(1) From the OSCAR menu, click ‘Admin’.



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



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



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(4) Click ‘Browse’

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



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

(7) Next, click ‘Import’.



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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.