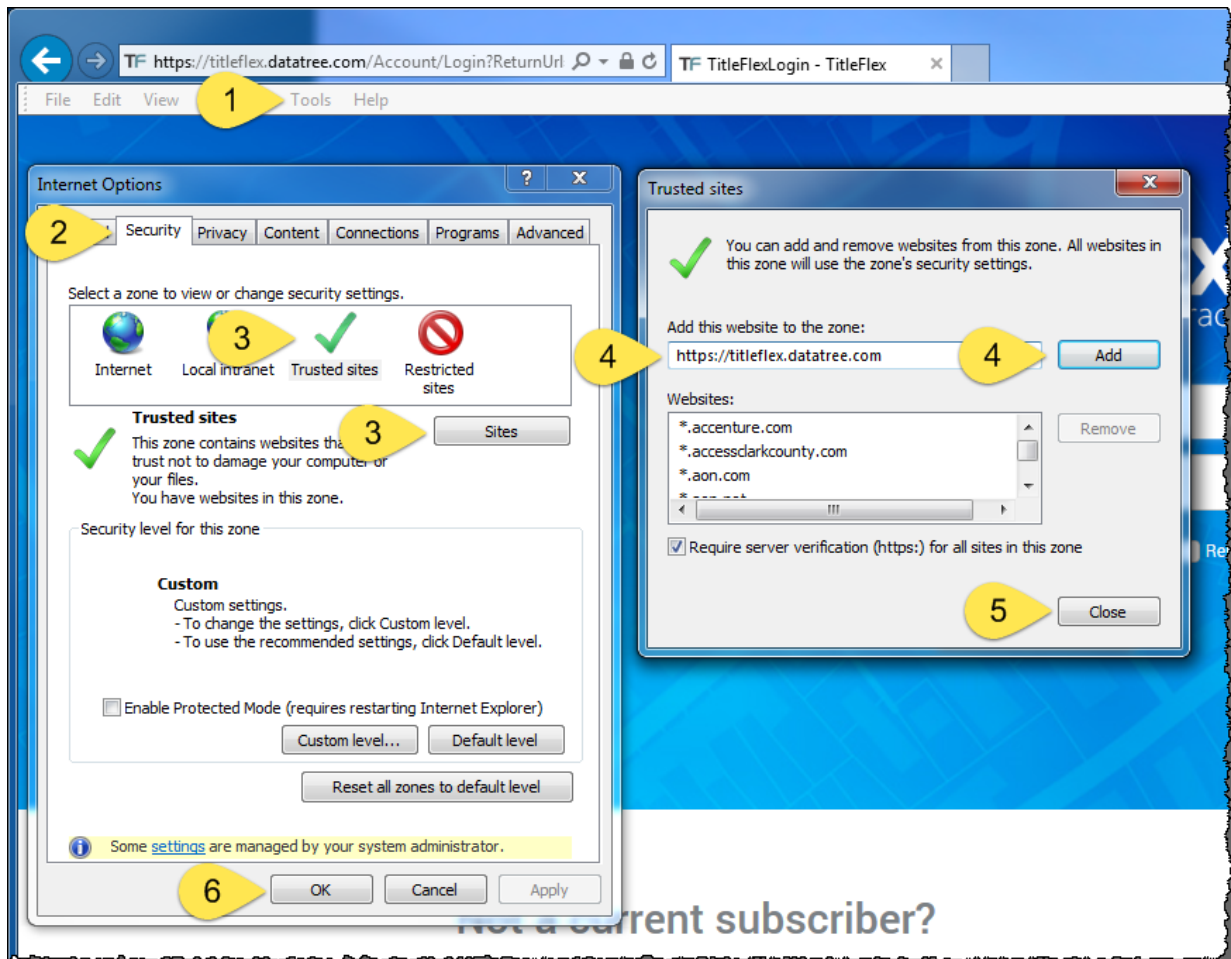
The three most common browsers are listed below with instructions on how to set them up for best performance for TitleFlex.

Additionally, how to retrieve your password or username are included.

