
















## ACI Quarterly Report Form Installation Instructions





### Install Setup Files

1. Access the Internet
2. In the Address Line type: <http://www.oa.mo.gov/gs/>
3.  Click **Go** (or press **Enter** key)
4.  Click **Electronic Forms** (under *Quick Links* on left hand side of screen)
5.  Click **Download Forms** (under *Quick Links* on left hand side of screen)
6.  Click **Download Setup**
7.  Click **Open**
8. Files should copy
9.  Click **Yes** to the *Setup Client Machine for 32 bit Distributed Forms* message
10.  Click **Finish**
11. Files should copy
12.  Click **Next** at the *Welcome* screen
13.  Click **Finish**

### Install ACI Quarterly Report Form





1. Scroll towards the bottom of the page and find **Department of Mental Health Forms**  
*(Note: It is not necessary to complete registration form)*
2.  Click **ACI Quarterly Report Form**
3.  Click **Open**
4.  Click **Next** at the *Welcome* screen
5. Verify installation directory is **c:\eforms32**
6.  Click **Next**
7.  Click **Next**
8.  Click **Finish**
9. Close **Internet Explorer**

### To Access the Form

1.  Click **Start**
2.  Click **Programs**
3.  Click **OneForm (32bit) Mental Health**
4.  Click **ACI Quarterly Report Form**

### Troubleshooting

1. Access the Internet

2. In the Address Line type: <http://www.oa.mo.gov/gs/>
3.  Click **Go** (or press **Enter** key)
4.  Click **Electronic Forms** (under *Quick Links* on left hand side of screen)
5.  Click the EForms Guide
6.  Click Problems (toolbox icon)
7. Locate the Error/Solution