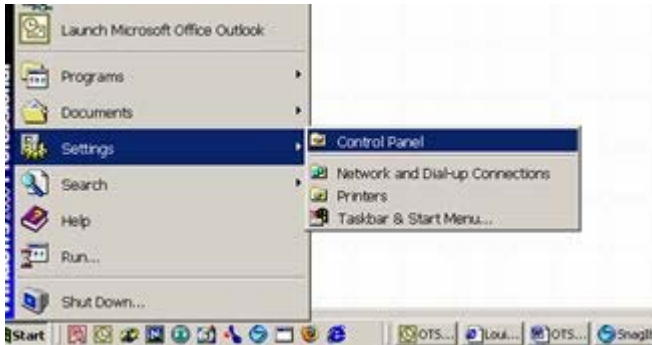


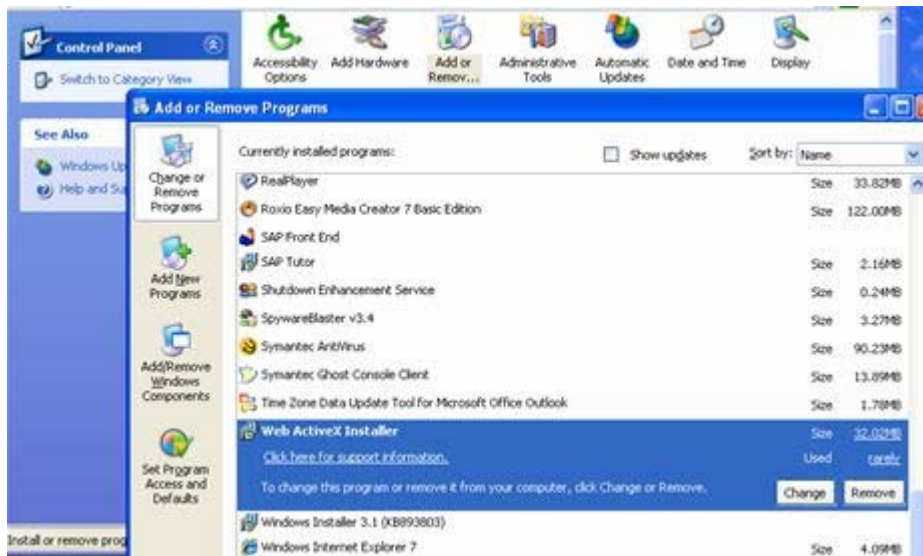
The following steps are the instructions to uninstall the current version of Web ActiveX installer from your computer via Control Panel, download the new version of Web ActiveX installer from the ftp web site, and install this new software on your computer in order to access OTS. You may ask your IT staff to assist you in downloading and installing this new software if you do not have the permission necessary to do this.

Here are the steps for you to follow:

- A. To uninstall the current version of Web ActiveX Installer
1. Click Start => settings => then click on Control Panel



2. On the Control Panel, click on "Add/Remove Programs" to display "Add/Remove Programs", highlight "Web ActiveX Installer" and click Remove button to uninstall the current version of "Web ActiveX Installer"



Once this step is done, continue with the following steps to download and install the new version of "Web ActiveX Installer" on your computer.

- B. Download the new version of "Web ActiveX Installer" and install this software on your computer

1. Click the following url to link to DOE ftp web site
<ftp://ftp.doe.louisiana.gov/OnBase%20Web%20Client>

2. Double click on "Web ActiveX Installer.msi" and follow the installer wizard to download and install this software on your computer

Name	Size	Type	Modified
 Web ActiveX Installer.msi	10.9 MB	Windows Installer P...	6/6/2008 12:26 PM

Once the new Web ActiveX software is installed, click the following url to link to OTS login screen
<https://obprod.doe.louisiana.gov/onbase>

Please make sure that "Version 7.2.1.157- Copyright @ 1992-2007 Hyland Software, Inc View License" is on the bottom of the OTS logon screen as shown below:



Please confirm that Version 7.2.1.157 is displayed here.