

OneForm Instructions

Open your Internet browser and type www.oe.mo.gov. On the left hand side of screen click on State Printing Download a form. This will take you to the **Forms Services** page.

Step 1: (Download the Setup Program)

- Click on the blue **Download Setup** button.
- Choose the **Run** option and follow the windows.
- If you get an Internet Explorer Security Window (Unknown Publisher), click the **Run** button and keep following the windows clicking, **Run, Yes** or **Finish** at each window.

The setup program is required to use any of the electronic forms.

Step 2: Find and Download a Form

- Find form by title or agency.
- Click on the purple **Agency** button.
- Under **Agency Forms Index** heading, click on **DHSS, Health and Senior Services**.
- Find form title you are looking for and click on the form title.
- At the Download window, click **Run**.
- If you get an Internet Explorer Security Window (Unknown Publisher), click the **Run** button.
- Click the **Next** button on the first three windows that display.
- Click the **Finish** button on the last two windows that display.
- Download is complete, close out of the forms screen.
- Go to your **Start Button** at the lower left hand side of your computer screen.
- Click on **Programs**, then arrow to the **OneForm (32 Bit) Health**
- Continue to arrow to the form that you just downloaded and click on it.
- You should now be at the form you downloaded.

After these steps are completed the first time you can go directly to your “Start Button” to access the form thereafter.

Step 3: Register as an Eform user

- Click on the blue **Registration Form** button.
- This button is to register as an electronic form user. This information is used to notify registered users of any major changes to the electronic forms.
- Input your information onto the form and submit.

Step 4: Using the Eforms/Eform Features (How to navigate in the form you choose)

- Click the **Start** button.
- Click on **Programs**.
- Find the **OneForm** shortcut for the agency or group.
- Mouse over the shortcut and click on the **form title** that is displayed. The form should open.
- Type data into the green field and click the **Tab** button to move to the next field/next page. Clicking the **Space Bar** or selecting with the mouse can fill check boxes.
- Double-click **Date** fields to display a calendar.
- Click the **Save** button at top of form to name and save file.
- To reopen a previously saved file at a later date, open a blank form (Items 1 through 4 above) and select **File** and **Open** from the menu.

For Technical Support, go to the left hand side of screen (in blue area) and click on **Technical Support**.