



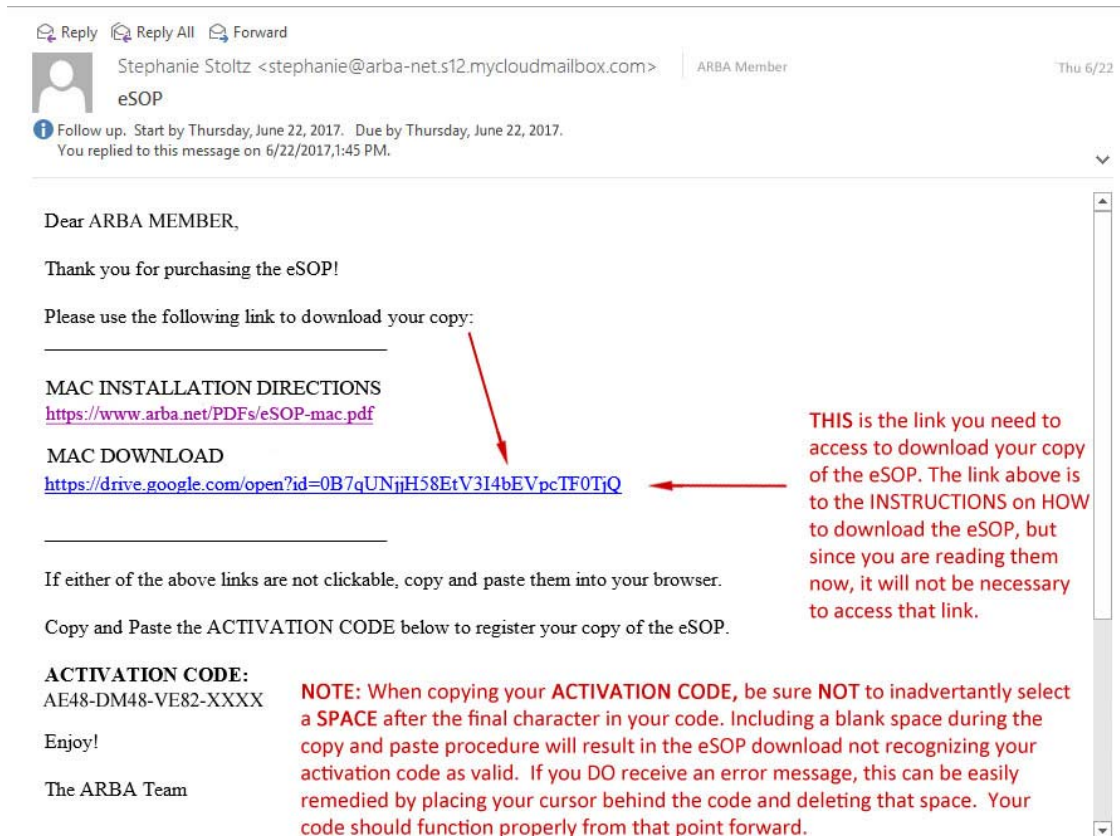
ARBA eSOP
Download
Instructions



INSTALL ON MAC

STEP 1 - DOWNLOAD AND INSTALL THE eSOP

A) Open the email from the ARBA office.



The screenshot shows an email interface with the following content:

Reply Reply All Forward

Stephanie Stoltz <stephanie@arba-net.s12.mycloudmailbox.com> ARBA Member Thu 6/22

eSOP

Follow up. Start by Thursday, June 22, 2017. Due by Thursday, June 22, 2017.
You replied to this message on 6/22/2017, 1:45 PM.

Dear ARBA MEMBER,

Thank you for purchasing the eSOP!

Please use the following link to download your copy:

MAC INSTALLATION DIRECTIONS
<https://www.arba.net/PDFs/eSOP-mac.pdf>

MAC DOWNLOAD
<https://drive.google.com/open?id=0B7qUNjjH58EtV3I4bEVpcTF0TjQ>

If either of the above links are not clickable, copy and paste them into your browser.

Copy and Paste the ACTIVATION CODE below to register your copy of the eSOP.

