

Storefront for Windows – for remote Munson Billing with personal computers

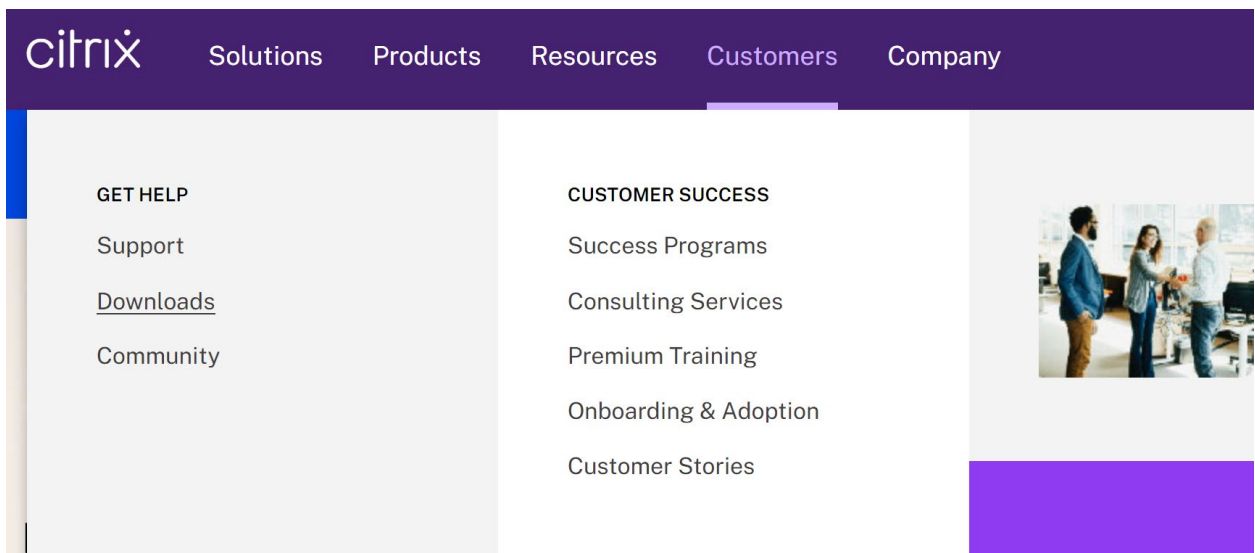
Citrix Workspace, also known as Storefront, the software you will use to connect to the Munson network, while working remotely, using personal or International Business Office (IBO) computer. An Imprivata e-mail token setup is an additional step you will need when connecting remotely from any computer/device. The setup process, outlined below, needs to be completed when working remotely for the first time.

The setup process is as follows, with step-by-step instructions below:

1. Download and install Citrix Workspace “Storefront” to your personal computer.
2. Login to Storefront.
3. After Installation Setup

Download Citrix Workspace “Storefront”

1. Open a browser and navigate to <https://citrix.com>
2. Select **Customers** pulldown and **Downloads**



3. Scroll down to **Featured Downloads** and choose **Citrix Workspace App**

Featured downloads

Citrix Workspace App

Access everything you need – SaaS, mobile, virtual apps and files – all in one place

4. Download the Workspace app for Windows → Workspace app for Windows **Current Release** by selecting Citrix Workspace app XXXX for Windows (Note the 4 digit Year/Month version will change every three months)

Note: If you are an end user/non-administrator we recommend that you contact your administrator for the setup information required and your company may also have specific version requirements.

