UAB FINANCIAL AFFAIRS
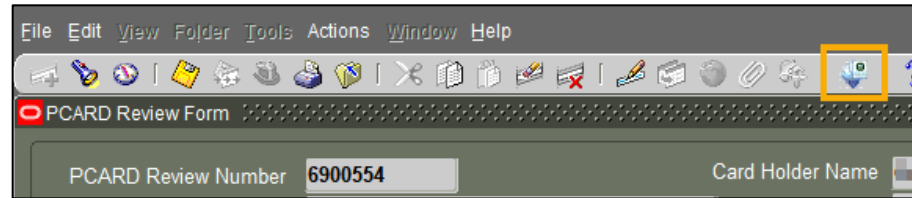The University of Alabama at Birmingham

|	
Complete the **PCARD Review** form in Oracle.	See PCARD Review: Transaction Review (Cardholders & Proxies)
Click the **OnBase button** on the toolbar to pull transaction details into the OnBase client.	
If prompted, enter your **BlazerID** and **strong password**.	
When OnBase opens, click **Upload File** (up arrow) located to the top left of the screen.	
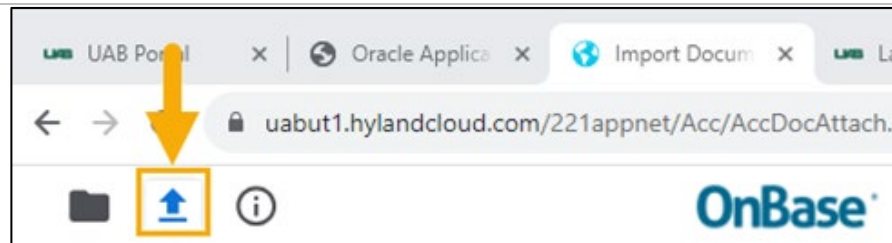
Click **Choose File** to browse and find the file(s) that you want to upload, or **drag and drop** your file(s) into the **Import Preview** pane.
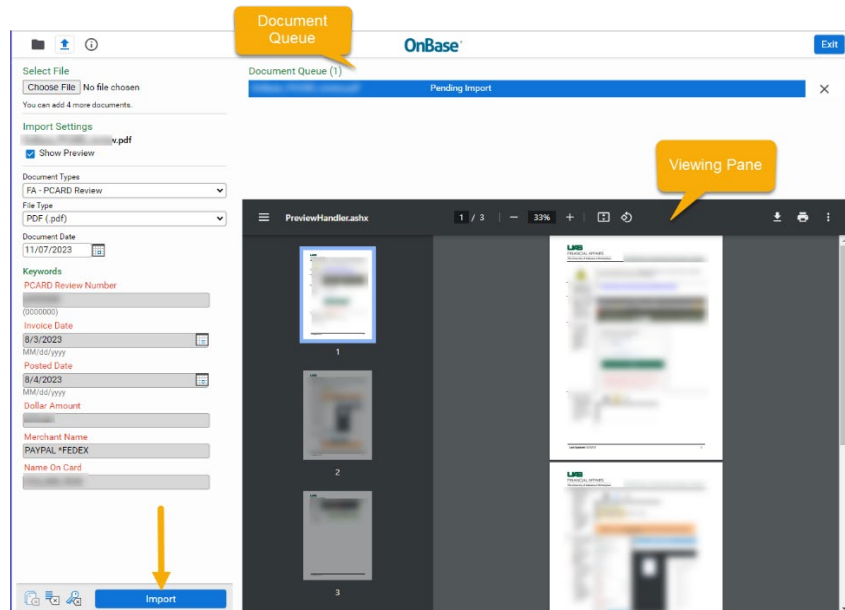

OR
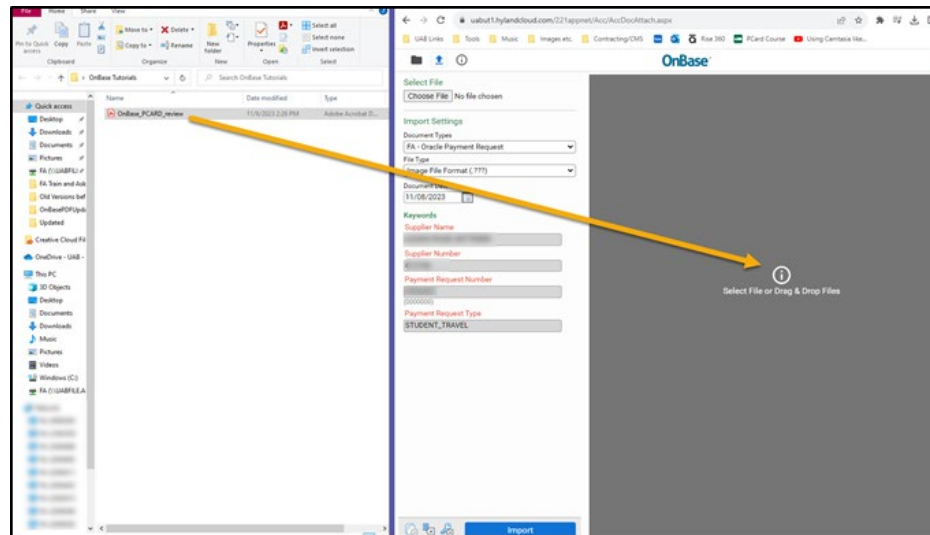
Note: You can add only 5 items to the Document Queue at one time.

After the files are uploaded, the file name(s) will appear in the **Document Queue**.

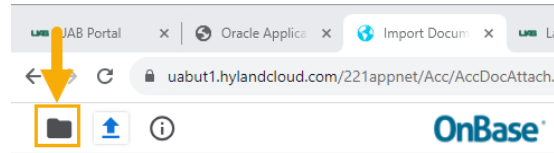A preview of the document may also appear in the **Viewing Pane** under the queue.

Note: Microsoft Office files may not yield a document preview.

Click the blue **Import** button

Note: When importing multiple files, click on each file in the queue and then click on the **Import** button after each selection.

Click **View Documents** (file folder) to confirm the document(s) were successfully imported.	
To exit OnBase, **click the X** to close the OnBase tab.	