ACTIVATION CODE:
AE48-DM48-VE82-XXXX

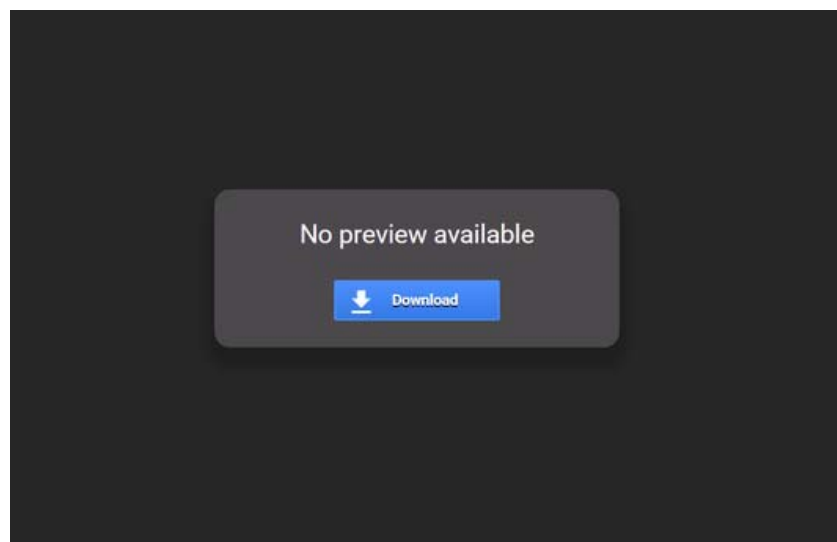
Enjoy!

The ARBA Team

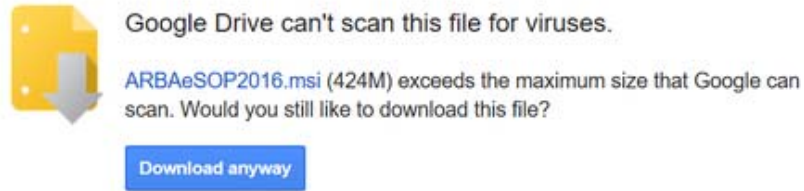
NOTE: When copying your **ACTIVATION CODE**, be sure **NOT** to inadvertently select a **SPACE** after the final character in your code. Including a blank space during the copy and paste procedure will result in the eSOP download not recognizing your activation code as valid. If you **DO** receive an error message, this can be easily remedied by placing your cursor behind the code and deleting that space. Your code should function properly from that point forward.

Red arrows in the original image point from the explanatory text to the two links. A red box highlights the explanatory text.

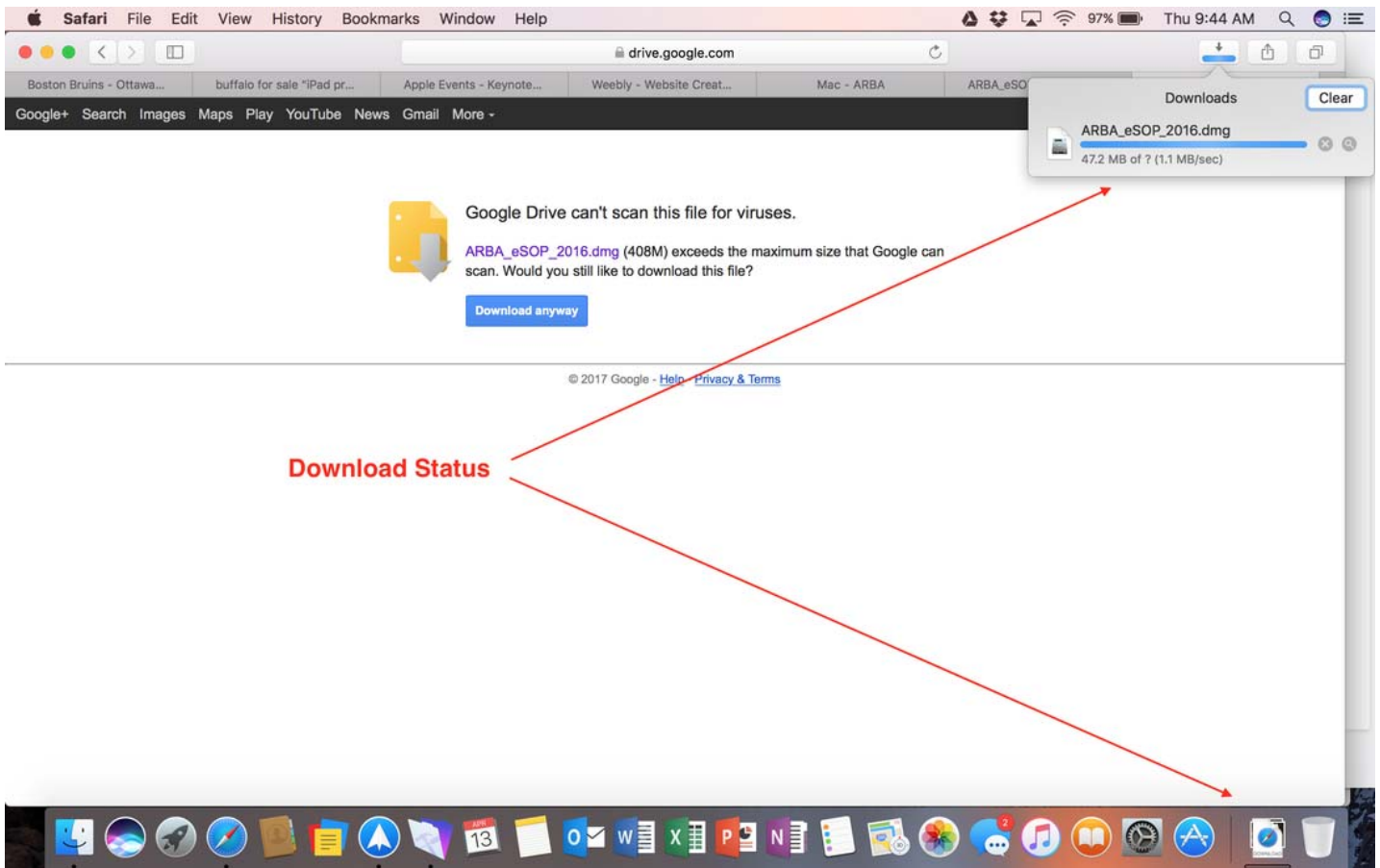
B) After your Internet Browser opens the download page, click the "Download" button.



