1. Log into your laptop/desktop.
2. Download the receiver at: [https://www.citrix.com/downloads/workspace-app/windows/](http://www.citrix.com/downloads/workspace-app/windows/) workspace-app-for-windows-latest.html
3. Open Chrome and log into the VPN (nglvpn.nglic.com).
4. Open a new tab in Chrome and navigate to https://storefront.nglic.com/Citrix/StoreWeb
5. A security warning will pop up. Click “Advance” and then click “Proceed to storefront.”
6. On the Welcome to Citrix Receiver page, click Detect Receiver.



* + If you have the Citrix Receiver installed, it will detect it and take you to the logon screen in Step 5.
	+ If you don’t have it installed, it will prompt you to download and install it now. Follow the instructions and click Next until you get to Finish.
	+ You may be prompted to restart your computer after the installation completes.
1. On the Citrix StoreFront page, log on with your Network credentials.



1. This is the landing page you should see when you log in:



1. Click the Apps tab at the top of the page to see the application list.



1. Find the OnBase Client icon in the list.



1. Make sure that about 1 minute has passed after your login on Step 5.
2. After 1 minute, click on the Onbase Client icon to launch OnBase.
3. Proceed with your work in OnBase as normal.