1-Please use Google Chrome, no other browser will work

2-Verify the **IX Drill** Extension is there by clicking the puzzle piece in the top right of Google Chrome Browser





3-To the **Right** of IX Drill Extension Click the 3 dots and select **Options**



4-Verify this is entered below. Must have http**s**

 https://mhcexpress.upstate.edu/



5-Click **Save**

6-**CLOSE GOOGLE CHROME (all tabs)**

7-Relaunch Google Chrome

8-Login to Lawson, once there is an item in your cart go to the Basic or Accounting tab

Here is a document explaining this:

[Microsoft Word - Adding Documents in RQC.docx (upstate.edu)](https://www.upstate.edu/materials/pdf/rqc_adding_documents.pdf)