

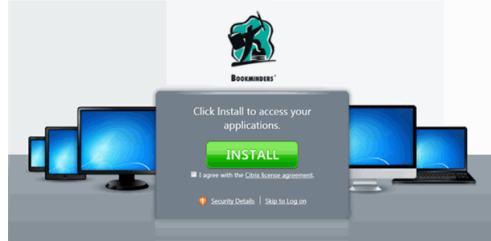
Welcome to Bookminders' Server Access

The easiest way to access and manage your Bookminders' information

From your web browser, go to www.bookminders.com. From our webpage, you can click the **HELP** link to access this, and other information about using our server.

- From the main (HOME) website page, click the **LOGIN** link. This will open the Bookminders Server **LOGIN** screen.
- To save steps the next time, add the **LOGIN** screen (login.bookminders.com) as a Favorite or Shortcut in your web browser (or set up a shortcut on your desktop by clicking and dragging the web address to your desktop). **Passwords are case sensitive.**

If your computer has never been used to access the server, you will see a green Install button.



- Click the box to agree to the Citrix License Agreement and click **INSTALL**.

Using Windows 8 and Prior:

- Click the **Run** button to download the *CitrixOnlinePluginWeb.exe* file.
- After the file is downloaded, click the next **Run** button to begin the installation.
- A "Look for an information bar" message screen will open.
- The information bar may be at the TOP or BOTTOM of your screen.
- Select "Run ActiveX Control".

Using Windows 10:

- Type "**Internet Explorer**" in the bottom left Windows search bar.
- Click on the "Internet Explorer" Desktop App in the search results.
- Once open, right-click on the icon in the taskbar and select "Pin to Taskbar".
- Only use this Internet Explorer 11 browser, do not use the default Win10 browser (Microsoft Edge).

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| <ul style="list-style-type: none">• In Internet Explorer 11<ul style="list-style-type: none">• Right click in the blank space to the left of the house icon, and select "Menu Bar". A menu will pop up below your address bar.• Click Tools• Click Compatibility View Settings• Add bookminders.com• Click Close | <ul style="list-style-type: none">• Change your internet settings<ul style="list-style-type: none">• Click Tools• Click Internet Options• Click the Security tab• Select Trusted sites• Click Sites• Add https://*.bookminders.com as a trusted site• Click Close• Click Ok |
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Using Mozilla Firefox:

- Click **Save File** button to download the *CitrixOnlinePluginWeb.exe* file.
- After the file is downloaded, locate the CitrixOnlinePluginWeb.exe file and double-click to begin the installation.
- By default, Firefox may open the download folder automatically.
- If it does not, in the Firefox Menu Toolbar, click Tools\ Options\ General to determine where your downloaded files are saved.
- Navigate to your saved downloads folder and double-click the CitrixOnlinePluginWeb.exe file to begin the installation.
- After the installation is complete, Click Finish to close the dialogue box.

- Launch FireFox
 - Click on the **Open Menu** button in the upper right corner
 - Click **Add-ons**
 - Select **Plugins** in the left column



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- Change the Citrix ICA Client from "Ask to Activate" to "Always Activate". For Mac's this will be Citrix Receiver.

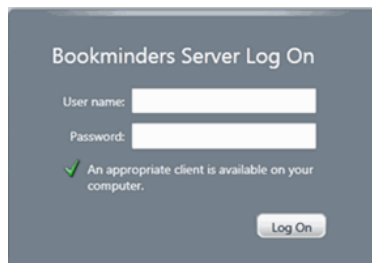
Using Google Chrome:

- Click **Save File** button to download the *CitrixOnlinePluginWeb.exe* file.
- After the file is downloaded, locate the CitrixOnlinePluginWeb.exe file and double-click to begin the installation.
- Download should be at the bottom of the Chrome browser. If download is not shown at the bottom of the Chrome browser, click the customize button and choose **Downloads** to bring up your list of recently downloaded files.
- Double-click *CitrixOnlinePluginWeb.exe* file to begin the installation.
- After the installation is complete, Click **Finish** to close the dialogue box.
- In the Chrome browser click **Continue** to load the login screen.

- Open Settings in Google Chrome
 - Click "**Show advanced settings**" link at the bottom
 - In **Privacy** section, click **Content settings**.
 - In **Plug-ins** section, click **Disable individual plug-ins** link
 - Click **Disable** link for Citrix ICA Client

- To automatically open ICA Files
 - Login to login.bookminders.com using Google Chrome
 - On the Application Set page, click the Desktop icon
 - At the bottom of the page you should see launch.ica download
 - Click the drop-down list for the file in the download bar
 - Select Always Open Files of This Type

When the installation is done, you will see a green check-mark indicating that an appropriate Client is available on your computer.



Check your printer settings: When using the server, you can only print to the default printer on your local PC. You must change your default printer before logging on.

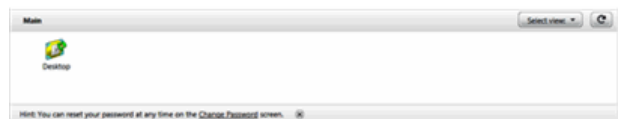
- Enter your **username** and **password** (from above) and click **LOG ON**. The "Applications" window will open.

Passwords - If you have not already done so, change your password.

- Passwords must be ≥ 8 characters and must include 3 of the following: uppercase, lowercase, number and special characters.
- Passwords cannot start with a number and cannot contain user login name or display name (Company name listed above)
- Passwords can only be changed once every 24 hours.

You can re-use the same password **every other time** you change your password. Change your password to something secure and easy to remember. (Passwords hints cannot be provided, but passwords can be reset by Bookminders' Support, if necessary.)

- Click Settings to change your Password (top right of the window).
- Type your existing password and then type your new password.



To Open Files - Click the icon in the Applications window.



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The first time you click the *Desktop icon*, you may see a File Security box.

- Click "Do not ask me again for this site" and click "Yes" to allow access.

Note: If you don't see a Client File Security window see [Accessing Bookminders' Server](#) (or click the Help link from the main webpage) for additional instructions.

