

Create your [Oracle Payment Request](#):

- You must complete and save [at least the header](#) of the Payment Request in order to access OnBase.

Click the **OnBase** button in the toolbar at the top of the screen.

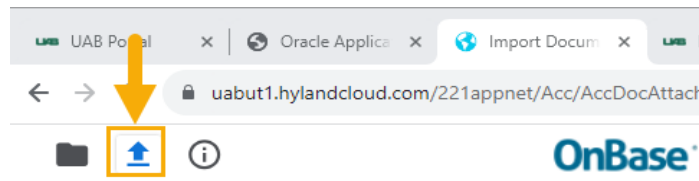


If prompted, enter your **BlazerID** and **strong password**.

*OnBase access must be granted.*

*If you cannot log into OnBase, please visit the [Financial Affairs Training website](#) for information on gaining access.*

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



Select the desired file(s):

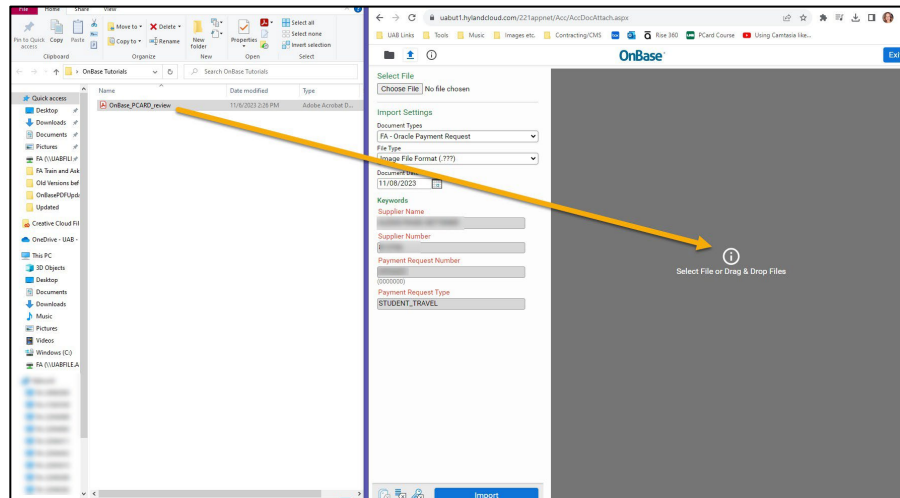
- Click **Choose File** to browse and find the file(s) that you want to upload,

**OR**

- **Drag and drop** your file(s) into the **Import Preview** pane.



**OR**

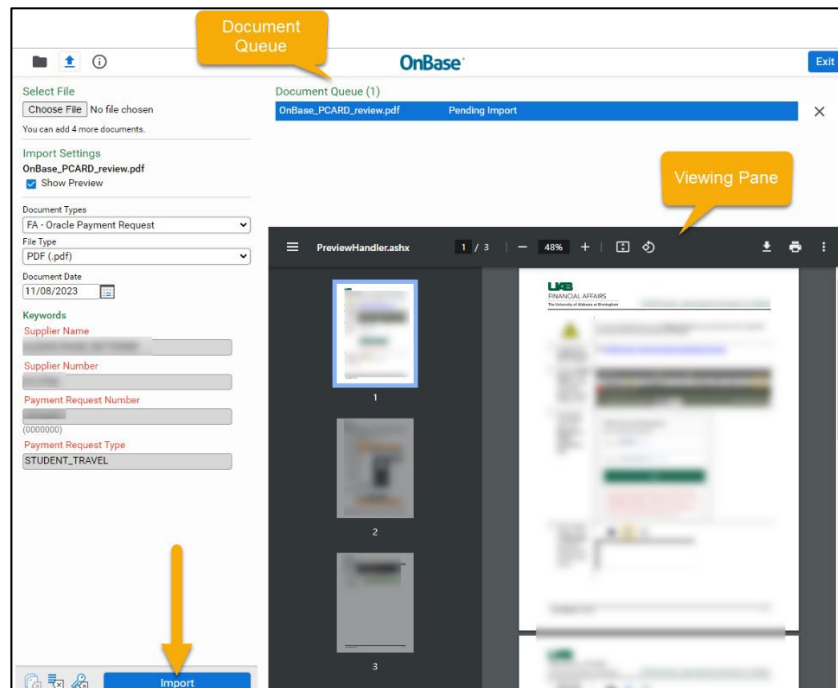


After the file(s) are uploaded, the file name(s) will appear in the **Document Queue**.

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

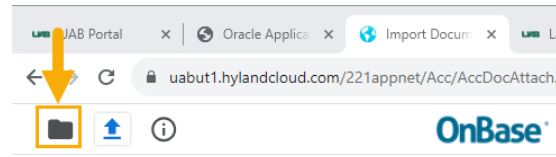
**Note:** Microsoft Office files may **not** yield a document preview.

Click the blue **Import** button.

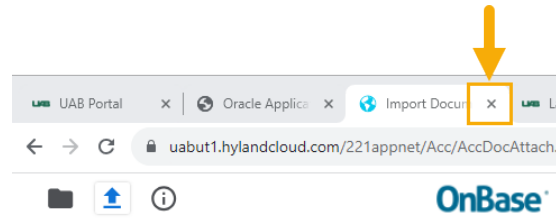


**Note:** When importing multiple files, click on each file in the queue and then click on the Import button after each selection.

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



To exit OnBase, click **the X** to close the OnBase tab.



For next steps and additional training materials on generating Oracle Payment Requests, visit the [Financial Affairs Training Website](#).