

## CITRIX login steps and information

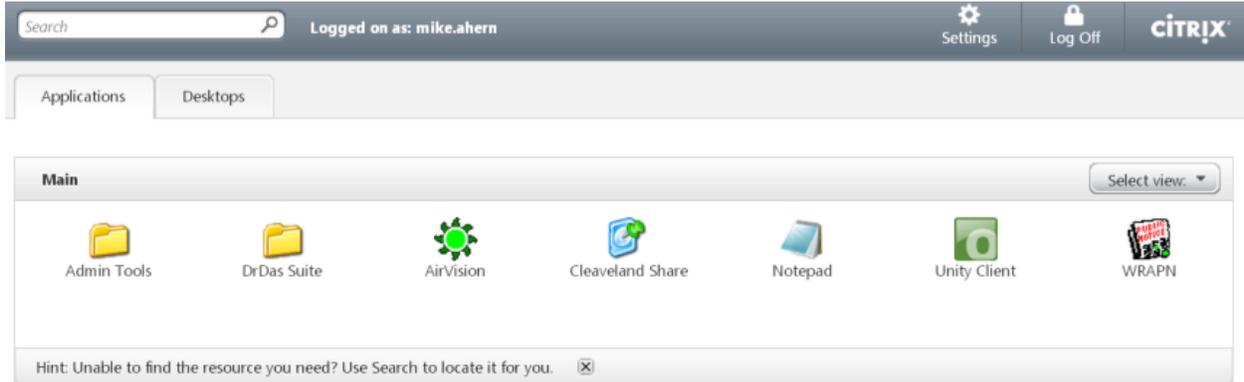
Log into CITRIX by navigating to:

[HTTPS://EPAFARM.EPA.OHIO.GOV](https://epafarm.epa.ohio.gov)



Your user name is your contingent worker ID  
Your initial password is P@ssw0rd, you should change it to the password for your contingent worker ID

You should see a screen similar to the one below:



Click on the Unity Client icon:



Enter your Contingent Worker ID and the password it is associated with.

Also note that you will have an “LAA Scan” folder on the Desktop part of CITRIX as shown below. This is where you will move the scanned files from your local (or local network) drive into the directory that OnBase will process so that you can index the document once you are logged into OnBase.

## Copy scanned file to locals folder