C) Another window will open. Then, click the "Download Anyway" button.



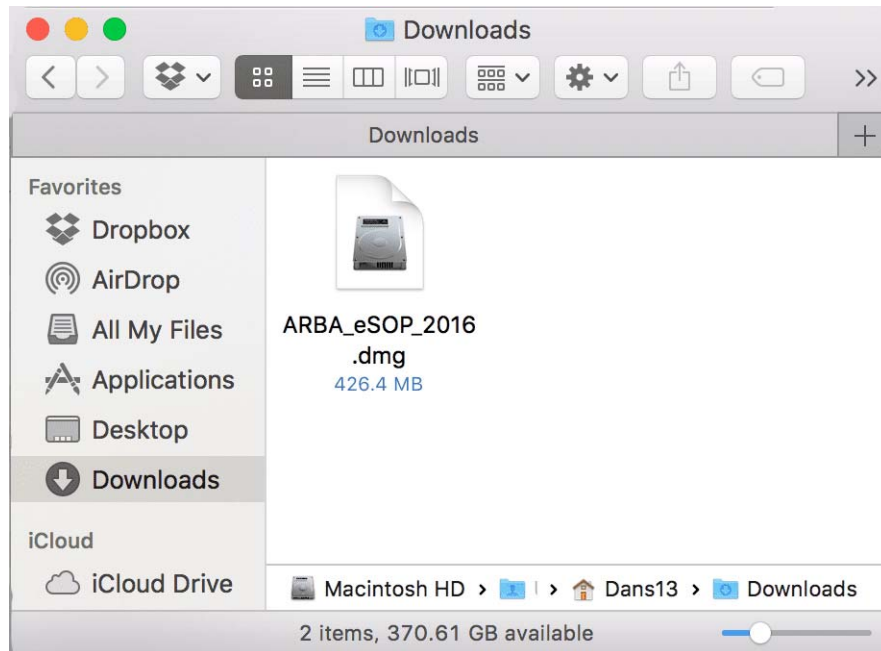
Your download will start! You can check the progress of the download by looking in these two areas as illustrated below...



Once the download is complete, proceed to Step 2.

