

Here are the instructions for uploading eForms into OSCAR.

**For .zip files:**

Once you have downloaded or saved a .zip eForm file to your computer...

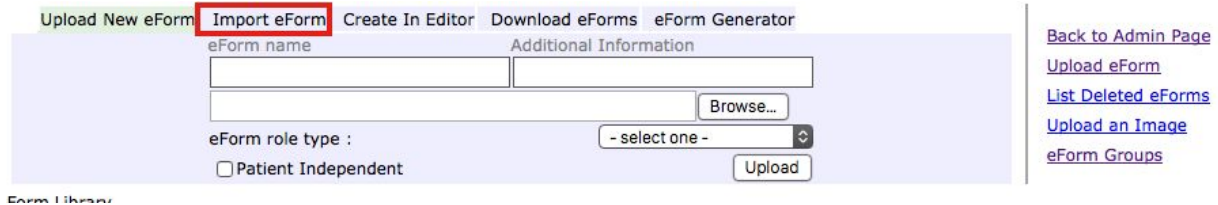
(1) From the OSCAR menu, click 'Admin'.



(2) Scroll down the list and click 'Upload eForm'.



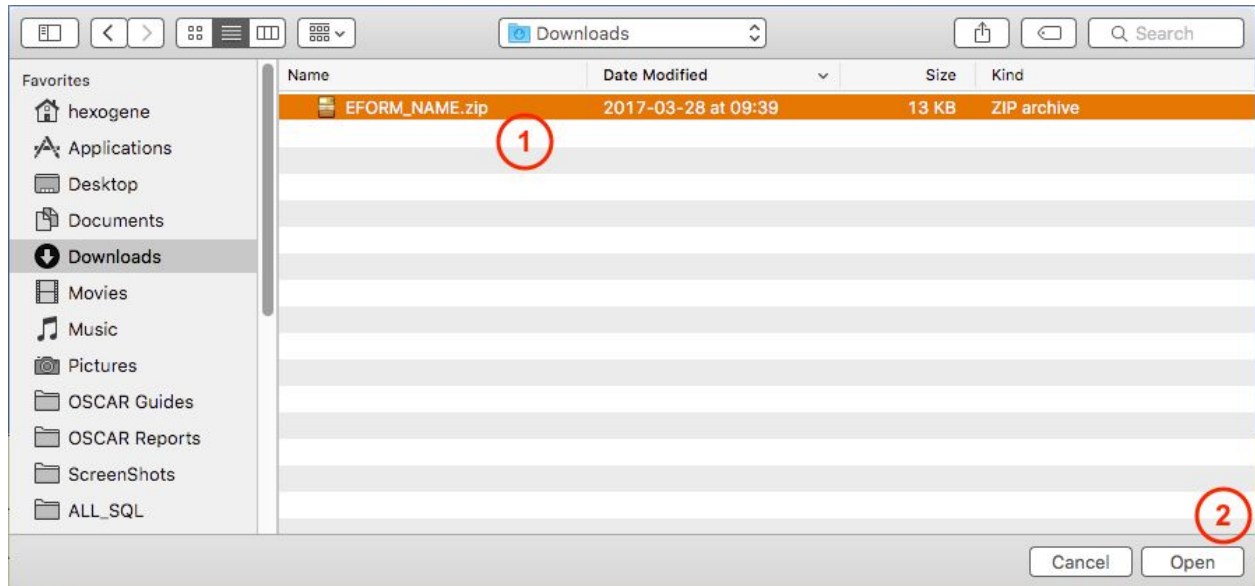
(3) Near the top of the window, click 'Import eForm'.



(4) Click 'Browse'

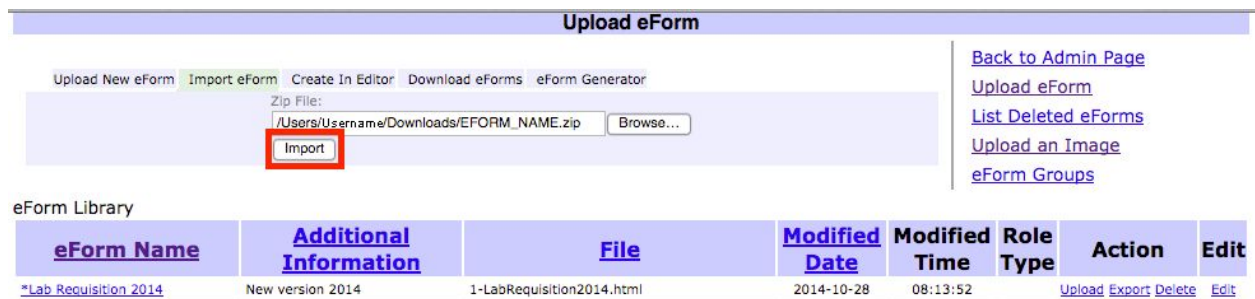


(5) Find the .zip file that you downloaded or received, usually located in your 'Downloads' folder.



(6) Now click the desired file once to select it, then click 'Open'.

(7) Next, click 'Import'.



You may see a warning at the top, which is usually safe to ignore, however to be sure, please take a moment read and understand the message.

Now if you return to 'Upload eForm', you should see your newly added eForm at the top of the list.

Please let us know if you have any questions regarding this process.