

## IBM Forms Viewer v8.2 Installation Guide

The IBM Forms Viewer (v8.2) is the only forms viewer compatible with DTrade DSP forms. The IBM Viewer is required to access, view, and use the DTrade DSP forms. Other form viewers (e.g., PureEdge, Lotus, and IBM Forms Viewer 8.0.1) must be uninstalled before beginning the installation process of the new forms viewer. The new IBM Forms Viewer (v8.2) can be downloaded from the [DTrade Application](#) page or the [DTrade Information Center](#) page.

### REQUIREMENTS

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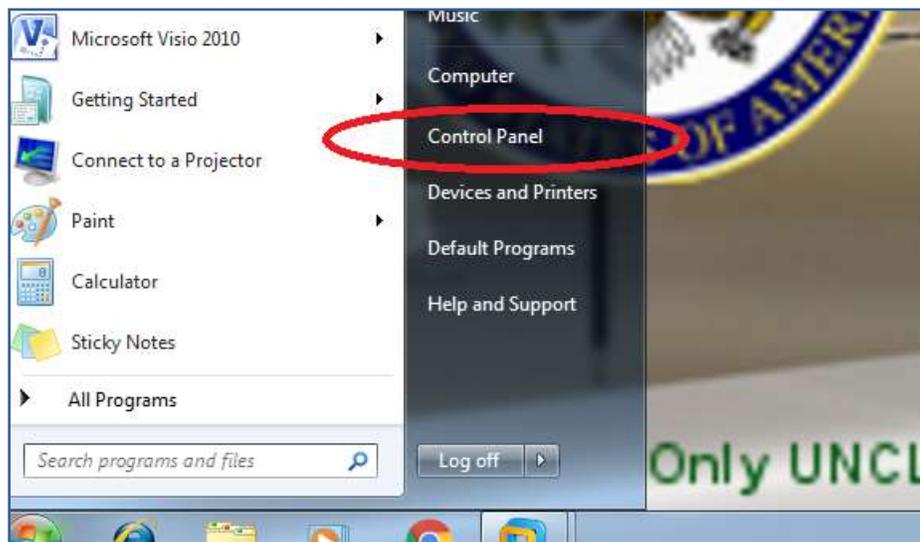
1. ACES digital certificate [registered with DTrade](#).
2. Appropriate user roles (e.g., signature authority or submitter) assigned by your company's Super User.
3. Windows 7, 8, or 10 operating system and Internet Explorer 10 or above.

Firefox version 36 or higher may be installed on the workstation and works with IBM Forms Viewer v8.2; however, DTrade requires Internet Explorer v10 or higher.

### REMOVE EXISTING VIEWERS

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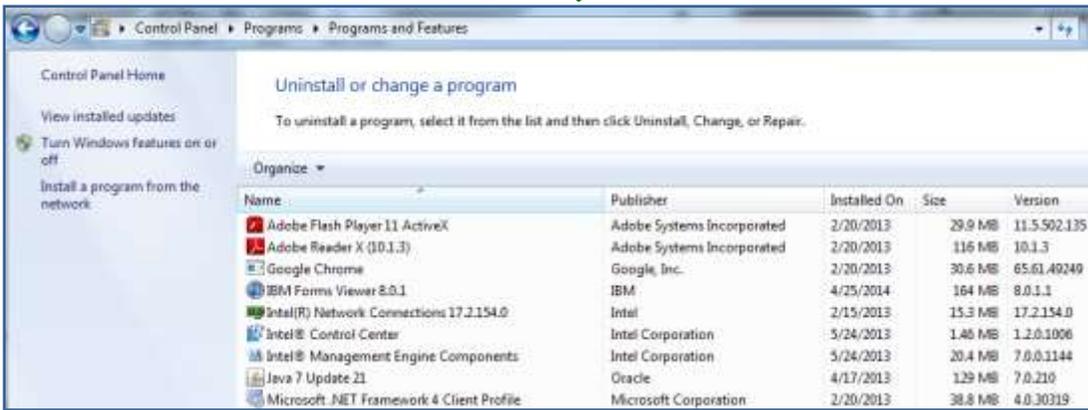
1. Uninstall other form viewers—PureEdge and Lotus must be uninstalled. We recommend uninstalling earlier versions of IBM Forms Viewer to avoid confusion.
  - a. Uninstall program(s) using Uninstall a Program in Control Panel