STEP 2 – LOCATE THE DOWNLOADED FILE

Typically, the file will be found in your **Downloads** folder. The file is entitled "ARBA_eSOP_2016.dmg"



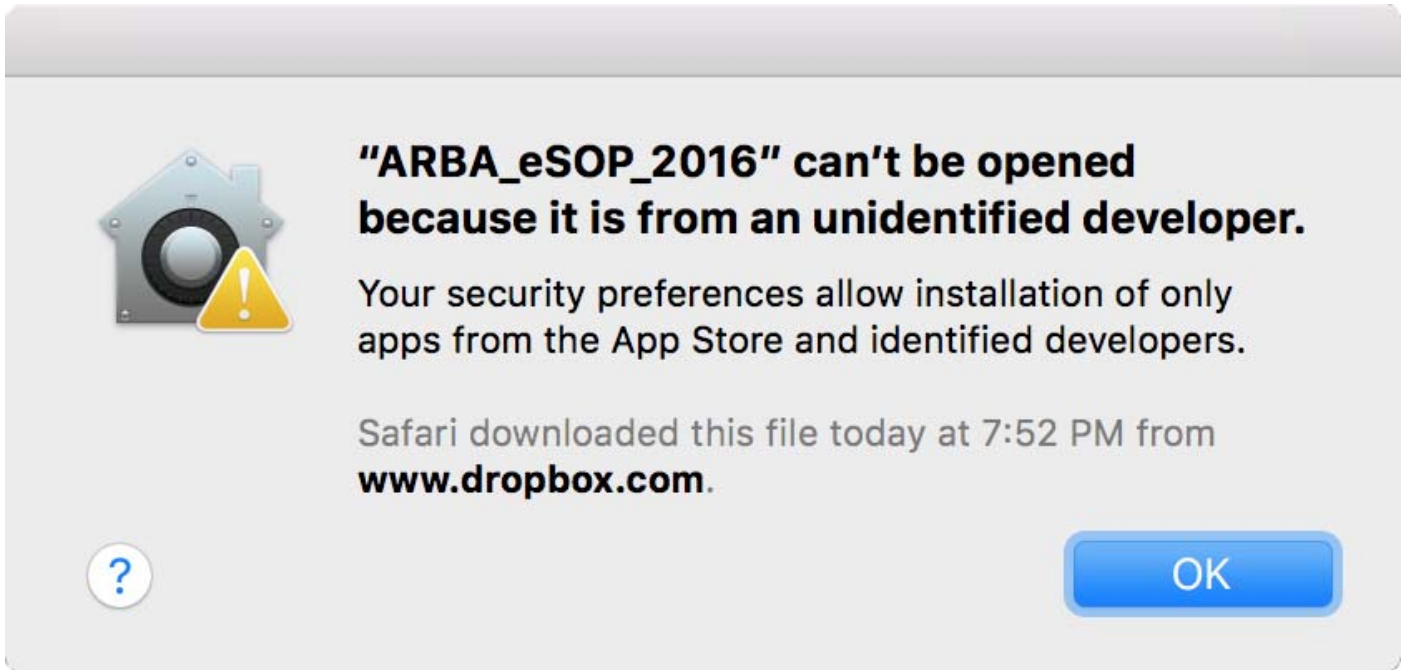
STEP 3 – INSTALLATION

Double-click on the file entitled "ARBA_eSOP_2016.dmg" to begin the installation process. After a brief moment, a window will appear asking you to drag the ARBA_eSOP_2016 folder to the Applications folder. This action will copy the program to your Mac hard drive.

After a few moments, the copying dialog box will disappear. This means that the program was copied to your Mac hard drive.

