

Illinois Department of Financial and Professional Regulation (IDFPR)
Division of Insurance
Installation Instructions

The downloaded WINZIP self-extracting ZIP file contains a multiple user application program interface that will help you to submit an Electronic Transmittal. Please follow the instructions below to ensure the application executes properly.

The WINZIP executable file contains:

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|--|---|
| - ETTRANSv2b.MDE (Access application) | TOISubTOI.bmp |
| - ETTRANS-CompanyFilerInformation.mde | DownTwisty.bmp |
| - ETTRANS-CodingMatrix.mde | UserGuideExamplePDF.PDF |
| - OUSRGDE.PDF | UserGuideExampleExportedTextFile.PDF |
| - ETTRANS.ICO (Title bar ICON for this application) | UserGuideExampleTransmittal.txt |
| - UserGuideExampleSignature.gif | Delete.bmp |
| - ETTRANS-QuicRefGuide.pdf | MouseHook.dll |
| - LAH-SERFFTransInstructions.pdf | |

The application provided must be loaded on to a hard drive on your IBM, or compatible microcomputer. See the following page for Additional System, Hardware, and Software requirements.

To install the **L/A&H Electronic Transmittal (ETTRANSv2b)**, follow these steps:

1. Download/Save the self-extracting ZIP file "**ETTRANS-Industry-Production-Application.exe**" from the IDFPR-DOI Web Site into the **C:\ETTRANSunzip** folder you created.
2. **Start/Run** then **browse** for the **ETTRANS-Industry-Production-Application.exe** file located in the **C:\ETTRANSunzip** folder. Execute this file. Close window.
3. **Create a Short-Cut** from your **desktop** **OR** **start/program files menu** to **ETTRANSv2b.mde** to run the **ACCESS 2000 Application** (see your IT staff for help).

System Specification Requirements

CONTENTS:

- System Requirements.
- Hardware requirements.
- Software requirements.
- Supported networks.
- Disk space.
- Additional items or services required to use certain features.

SYSTEM REQUIREMENTS

To run the L/A&H Electronic Transmittal (ETRANS) and it's supporting components, your computer must meet the following minimum requirements:

Hardware Requirements

- Pentium 75-Mhz (megahertz) or higher processor. (133-Mhz is recommended)
- Microsoft Windows NT Workstation version 4.0, Service Pack 3 or later.
- For Windows NT Workstation: 32 MB of RAM for the operating system, plus an additional 8 MB of RAM for Access.
- For Windows 2000 Professional: 64 MB of RAM for the operating system, plus an additional 8 MB of RAM for Access. **NOTE:** Windows 2000 requires a Pentium 133-Mhz (megahertz) or higher processor.
- CD-ROM drive.
- VGA resolution or higher video adapter.
- Super VGA (SVGA) 256-color is recommended.
- Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device.

Software Requirements

Microsoft Access 2000 Runtime is designed to run on the following operating systems:

- Microsoft Windows NT ® Workstation version 4.0, Service Pack 3 or later
- Microsoft Windows 2000 Service Pack 3 or later.
- **The following operating systems will not be supported:**
 - o Microsoft Windows 95
 - o Windows Millennium Edition (ME)
 - o Microsoft Windows 98

Supported Networks

Microsoft Access 2000 Runtime supports the following networks:

- Microsoft Windows NT, Windows 2000 Service Pack 3 or later.
- Novell NetWare
- **Microsoft Windows 95 will not be supported**

Hard Disk Space

- Microsoft Access 2000 Runtime requires approximately 47.3 MB of available hard-disk space. (This number indicates a typical installation; hard-disk space requirements vary depending on configuration. Choices made during custom installation may require more or less hard-disk space.)

Additional Items or Services Required to Use Certain Features

- Microsoft ® Notepad
- You will need Adobe Acrobat software to access the on-line user guides, and create a "Transmittal PDF".