## Internet Explorer

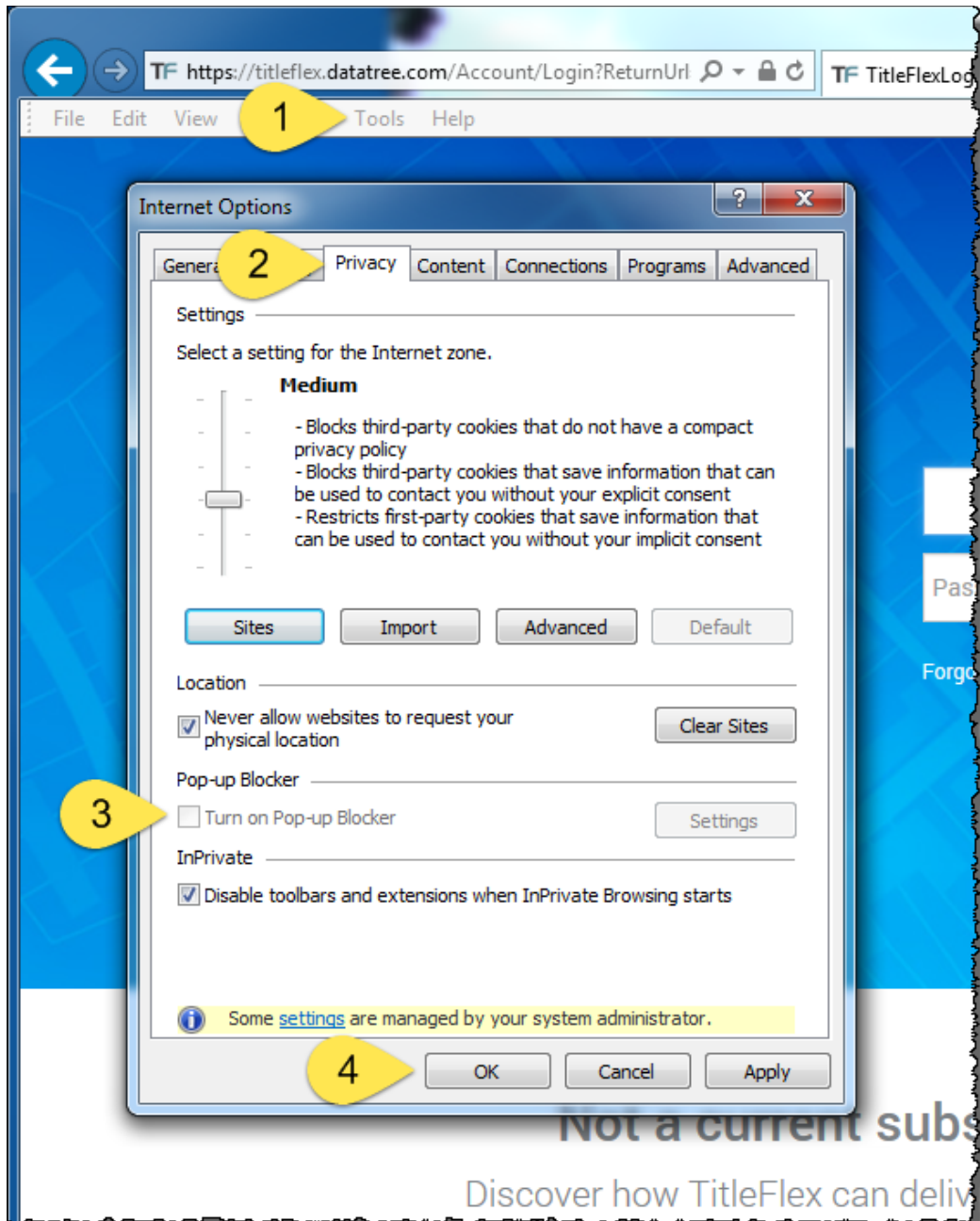
### Trusted Site:

1. From the Tools Menu, select Internet Options.
2. In the Internet Options dialog box, click the Security Tab.
3. In the Security Tab, click the Trusted Sites icon at the top and click the Sites button.
4. The Trusted Sites dialog box will open. In the "Add this website to the zone", enter: <https://titleflex.datatree.com> Click Add
5. Click Close on the Trusted Sites dialog box.
6. Click OK on the Internet Options dialog box.