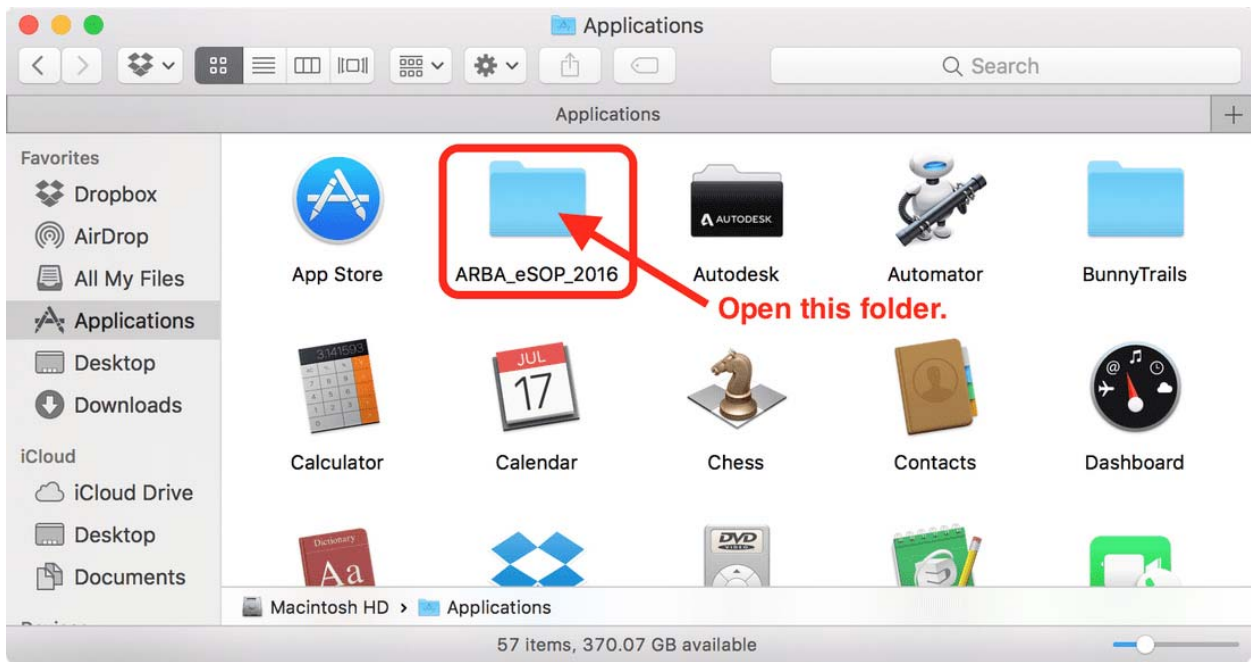


IMPORTANT: If you receive an error like the one listed below, scroll to the bottom of page 7 for directions on how to proceed.

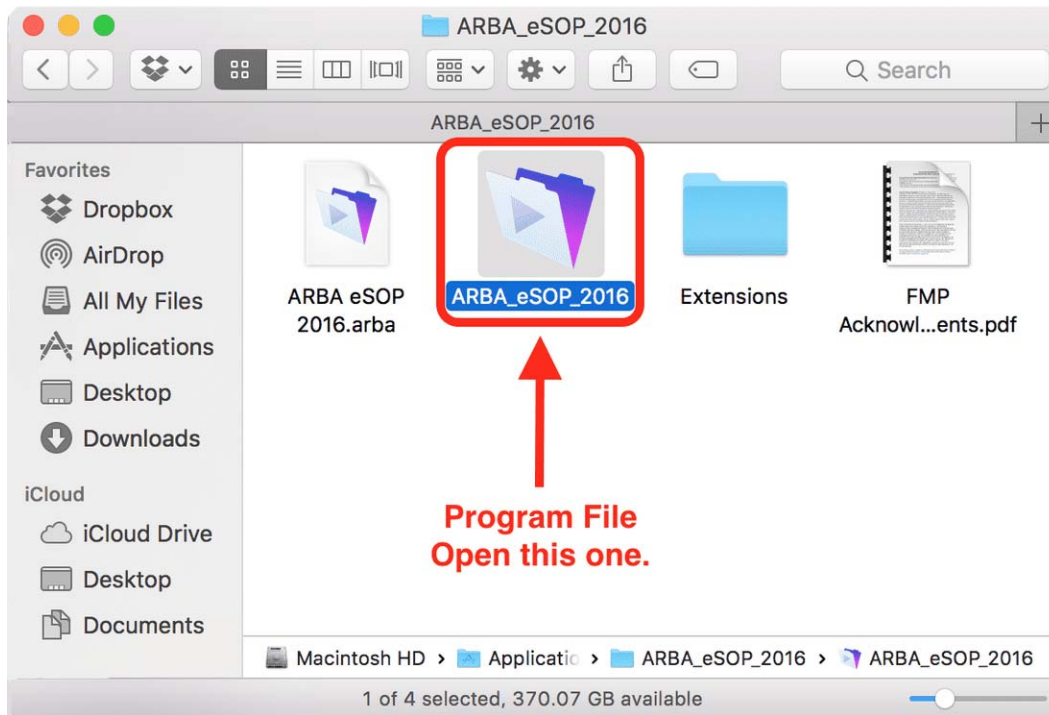


STEP 4 – ACTIVATE YOUR eSOP

A) Locate the ARBA eSOP folder in your Applications folder. Double-click on the folder to open it.