^ Workspace app for Windows

^ Workspace app for Windows Current Release

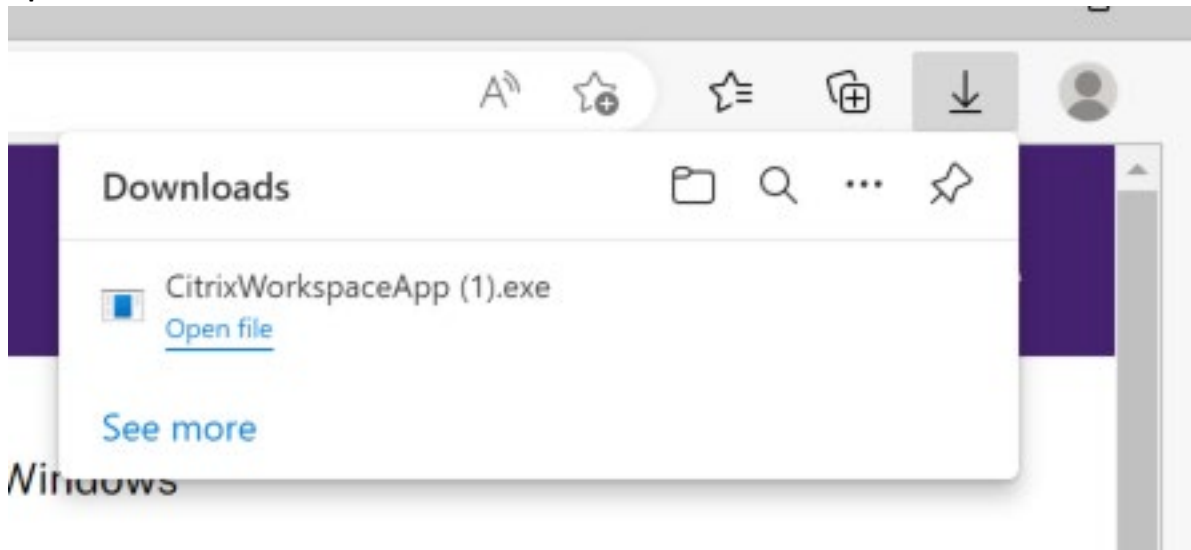
Citrix Workspace app 2212 for Windows

5. Choose Download Citrix Workspace app for Windows

Download Citrix Workspace app for Windows

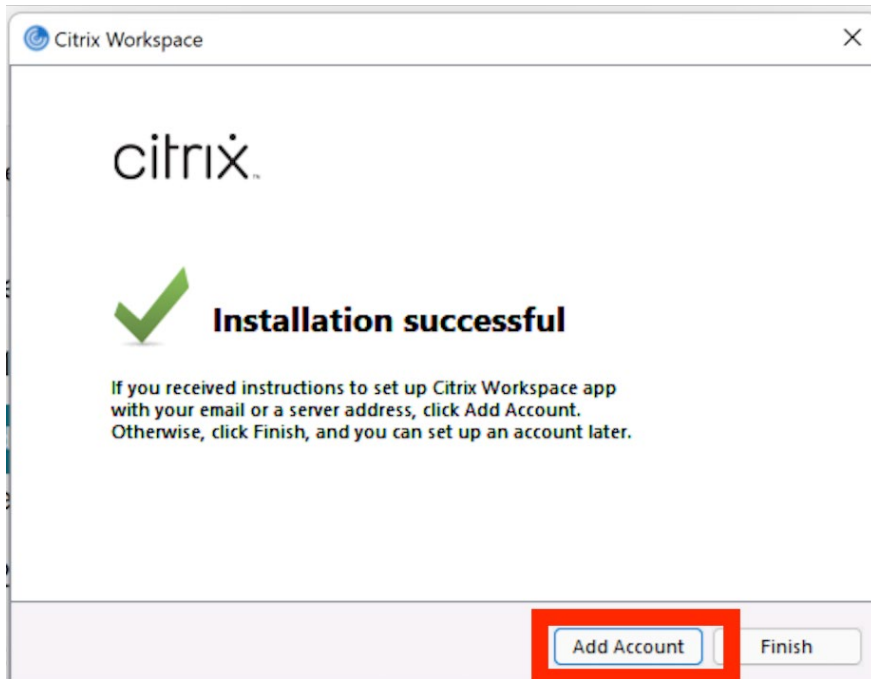
(269 MB -.exe)