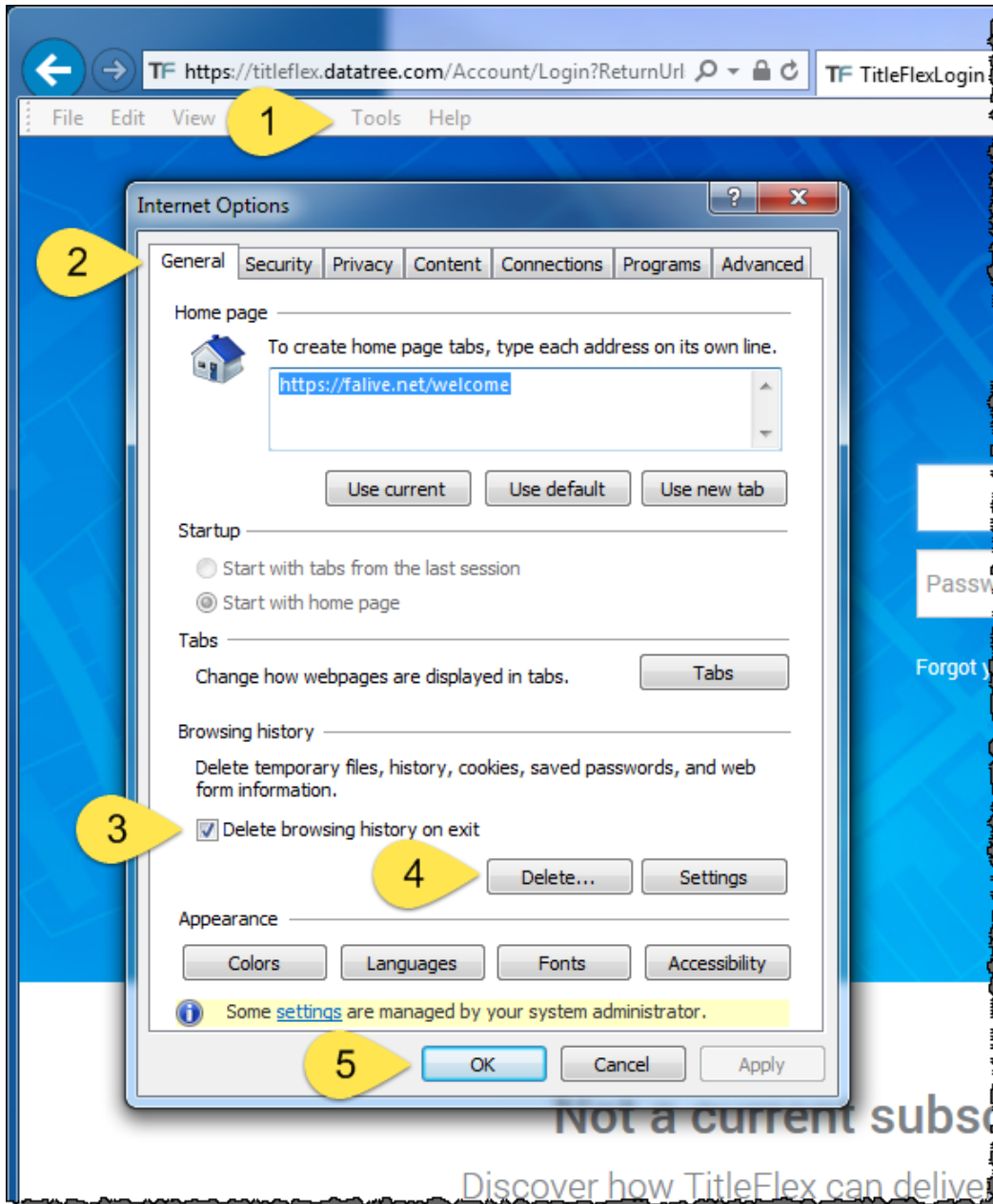
## Popup Blockers

1. From the Tools Menu, select Internet Options
2. In the Internet Options dialog box, click the Privacy Tab
3. In the Privacy Tab, deselect "Turn on Pop-up Blocker".
4. Click OK



## Cache

1. From the Tools Menu, select Internet Options.
2. In the Internet Options dialog box, click the General Tab
3. In the Browsing History section, enable “Delete browsing history on exit”.
4. Click “Delete” to immediately clear the temporary files.
5. Click Okay

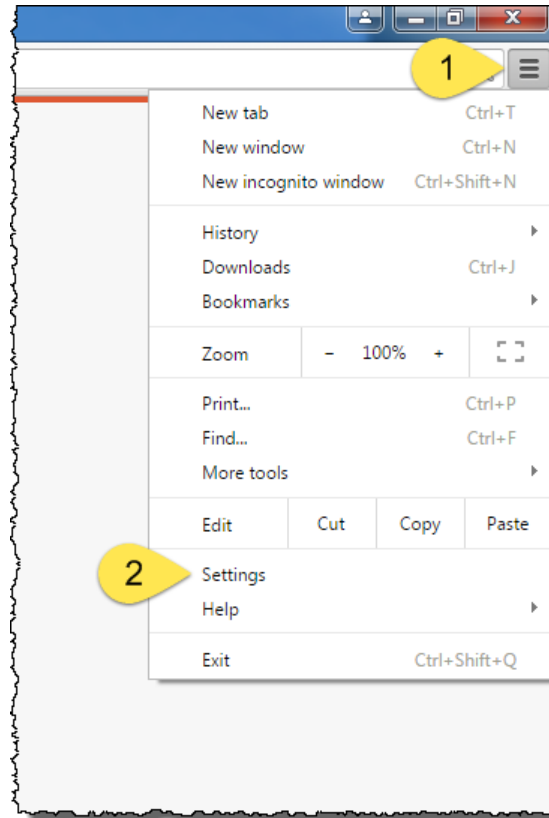


## Chrome

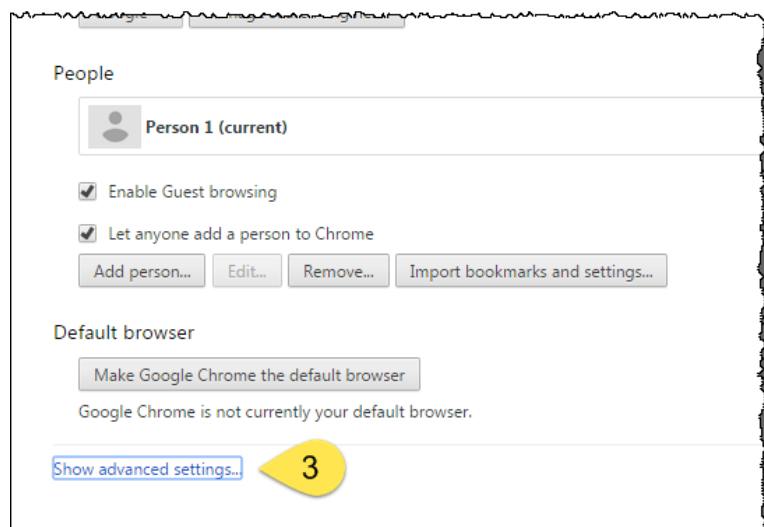
### Trusted Site:

Chrome uses Windows' Internet Settings for trusted sites.

