

# HEALTH INSURANCE SUBSIDY APPLICATION

## INSTALLATION INSTRUCTIONS

The instructions on this document apply only to the Health Insurance Subsidy Application provided by the Teachers' Retirement Board. Please follow these instructions to install the Health Insurance Subsidy Application found on our website at <https://portal.ct.gov/TRB/Content/Employers/Employers-Menu/Software-Applications>.

- 1) Click on **Download Application** under the Health Insurance Subsidy Application.
- 2) When prompted click on **Open**. This will open the **AP\_TS.zip** file. No need to save the file.
- 3) Inside the **AP\_TS.zip** file you will find the following two files. Please select one of the files for your install:

- **AP\_TS\_NEW.zip** – Double-click on this file if you are installing the Health Insurance Subsidy Application for the very first time. Once you open the file click on **TSSetup.exe**. This will start the installation. Accept all defaults. A shortcut similar to the one on the right will be placed on your desktop upon completion. Reminder, you will need administrative rights to install the application.
- **AP\_TS\_UPDATE.zip** – Double-click on this file if you have already installed a previous version of the Health Insurance Subsidy Application. Once you have opened the file, you will find an **AP\_TS.hta** file. Please copy this file to the default installation folder of the Health Insurance Subsidy Application in your computer. This folder should be **C:\TRBTS**. If you already had a shortcut on your desktop continue using it.



- 4) For instructions on using the Health Insurance Subsidy Application please download the User Manual found on our website at <https://portal.ct.gov/TRB/Content/Employers/Employers-Menu/Software-Applications>.