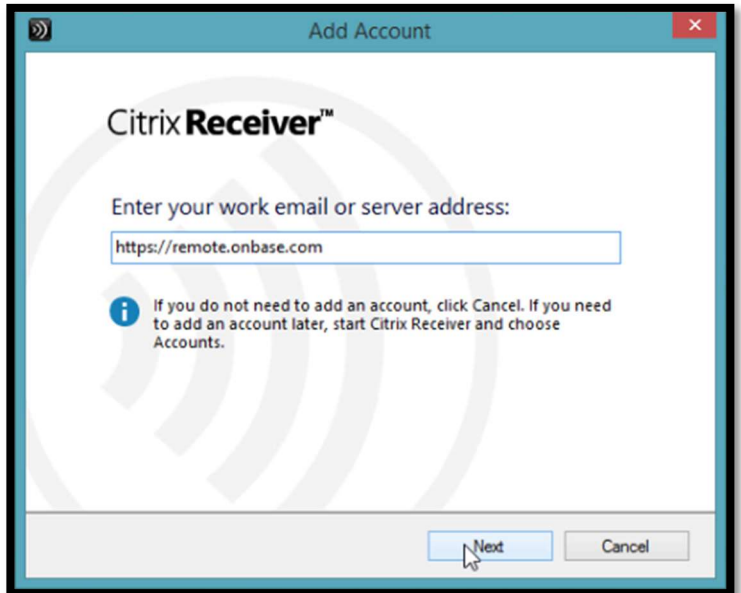
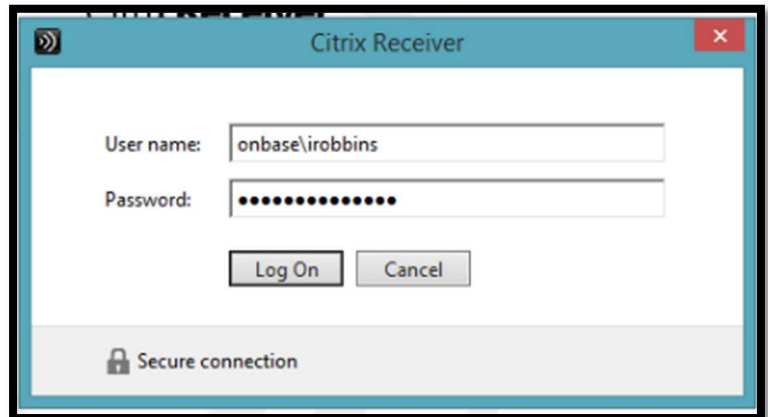


## Citrix Receiver

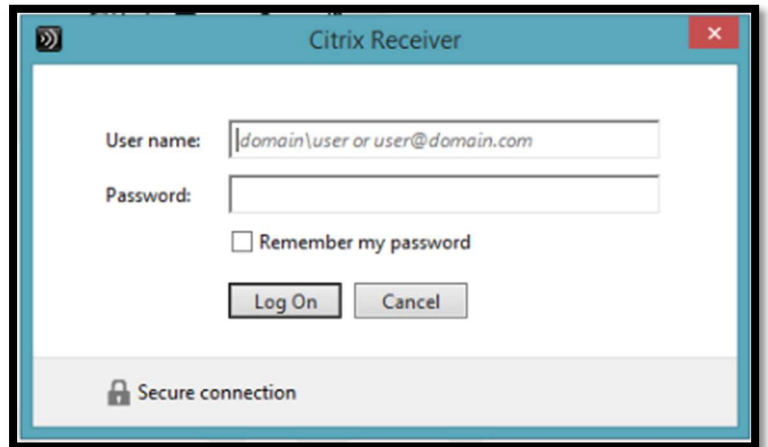
1. Enter <https://remote.onbase.com> for the Server Address and click “Next”.