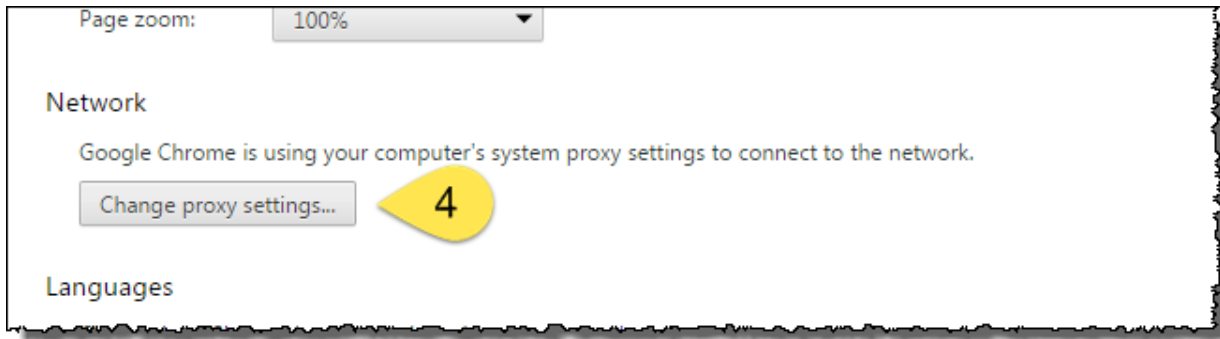
1. Click the Chrome Menu button
2. Select Settings



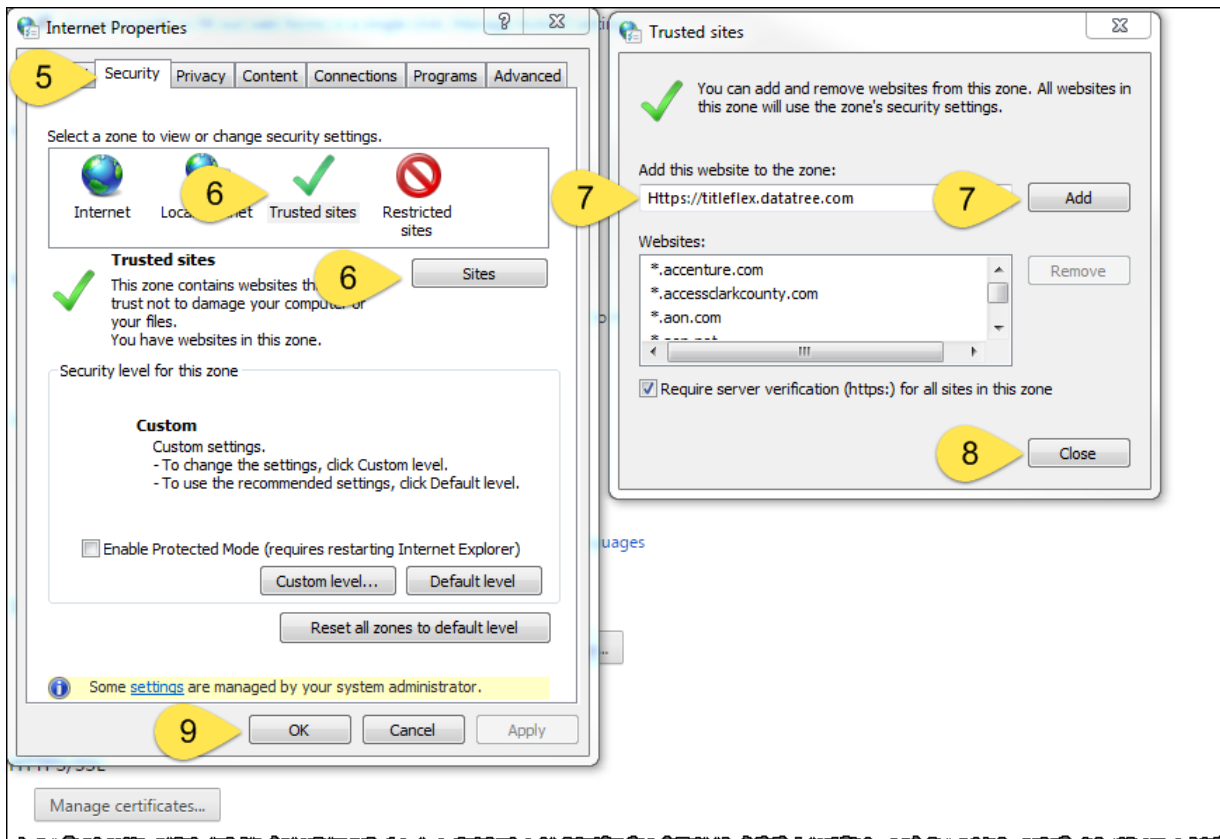
3. In the Settings window, click Advanced Settings at the bottom of the page.