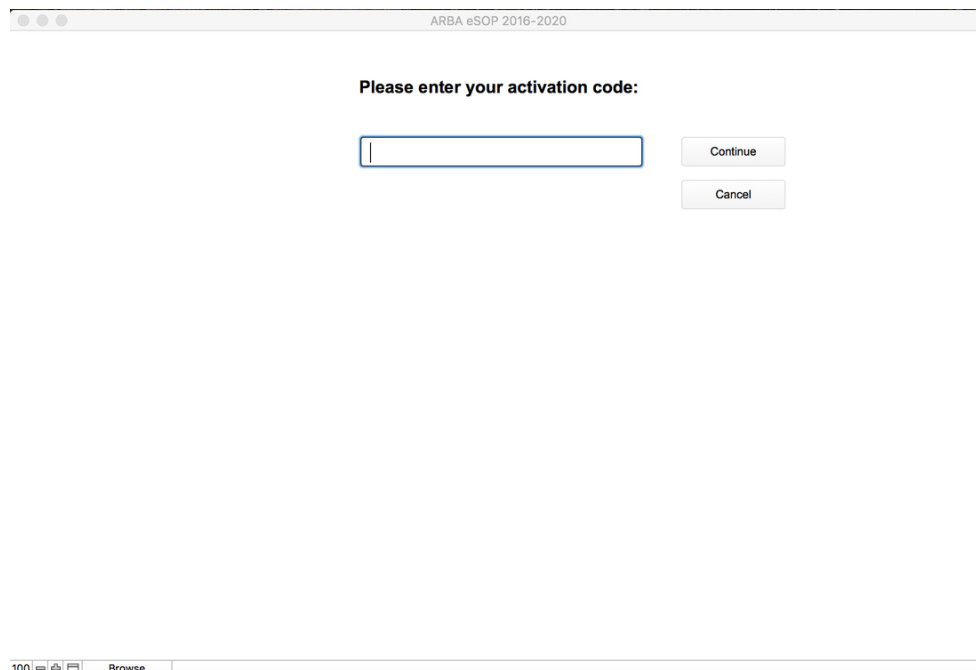


B) Double-click on the file entitled ARBA_eSOP_2016 to begin the installation.