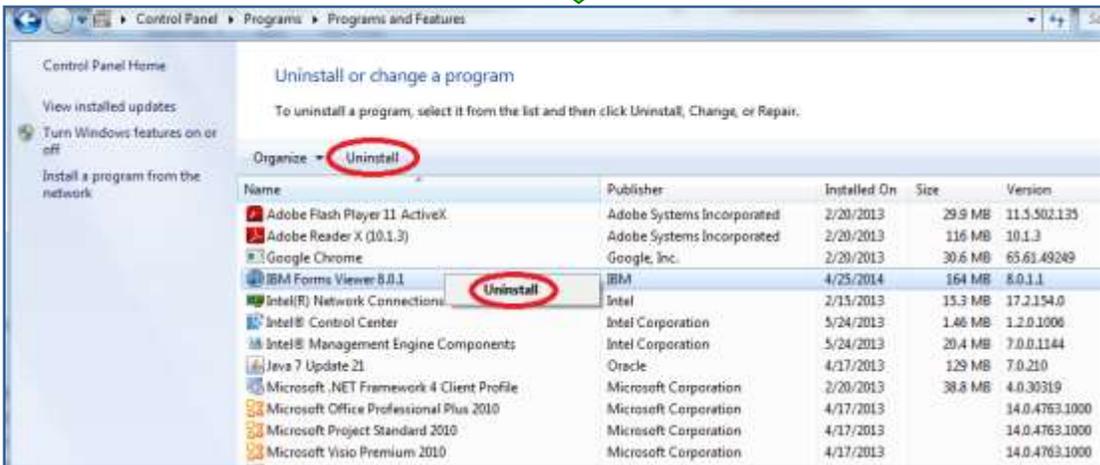
Windows Start Button



Control Panel Menu



Uninstall Program



Select and uninstall Form Viewers

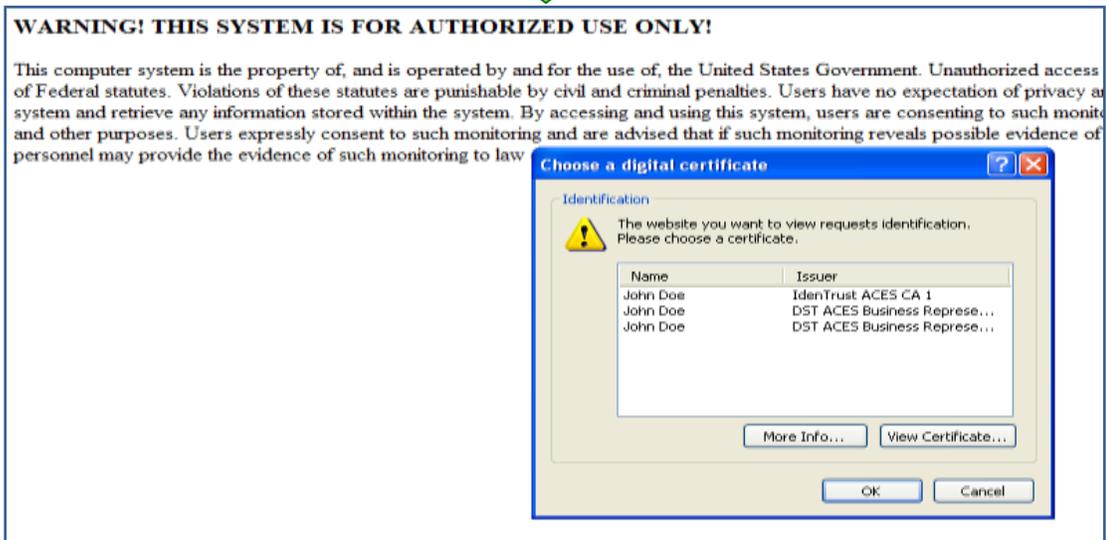
Reboot your computer after you finish uninstalling other viewers.

## INSTALL NEW FORMS VIEWER

1. Download the IBM Forms Viewer (v8.2) from the [DTrade Application](#) page or the [DTrade Information Center](#) page.
  - a) To download IBM Forms Viewer (v8.2) from the DTrade Application page, log in to DTrade with your DTrade registered digital certificate.



Login Successful Page



Certificate Authentication PopUp Window

b) Download and save IBM Forms Viewer v8.2 to the desktop.

Return to DTC Home

## Welcome to the DDTC Electronic Filing System

This is the DDTC Electronic Filing System web site. Use the menus on the left to navigate to the accessible functions.

**IMPORTANT NOTICES: (Updated - September 25, 2013)**

- **Industry Notice (09/25/2013):** DDTC is upgrading the DTrade system to ensure compliance with the (ACES) SHA-256 ("SHA-256") digital certificates by December 31, 2013. As a result, all DTrade user certificates by the end of this calendar year for continued use of DTrade. DDTC has compiled frequently during this transition. For further information visit the [DTrade Information Page](#).
- **Industry Notice (07/1/2013):** REMINDER: DTrade2 and MARY will be upgraded during the period morning of Monday, July 8, 2013. This maintenance window will support the integration with USXports be unavailable for case submissions and no case adjudication will occur during the maintenance period. DTRADE2 Help Desk at 202-663-2838 or via email at [dtradehelpdesk@state.gov](mailto:dtradehelpdesk@state.gov).
- **Industry Notice (06/25/2013):** DTrade2 will be undergoing maintenance during July 3rd, 2013 to July to USXports.

WorkMain Page

## IBM Forms Viewer Application Download

You have selected to download the IBM Forms Viewer application. This application is required for all users, as it will allow you to submit forms to the system. IBM Forms Viewer will also allow you to circulate these forms to others within your organization prior to submitting them.

You must have at least 84.4 MB of free space on your hard drive to download this file. Please be sure that you have sufficient free space before proceeding.

