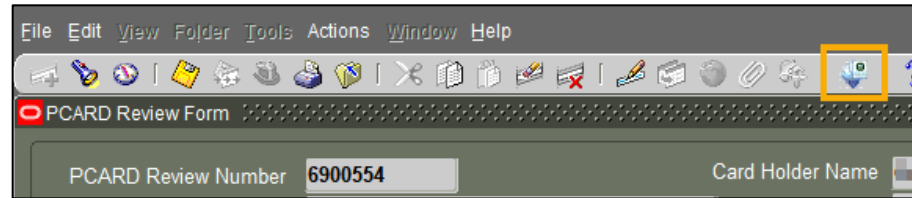


Complete the **PCARD Review** form in Oracle.

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**.

UAB Central Authentication System

Enter your BlazerID and Password:

BlazerID:

Password:

Log In

Having trouble logging in?

Visit [BlazerID Central](#) for help or to reset your password.

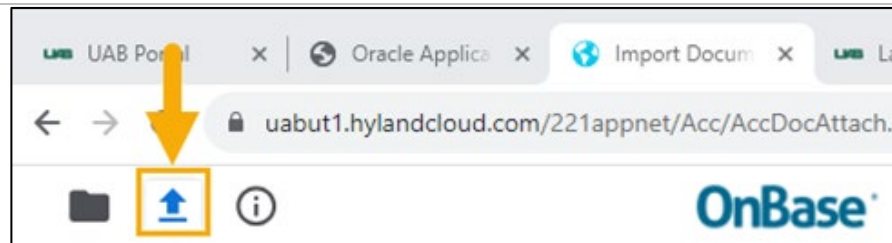
Contact AskIT at 205-996-5555 if you have any problems using this system or your BlazerID.

Security Notice

For security reasons, quit your web browser when finished accessing services that require authentication. Be wary of any program or web page that asks for your BlazerID and password. Legitimate UAB web pages prompting for your BlazerID and password should have addresses that begin with https:// (not http:) and contain "uab.edu". Also, your browser should visually indicate that you are accessing a secure page, usually a padlock icon.

This system is available only for authorized purposes by authorized users. Use for any other purpose may result in disciplinary action or criminal prosecution against the user.

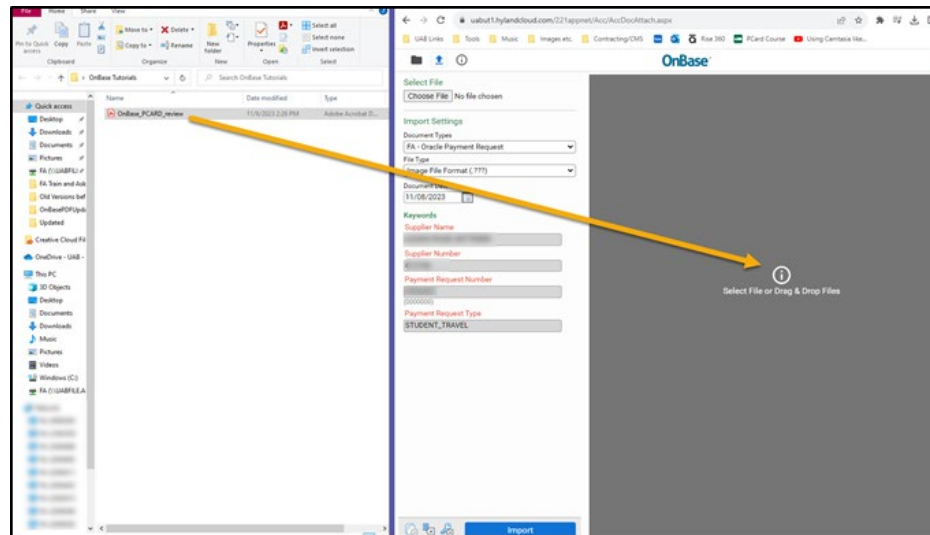
When OnBase opens, click **Upload File** (up arrow) located to the top left of the screen.



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



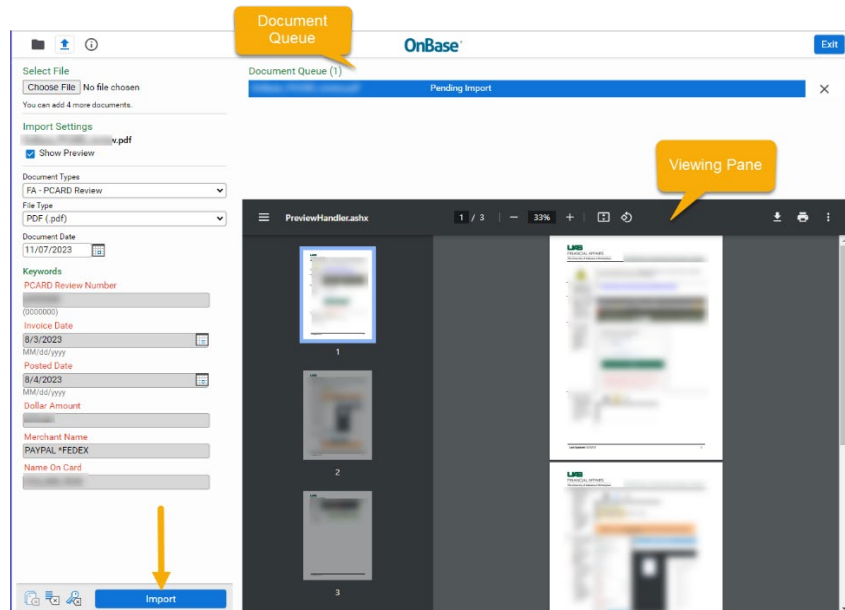
Note: You can add only 5 items to the Document Queue at one time.

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.

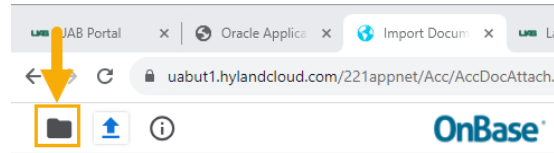
Note: Microsoft Office files may not yield a document preview.

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.

