

PREREQUISITES FOR CLIENTS TO ACCESS EIMMIGRATION TO VIEW AND EDIT FORMS

Note: ONLY use INTERNET EXPLORER to access Eimmigration.

If you plan to give your clients access to OPEN, VIEW and EDIT forms then the following steps need to be taken:

1) CLIENTS need to successfully download and install Cerenade Form Filler before they can view and edit any of the forms.

Visit the following link for details on how to install Form Filler:

http://www.cerenade.com/eimmigration/How_To_Install_Cerenade_Form_Filler.pdf

2) CLIENTS need to configure their Internet Explorer browser settings.

Visit the following link for details and see article titled “Configure Internet Explorer Browser Security Settings” to check or configure:

<http://www.cerenade.com/eimmigration/index.htm>

3) ATTORNEY must provide clients with proper Access Rights. See the Video Training titled “Editing Client Profile” available from www.cerenade.com/eimmigration/webinar/index.htm or visit the following article for details to give access rights:

<http://www.cerenade.com/eimmigration/AccessToEditForms.pdf>

4) How do CLIENTS access and complete the questionnaire? See the Video Training titled “Client Accesses Questionnaire” available from <http://www.cerenade.com/eimmigration/webinar/index.htm> or visit the following article for details:

http://www.cerenade.com/eimmigration/QNR_WhatClientsSee.pdf

5) How does an Attorney check the status of a questionnaire? Visit the following article for details:

http://www.cerenade.com/eimmigration/QNR_StatusInOutbox.pdf

For more information and articles, please visit www.eimmigration.com