4. Scroll down and click “Change Proxy Settings” in the Network section



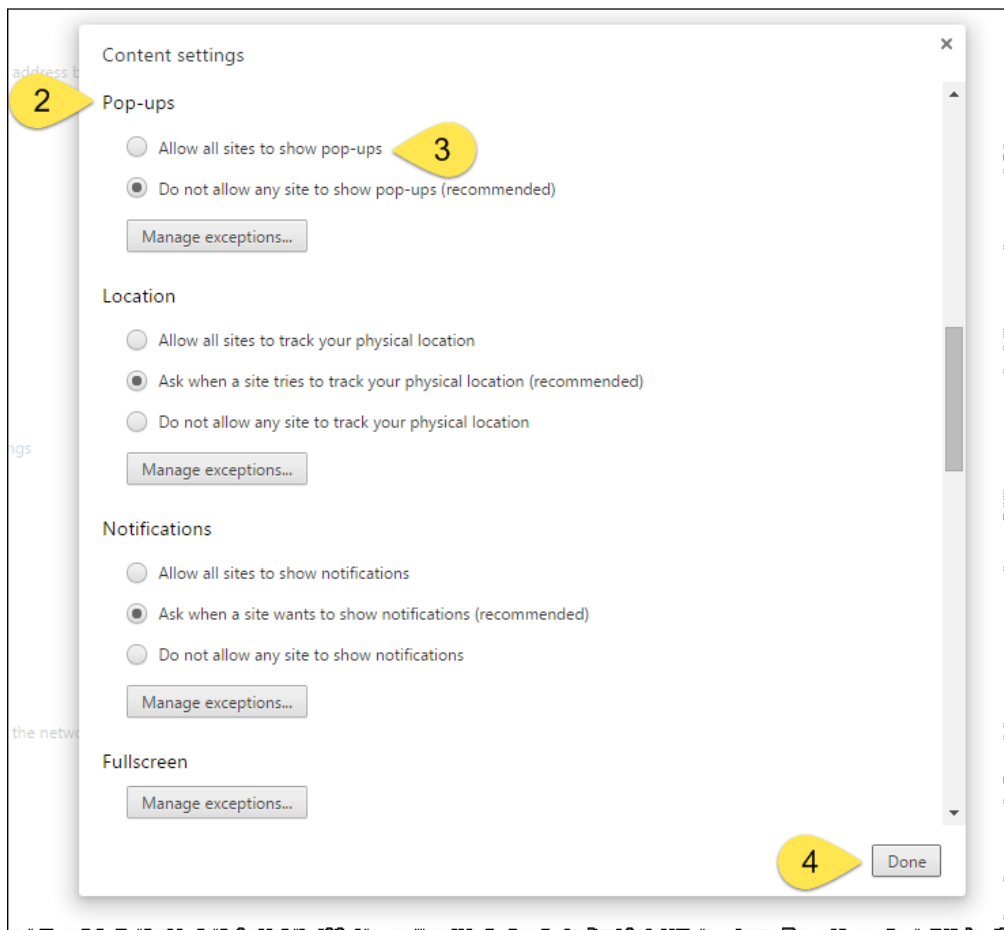
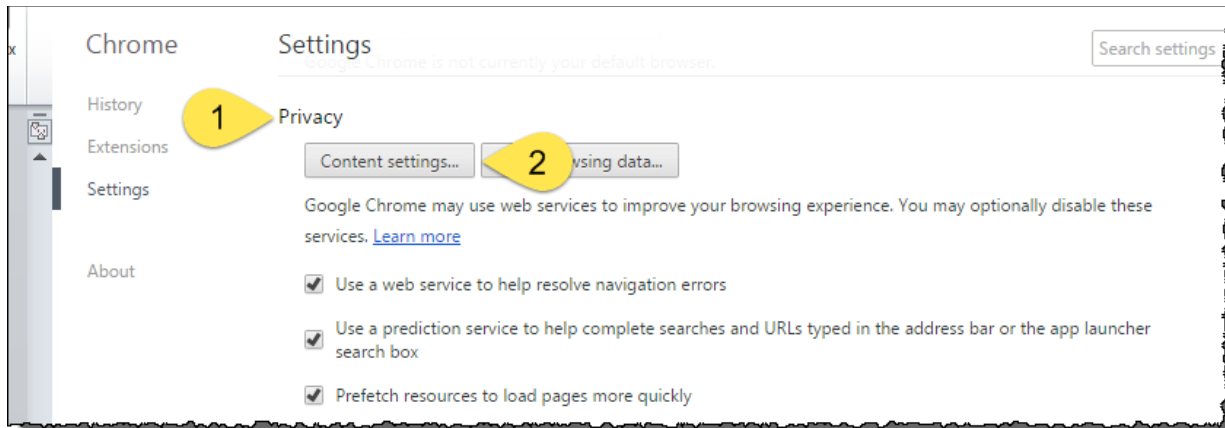
5. In the Internet Options dialog box, click the Security Tab.
6. In the Security Tab, click the Trusted Sites icon at the top and click the Sites button.
7. The Trusted Sites dialog box will open. In the “Add this website to the zone”, enter: <https://titleflex.datatree.com> Click Add
8. Click Close on the Trusted Sites dialog box.
9. Click OK on the Internet Options dialog box.



Remain in the Chrome Settings window to setup the Popup Blocker.