2. Enter your Onbase network credentials. **Be sure to use 'onbase\' before your username.** Click “Log on”.



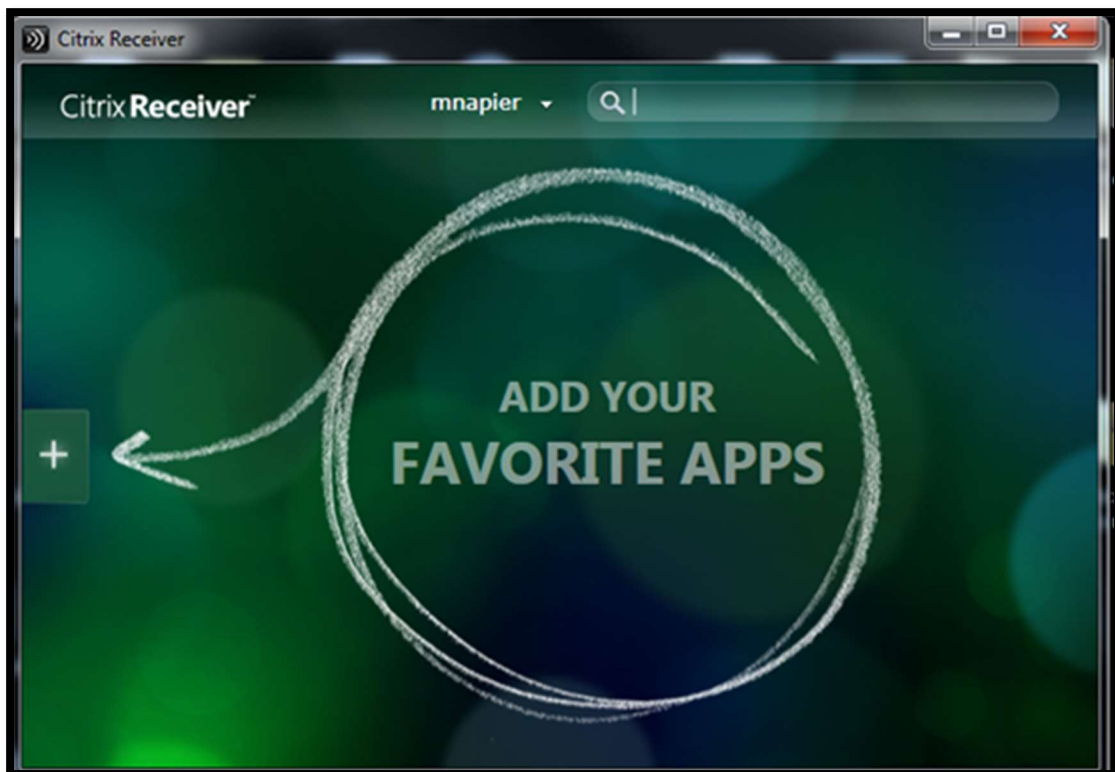
3. You may receive a second logon window. Use the same credentials and login a second time.



