

## **Installing ActiveX Components for OnBase**

- 1) Go to Add/Remove programs and if '*OnBase Thin Client*' is listed remove it
- 2) Go to the OnBase support site <http://www.indiana.edu/~onbase/support.html> and download and install ActiveX Components.
- 3) Add **onbase.iu.edu** to the allowed sites list for popup blockers
- 4) Go to Tools > Internet Options > Security tab > click on Trusted Sites icon (Green circle with check mark inside) > click on the *Sites...* button -add <https://onbase.iu.edu> as a Trusted site click *OK*
- 5) Click *OK* button to exit out of *Internet Options* box
- 6) Go to <https://onbase.iu.edu> to log on
- 7) Retrieve a document and make sure it is viewable