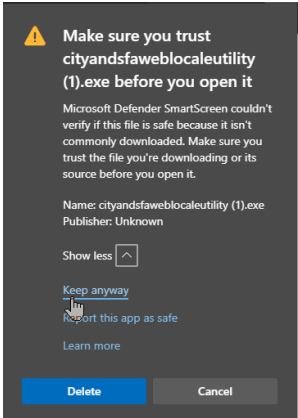# Install CITY/ SFAWeb and OneSource with Locale Utility

Steps:

|	
①	Click on **Install CITY/SFAWeb/OneSource (EXE)** Click **Allow** to launch the hyperlink if prompted by a Security Warning pop-up. Log in with your Enterprise ID and Password if prompted.
②	Follow the next steps based on your browser to save the file **Microsoft Edge Browser Instructions:** **A.** At the top of the browser, the **Downloads** menu will pop up. Hover over to the right of the warning message and click the triple dots. Click **Keep**. **B.** Click **Show more** and click **Keep anyway** **C.** Click **Open file** **Microsoft Explorer Browser Instructions:** **A.** Click on **Run** when prompted, to start the installation.
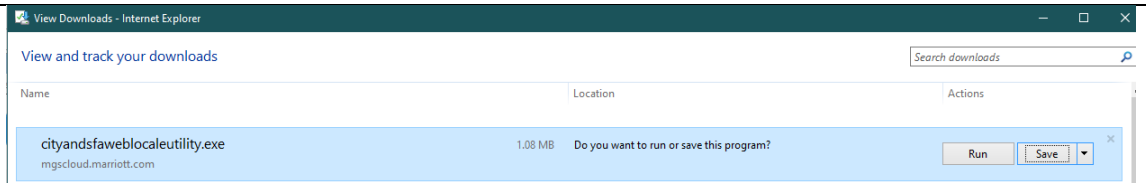
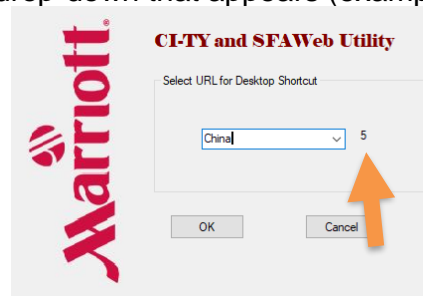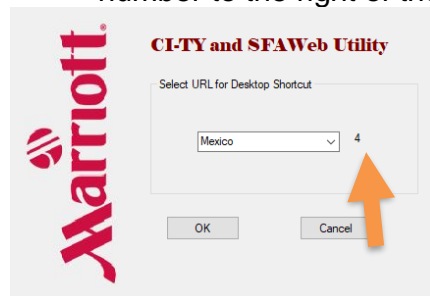**B.** Click on **Run** to ignore the warning message as this will not harm your computer.
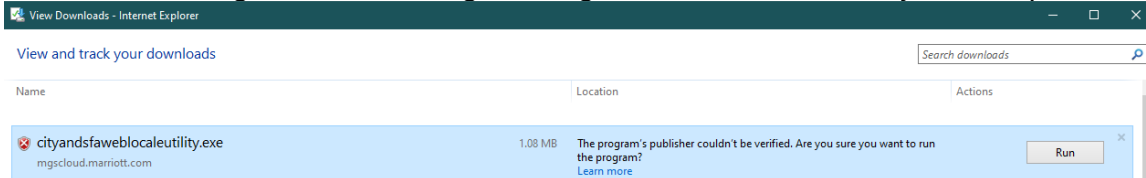
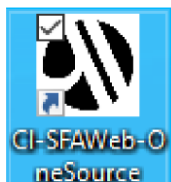③ You will be prompted with the following window.
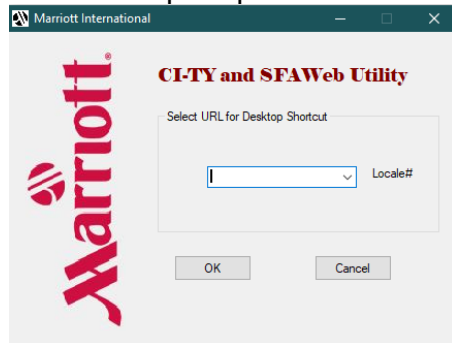
A. From the **drop-down** box, select your **country (or Locale)** option. Note the locale number to the right of the drop-down that appears (examples below).
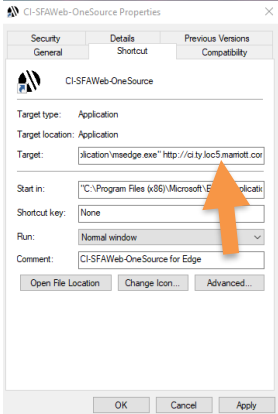

B. Click **OK** to install the icon shortcut to the desktop.

④ **A.** Locate the CI-SFAWeb-OneSource icon on your desktop.

B. Right-click on the icon and select **Properties.** In the **Target** field**,** verify the correct Locale URL is installed. The locale will be identified by the number following "loc" in the field. For example http://ci.ty.loc5.marriott.com. You will not see the number in the URL for locale 1, it is only used for Locale 2-5.

5	A. Double-click the icon shortcut to launch the application's login page. B. Enter your EID and Password and two-factor authentication to validate the connectivity to the application.

Questions?

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