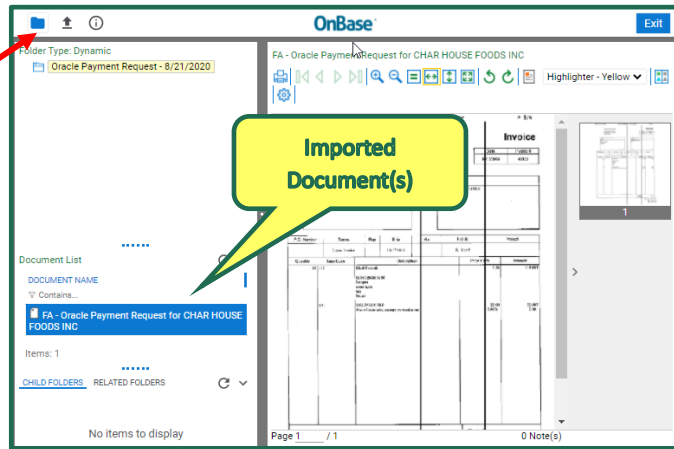


Importing Supporting Documentation into OnBase from the Payment Request Form

	<p>It is recommended that you use Google Chrome as your browser when using both the Oracle HR & Finance System and OnBase.</p>
<p>1. Create your payment request. You must complete at least the header portion of the request in order to access OnBase.</p>	
<p>2. Click on the OnBase button located on the toolbar.</p>	
<p>3. You may be prompted enter your BlazerID and strong password to login. Enter your information here.</p>	
<p>4. When OnBase appears, click on Upload File (up arrow) located to the top left of the screen.</p>	

7. Click on **View Documents** (file folder) to confirm that the document(s) were successfully imported.



8. To close OnBase, click on the x for the OnBase tab.

