

Thank you for choosing



Detailed Download Instructions

This guide will provide detailed download instructions for the latest version of Essential Forms™.

If you have any questions throughout the process, feel free to contact

Customer Service at (800) 232-3400.

Details

Version: 4.4.14.8	Date Published: 01/01/2026
File Name: einstaller.exe	File Size: 131 MB

Major updates are scheduled in January and September, with additional updates typically released periodically throughout the year.

System Requirements

- *Supported Operating Systems:* Windows 8.1, Windows 10, Windows 11
- *Disk Space:* 300 MB available space on hard drive
- *Internet connection:* Required to receive automatic updates
- *Network:* Each copy of Essential Forms is shipped ready to run on a network or as a stand-alone application. Note that with a shared database, by default a customer subscription provides access to the data by only one user at a time. Should you desire more users to be able to access shared data simultaneously on your network, please contact CEB Customer Service at 1-800-232-3444.

Installation Instructions

1. To start the download, click the **Download Essential Forms™** button near the top of the download page.

*Note: Some browsers such as Google Chrome, as well as Windows Security, may prevent third-party applications from downloading. If your browser displays a message “this type of file is not commonly downloaded and may harm your computer” or similar, click **Keep** or **Run Anyway** to allow the download.*

2. Once downloaded, the **efinstaller.exe** application file should appear in your **Downloads** folder.

To navigate to your Downloads folder, hold the Windows logo key + E on your keyboard, then select **Downloads** from the list in the far-left column, or type **File Explorer** in the search box on your Windows taskbar.

3. Double-click **efinstaller.exe**.

4. Click through the security prompts to install the application:

- a. You should get a prompt asking you to make changes to your computer from University of California, Los Angeles. Click **Yes**.
- b. You may get a prompt asking you to make changes to your computer from Unknown Publisher. Click **Yes**.
- c. You may get a Windows SmartScreen prompt saying it “prevented an unrecognized app from starting.” Click **More Info**, then click **Run anyway**.

5. The **Essential Forms Setup** window will launch. Click **Next** and follow the setup instructions. Once setup has completed, click **Finish**.

6. Double-click the **Essential Forms icon** on your desktop to launch the application (or navigate in File Explorer to your **C:/Program Files(x86) > CEB > Essential Forms** folder and double-click **efwin32.exe**).

Note: For quick and easy future access, pin the application to your taskbar. When the application is open, you will see the Essential Forms icon appear at the bottom of your screen on the taskbar. Right-click the icon in the taskbar and select “Pin to taskbar.” Now, when you want to launch it in the future, simply single-click on the Essential Forms icon in the taskbar.

Need help installing? We're here for you!

Call us

CEB Customer Service can be reached at **(800) 232-3444**
Monday-Friday, 7:30am-5:00pm (PST)

Email us

Customer_Service@ceb.ucla.edu

Chat with us

Send us a message through **Intercom Chat**—the blue circle message icon found at the bottom-right of all CEB.com pages