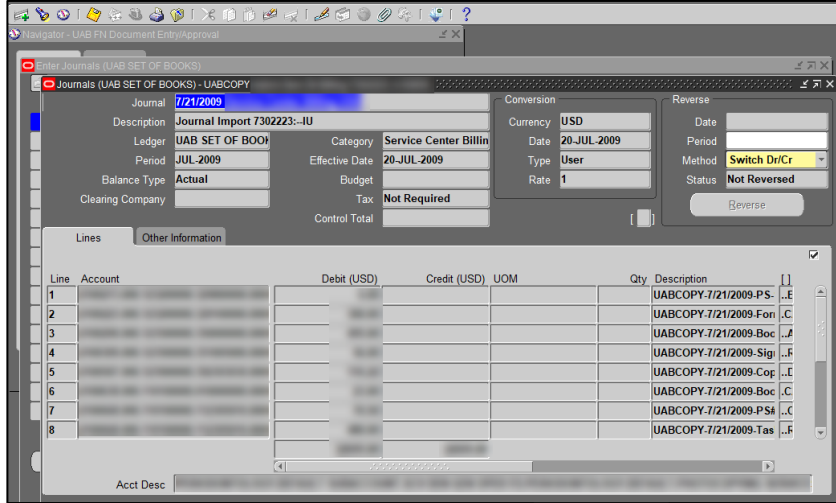


Create your GL Journal Entry.

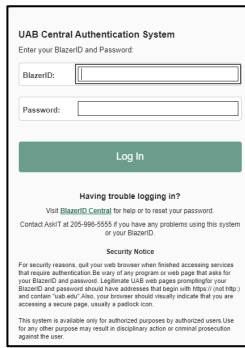
- You must complete the batch, journal, and account distribution lines before you can access OnBase.



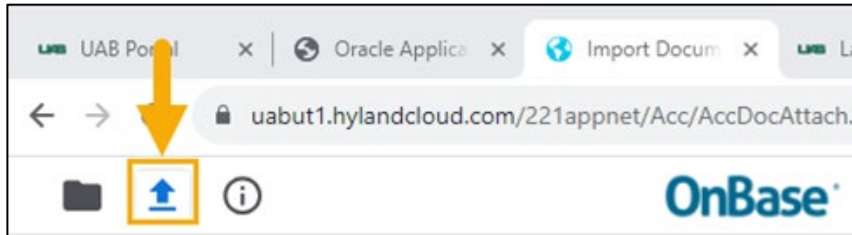
Click the **OnBase** button located on the toolbar.



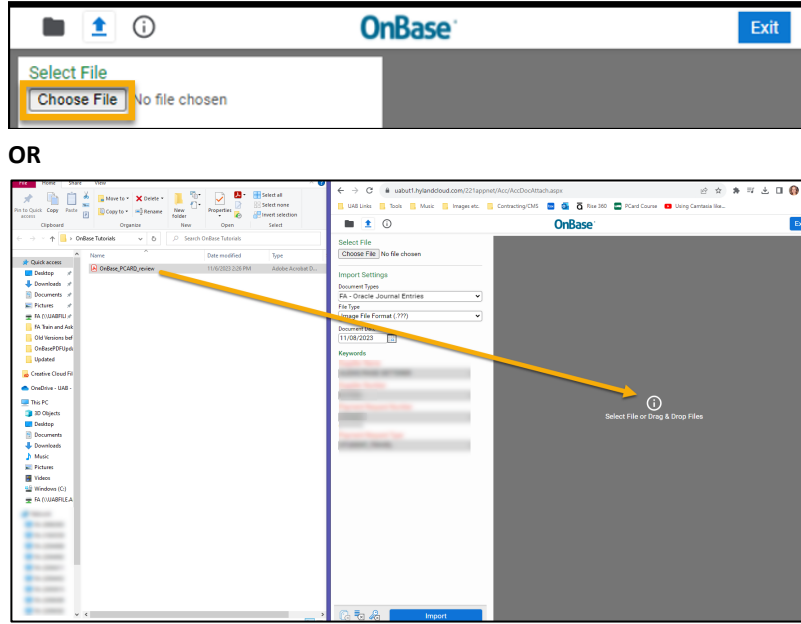
If prompted, enter your **BlazerID** and **strong password**.



When OnBase opens, click **Upload File** (up arrow) at the top left of the window.



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.

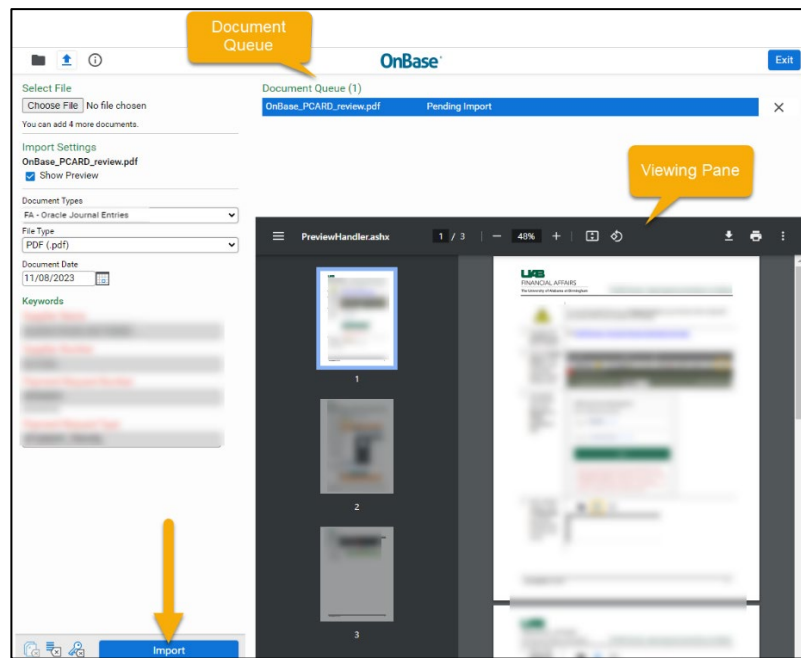


After the files are uploaded, the file name(s) will appear in the **Document Queue**.

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

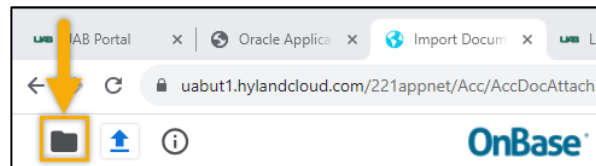
Note: Microsoft Office files may not yield a document preview.

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.

