

Before downloading the Viewer software you must have file extraction software on your computer. If you do not have this software, it can be downloaded from the Internet (there may be a charge for this). To use the forms, download and install the IBM Workplace Forms Viewer and the IFX which are located on the SOQIC webpage <http://www.mh.state.oh.us/cmtymh/soqic/soqic.eforms.html>. The electronic forms (e-forms) can be downloaded, completed and saved in a user designated location on the user's computer or system.

- To access the Viewer for installation, copy the SOQIC.zip folder onto your local hard disc:
- Extract or unzip the file to the location selected by the extraction software
- Open Install folder and Double click on WFServer\_250\_API\_Win32.exe and follow instructions;
- Double click on WFViewer\_250\_Win32.exe and follow instructions;
- Double click on PostInstall.bat and follow instructions
- You have now successfully installed the Viewer!