## Popup Blockers

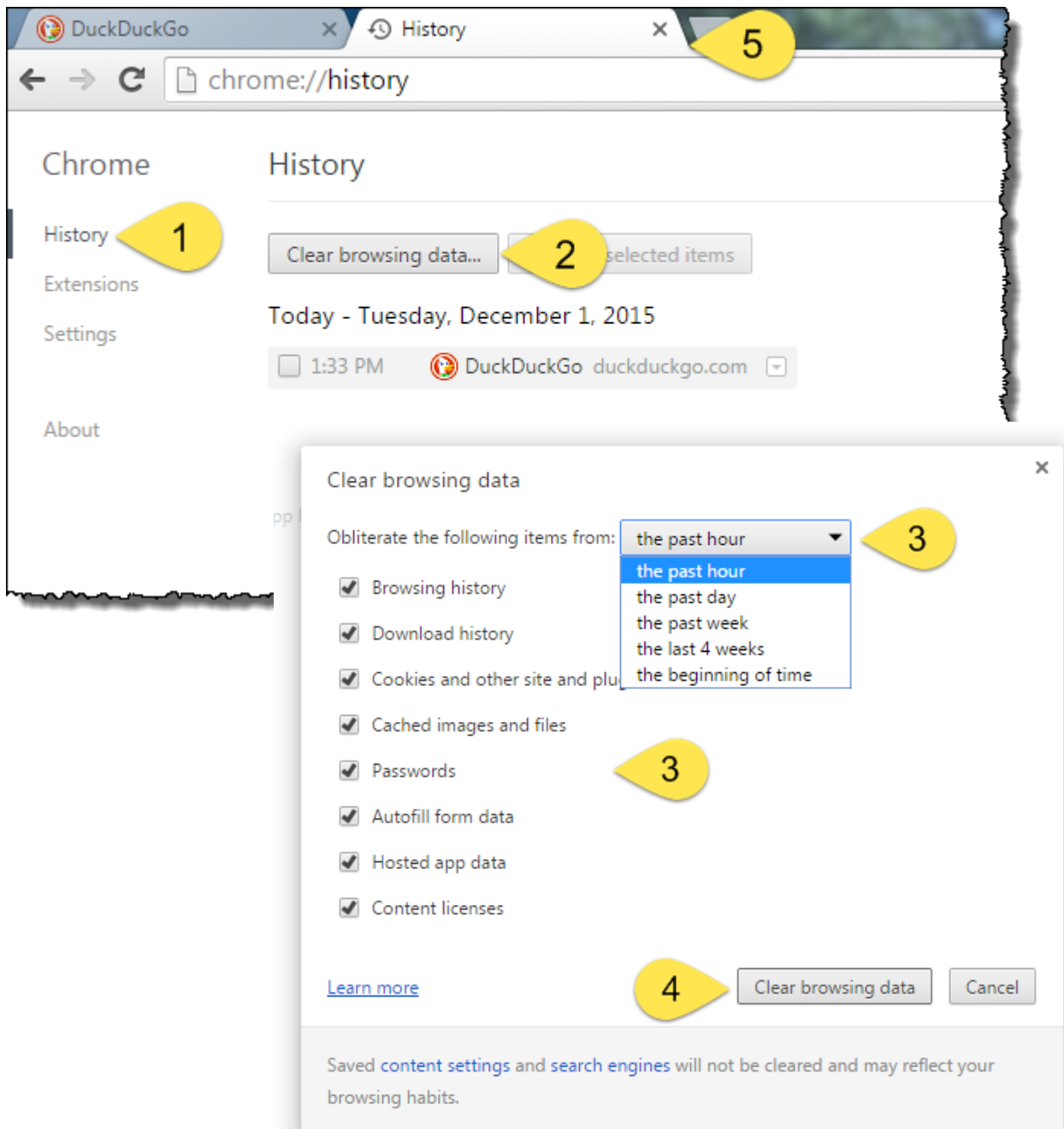
1. In the advanced settings, scroll to the Privacy Section and click “Content Settings...”
2. Scroll down in the Content Settings window to the Pop-ups section
3. Disable (as shown) the “Allow all sites to show pop-ups.”
4. Click Done.





## Cache

1. While still in the Settings window, scroll to the top and click History at the top left hand side of the window.
2. Click "Clear browsing Data ..."
3. Select how much history should be deleted and which items should be deleted.
4. Click Clear browsing data.
5. Close the Settings tab.