6. **Open File** from browser

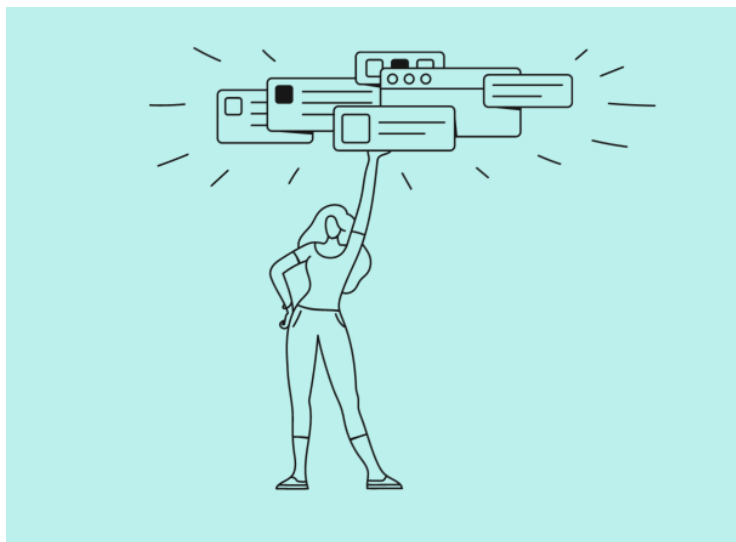


Install and Configure Citrix Workspace “Storefront”

1. Choose **Yes** to Windows User Account Control messages
2. Choose **Start** on Workspace Installer Welcome screen.
3. Choose **I accept the license agreement** check box, click **Next**
4. Leave Enable Single sign-on box **Unchecked** and choose **Next**
5. **App Protection:** Check the box for **Start app protection after installation,**
6. **Install**
7. Choose **Add Account**



8. Type **Storefront.mhc.net** into the welcome URL field, select **Continue**

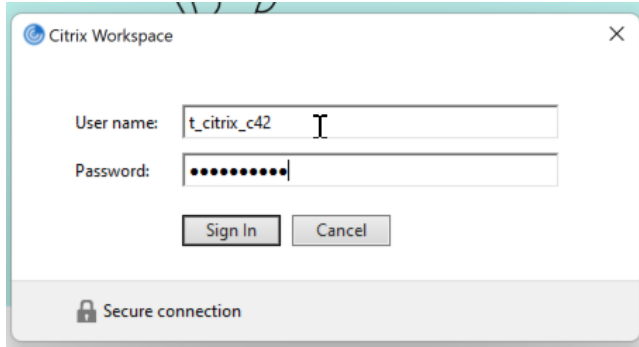


Welcome to Citrix Workspace

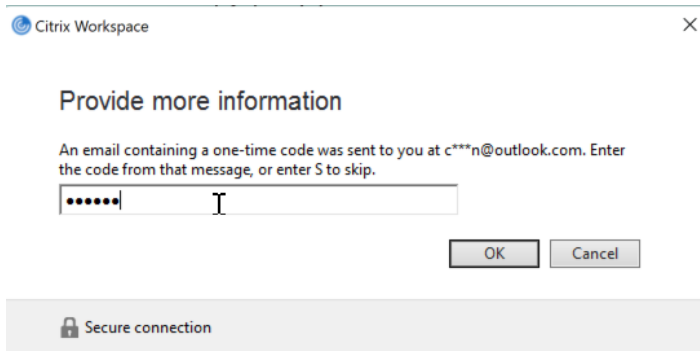
storefront.mhc.net

Continue

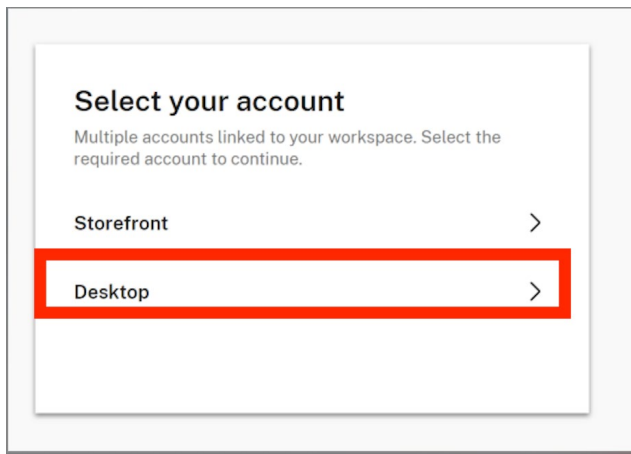
9. Enter Username and Password



10. Enter **one-time code** sent to personal e-mail, **OK**



11. Choose **Desktop**



12. Open **Munson Billing** Desktop icon



Citrix Workspace "Storefront" is now configured on your computer.

After Installation Setup

1. Start the computer
2. Confirm you have an Internet Connection
3. Open the Citrix Workspace “Storefront”
4. Click **Munson Billing** desktop
5. Enter your Munson Username and Password
6. Enter one-time token from personal e-mail