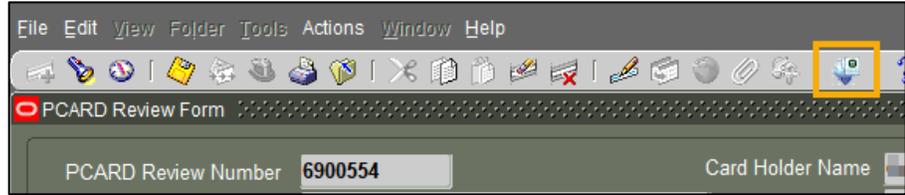


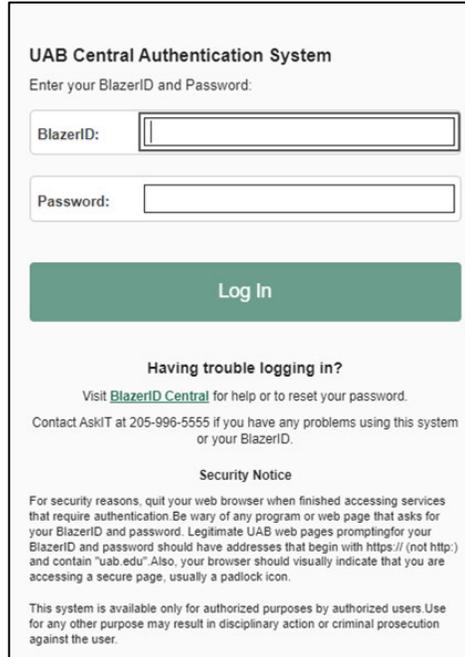
Complete the **PCARD Review** form in Oracle.

See [PCARD Review: Transaction Review \(Cardholders & Proxies\)](#)

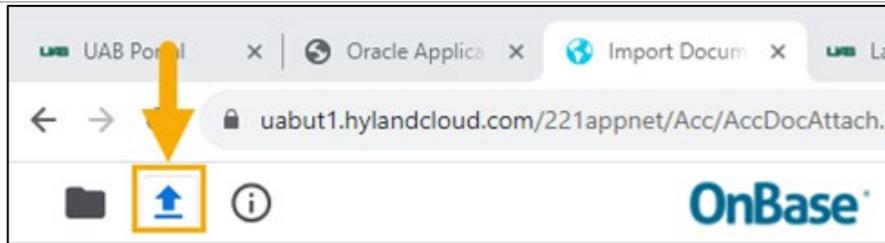
Click the **OnBase button** on the toolbar to pull transaction details into the OnBase client.



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



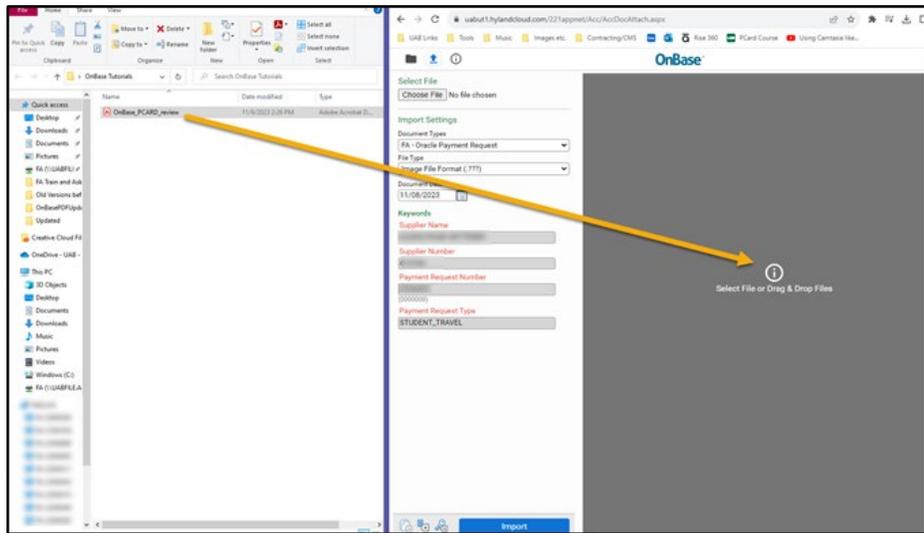
When OnBase opens, click **Upload File** (up arrow) located to the top left of the screen.



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



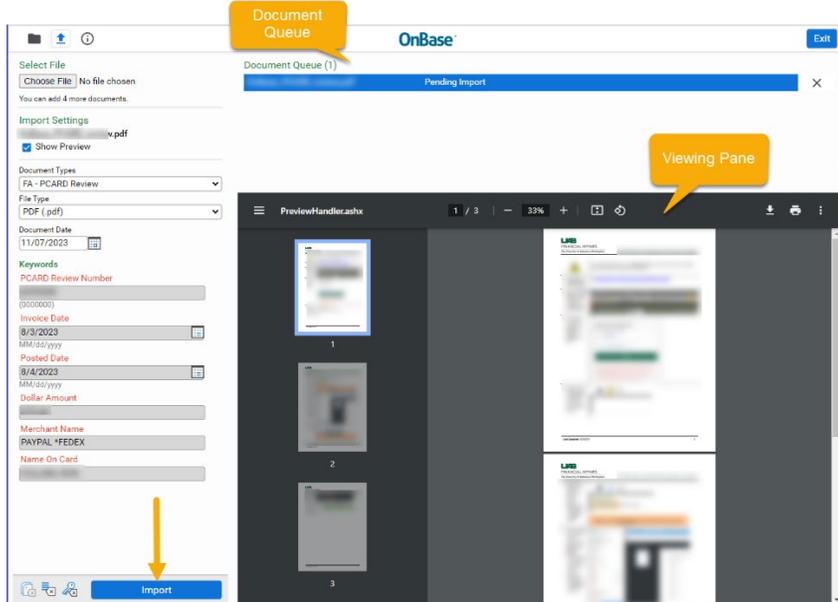
**Note:** You can add only 5 items to the Document Queue at one time.

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.

Once you get the **Imported Successfully** notification, your document has been loaded.

**Close OnBase** and return to Oracle by closing the browser tab (**click the [X]** – do not use the Exit button).