Once you have initiated this download process, you will be prompted to either run or save the file. Please select 'Save' and click 'OK' to select a storage location on your hard drive and click 'Save'. Once the application download is completed, you will be prompted to run the application. Please select 'Run'. You will then be prompted through the application installation process by an installation wizard. Please follow the instructions in the wizard.

To continue the application download process, please click below.

[Download IBM Forms Viewer](#)

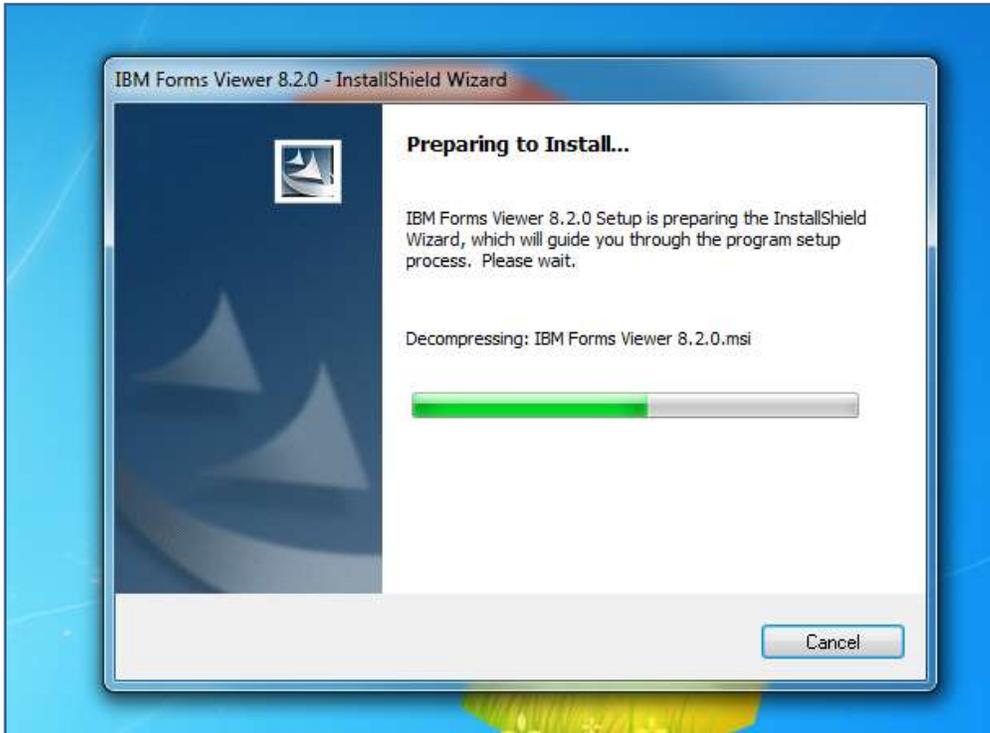
Form Viewer Download Page

File name:  Save

Save as type:  Cancel

Form Viewer Save as Window

2. Double click the IBM Forms Viewer to complete the installation process.



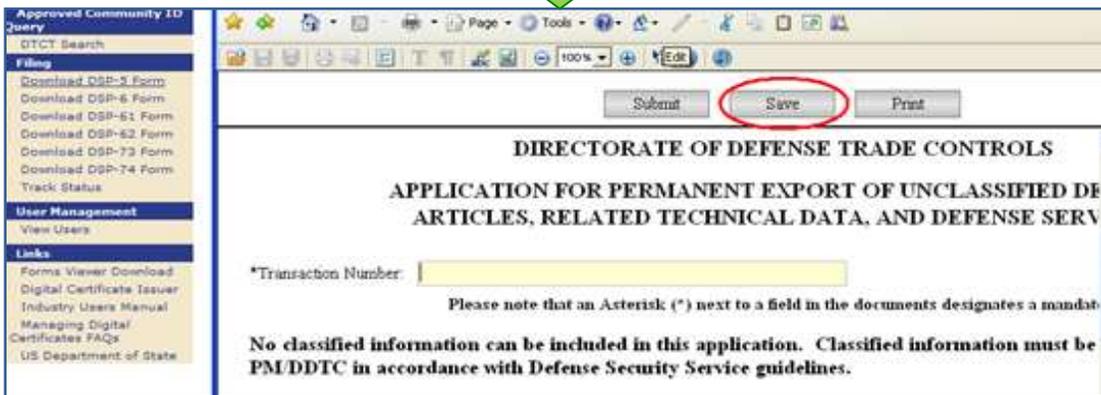
**\*IBM Forms Viewer 82 Installer**

## DOWNLOAD DTRADE FORMS

You can download copies of the DTrade forms on your computer for ease of access. Follow these steps:  
Open DTrade:



Click the download link at the left for the form you want:



Form Popup Window

Save the form on your computer:



Save Form Window

Repeat the steps for each DSP Form you need.

## **REFERENCES**

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### **IBM Forms Viewer Information**

[IBM Forms V8.2 Infocenter](#)

### **DTrade Help Desk**

**Phone:** 202-663-2838

**Email:** [dtradehelpdesk@state.gov](mailto:dtradehelpdesk@state.gov)