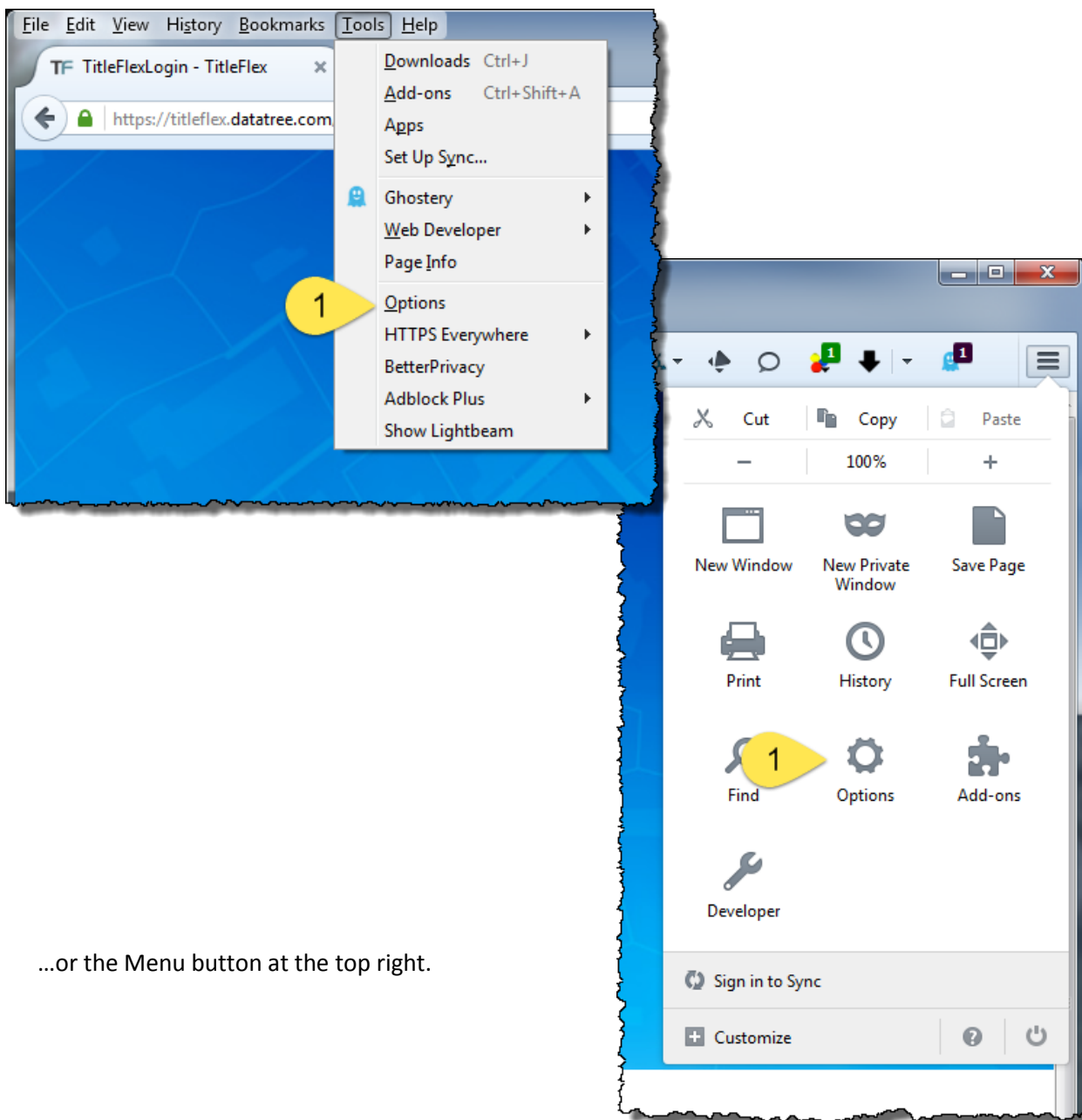
## Firefox

### Trusted Site:

Firefox does not support the concept of a trusted site. The browser is still supported by TitleFlex.

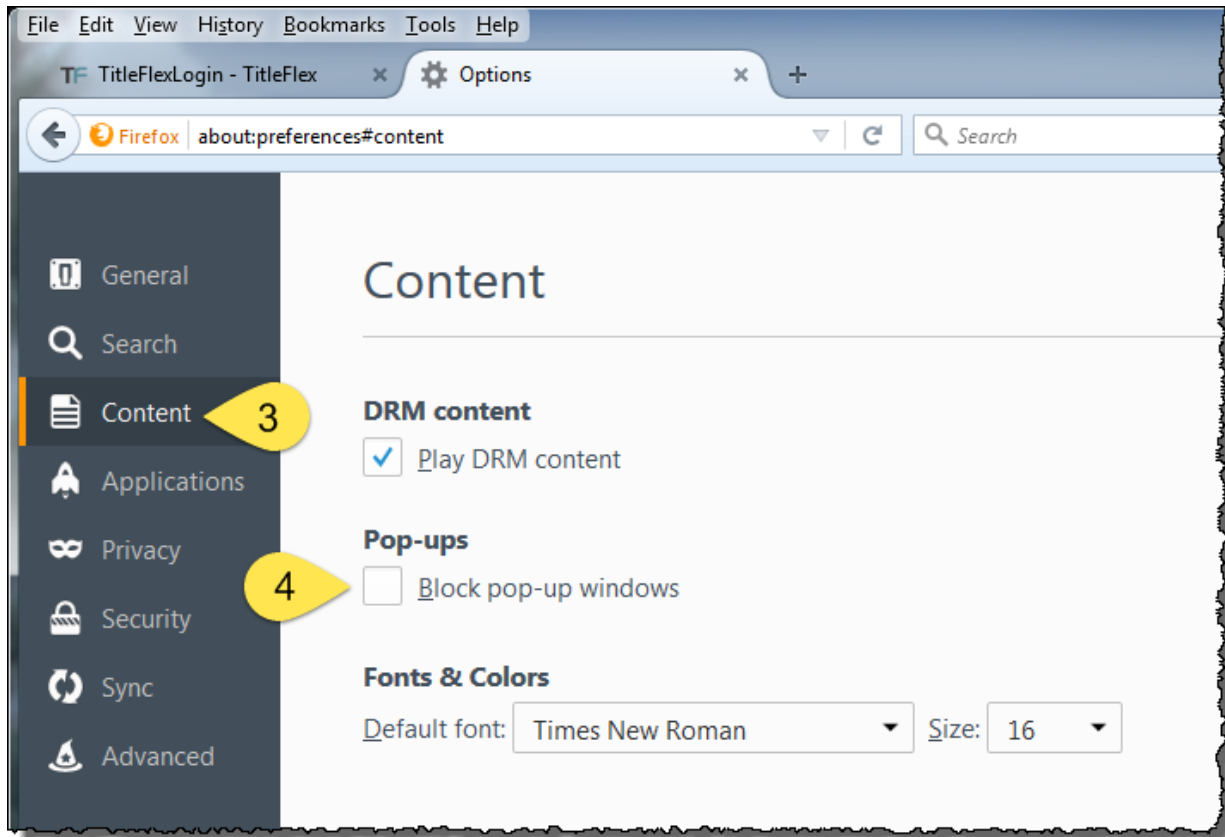
### Popup Blockers

1. Access the Options either through the Tools Menu at the top left ...



...or the Menu button at the top right.