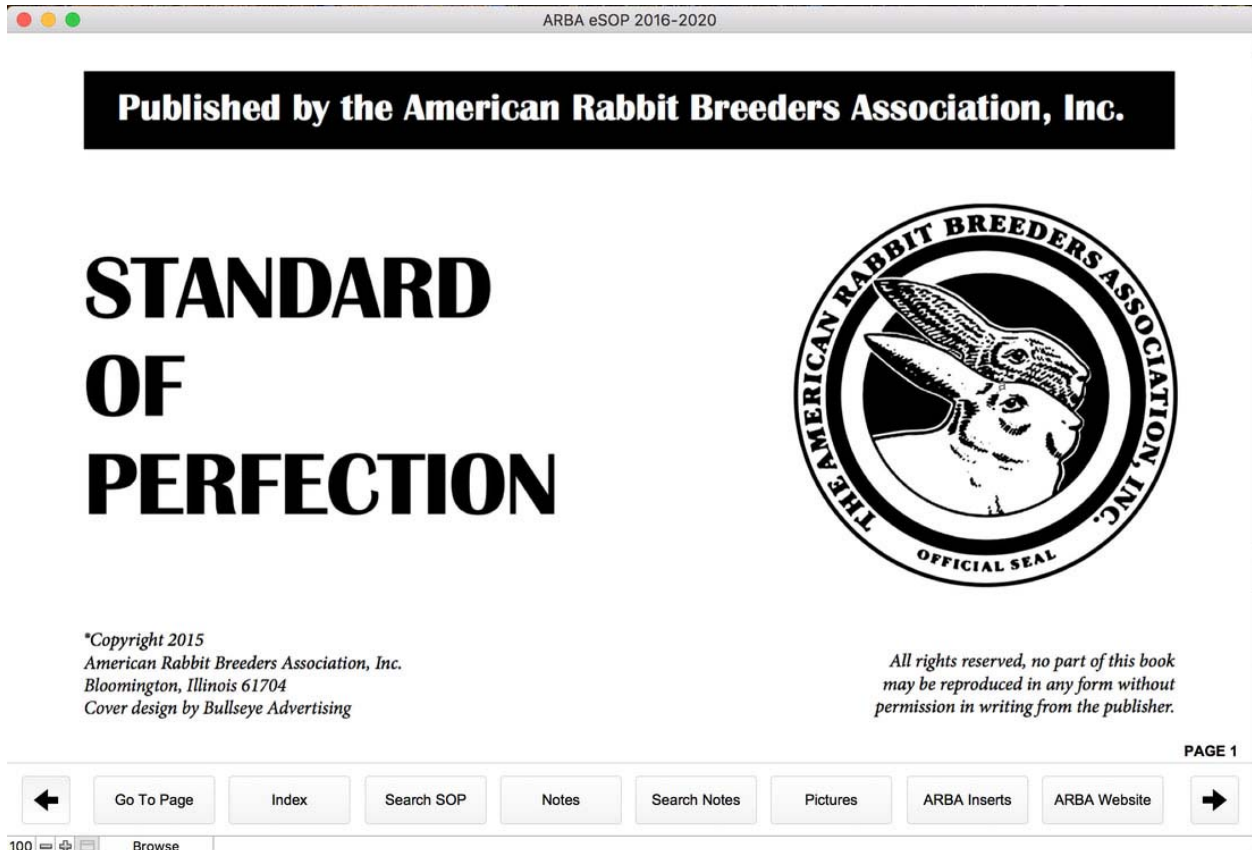


STEP 5 – REGISTER YOUR ARBA eSOP PROGRAM

Enter the Activation Code you received in the email from the ARBA. You may use the "copy & paste" function if you don't want to manually enter it. ***If copy & pasting the code, be careful not to inadvertently "grab" an "extra space" behind your code to avoid a validation error.***



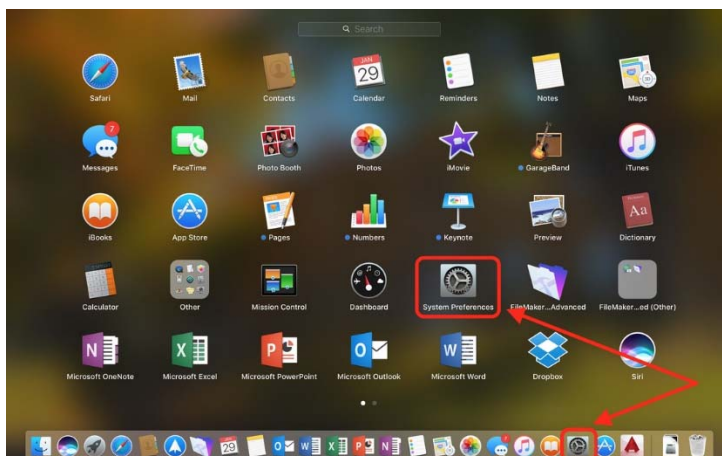
CONGRATULATIONS!!! You have successfully installed the eSOP!



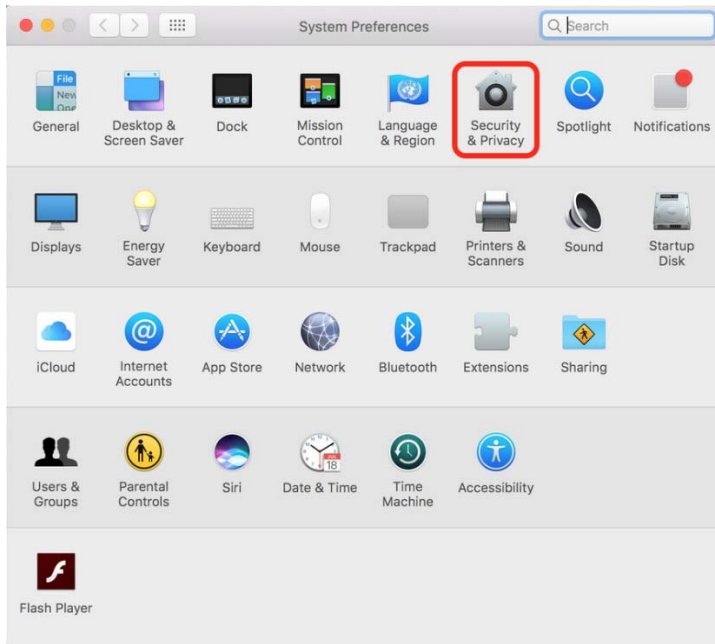
Directions for Error Message from Page 5

The reason you received an error message when activating your program is that your security settings need to be adjusted. Follow the directions below to fix this issue.

Open your System Preferences. You can locate System Preferences by opening your Launch Pad and selecting the System Preferences icon or by simply clicking the System Preferences icon in the tray. See picture below.