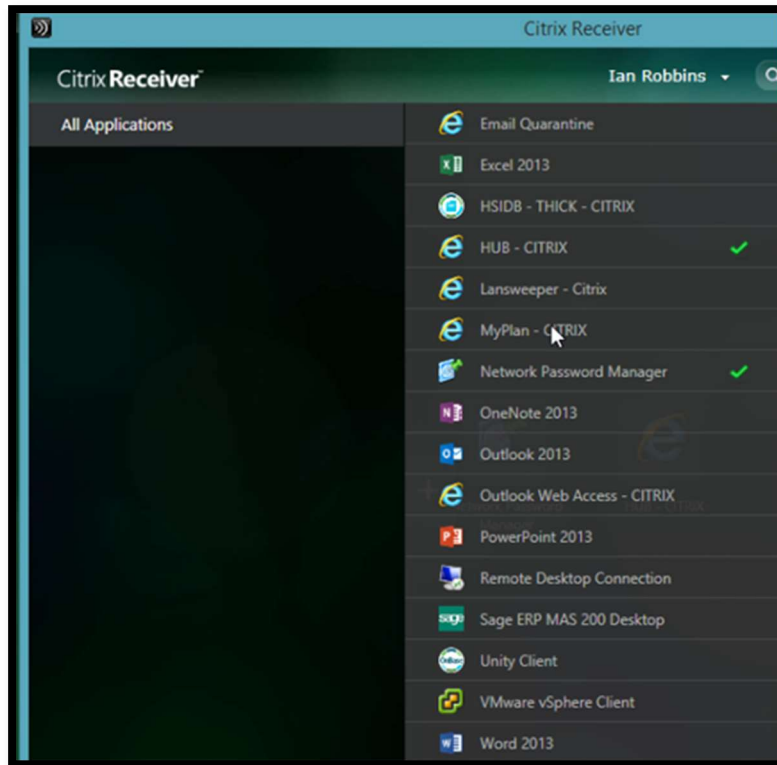
4. After successful authentication you will be asked if you want to allow Citrix Receiver to make changes to your computer, click "Yes"



5. Your account has been added successfully and you are now ready to add some applications!
6. You will now see the main Citrix receiver screen. You can add apps by expanding on the "+" tab.



- Click on “All Applications” and choose the applications you want to include. Once chosen, the shortcut will appear on the main screen.

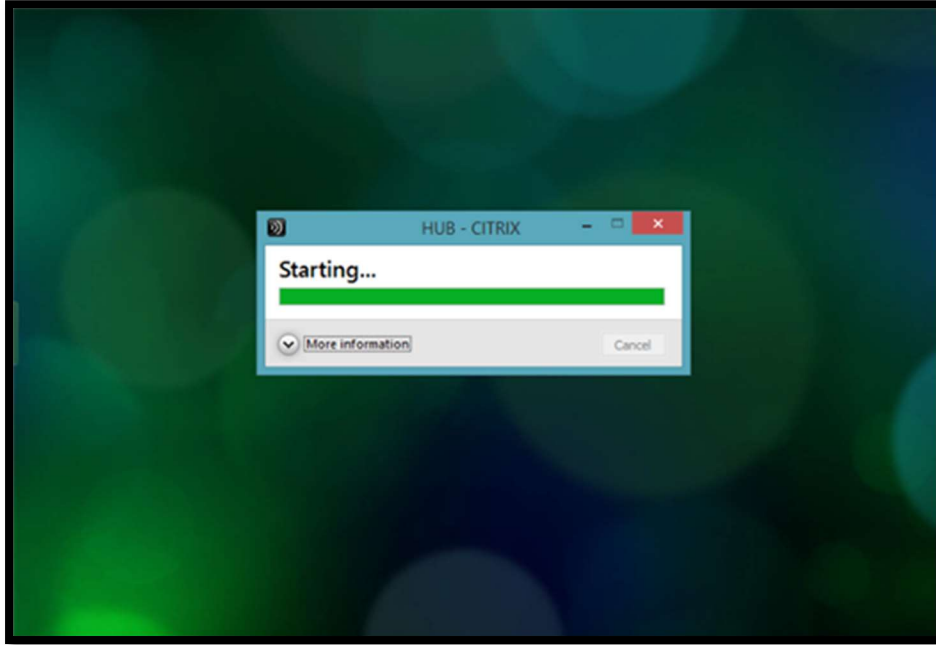


- Below is an example of what the Citrix Receiver will look like after you have chosen apps. Even though the Citrix Receiver window is open, **you are not connected to Citrix until you click the icon.**



9. Click on the application that you want to launch

\*\*\***IMPORTANT FIRST TIME LAUNCHING NOTE**\*\*\* The first time you launch any Citrix Application, it will take longer (30-60 seconds) due to you logging in for the first time. Once the application launches, and as you launch additional apps alongside, you should see the applications launch much faster as they are part of the same session.



If you have any questions, please submit an IS Work Order