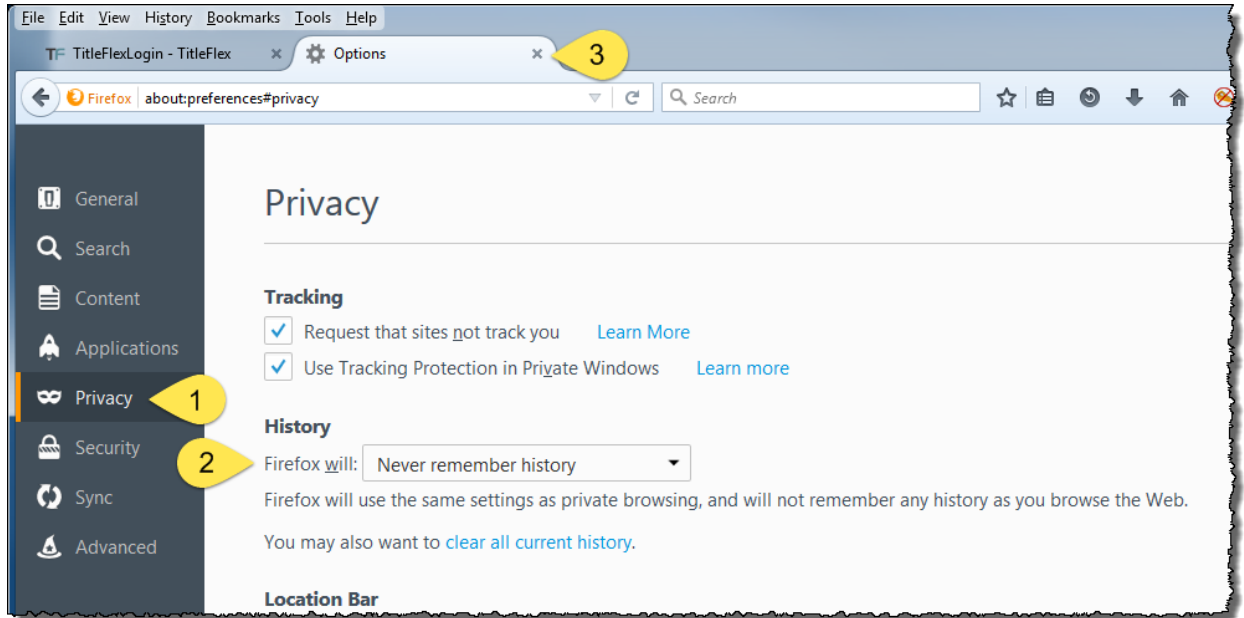
2. In the menu on the left hand frame, click the Content option.
3. Deselect Popups



Remain in the Options to setup how Firefox handles cache.

## Cache

1. In the left-hand menu frame, click Privacy.
2. In the History section, select how much history Firefox will retain.
3. Close the Options tab.

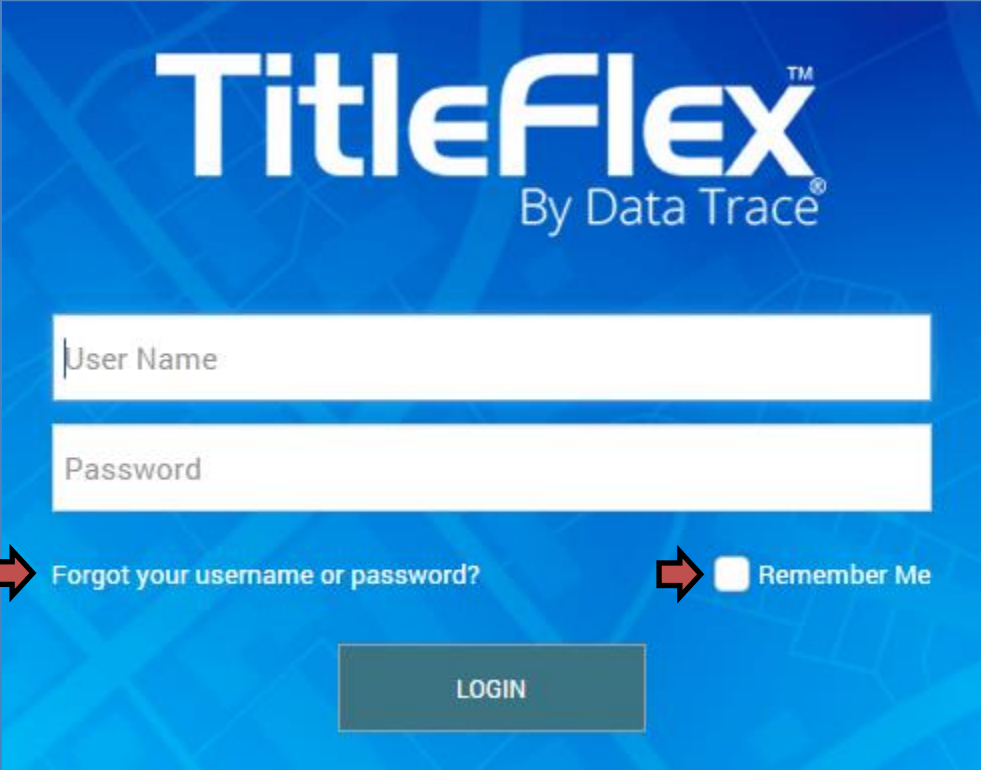


## Logging In

In your browser, navigate to <https://titleflex.datatree.com/Account/Login>.

Enter your username and password and click Login.

If you forgot your username or password, click the Forgot ... link, shown in the screenshot. You can also cache your username and password by clicking Remember Me.



**TitleFlex**<sup>TM</sup>  
By Data Trace<sup>®</sup>

User Name

Password

[Forgot your username or password?](#)  Remember Me

LOGIN