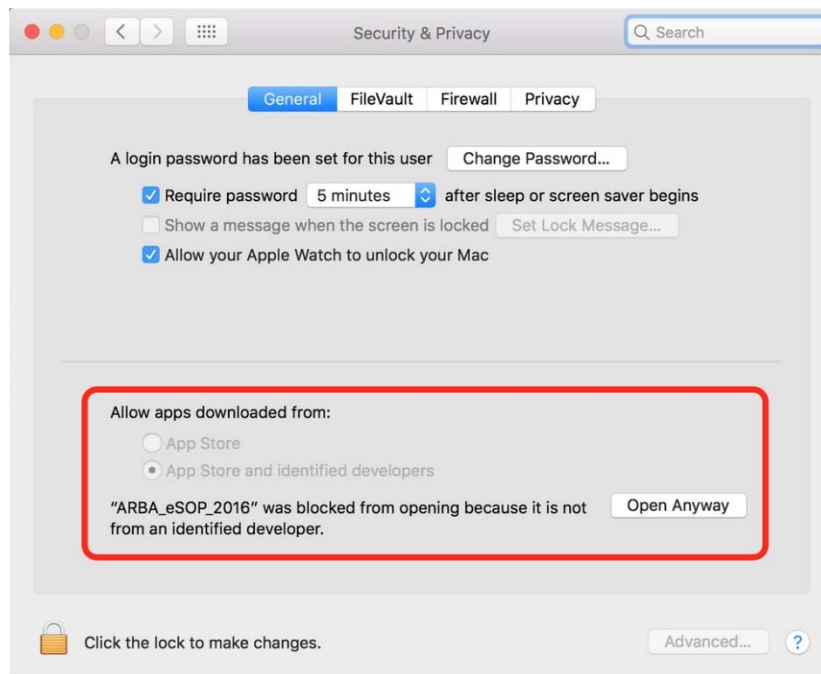
Once you have System Preferences open, select the Security & Privacy icon.



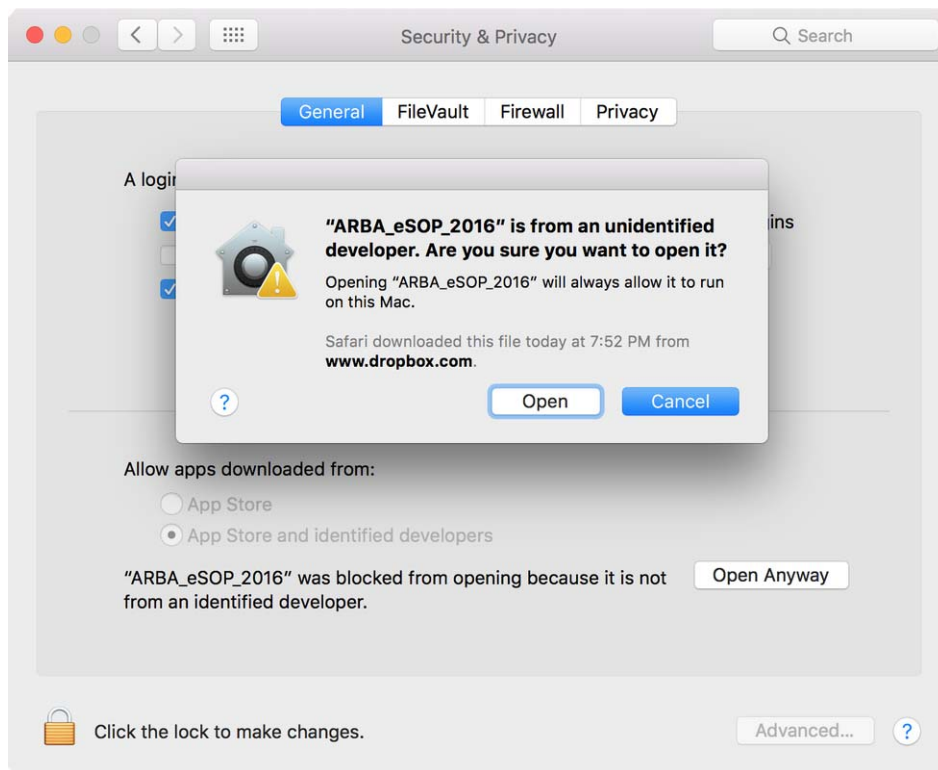
Security & Privacy Icon

In the picture below, click the "Open Anyway" button. By doing this, you are letting your computer know that the program you are installing is safe!

If for some reason, you do not see the "Open Anyway" button, be sure that you have the button selected for "App Store and Identified Developers" selected. We are an approved "Identified Developer" from Apple.



Lastly, select the "Open" option listed below...



Return to Step 4 and 5 above to complete the activation process.