

OnBase System Instructions

How to Check Your AB2766 Annual Report Status

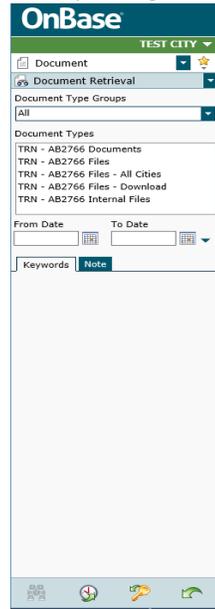
STEP 1

- A. Log in to the OnBase system by going to:
<https://onbase-pub.aqmd.gov/SAppNet>

You should see a screen that looks like this:



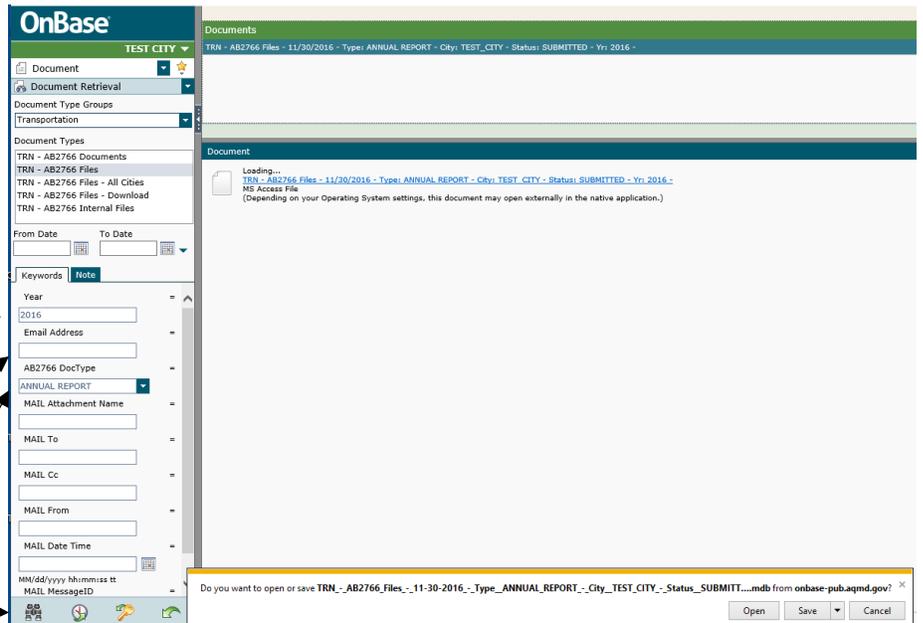
After you log in, the next screen should look like this:



- B. Enter your LOGIN and PASSWORD.
 C. Select either ActiveX or HTML.
Pop-up Blocker must be turned off.
ActiveX users must have ActiveX enabled.

STEP 2

- A. Select Document Retrieval from the drop-down menu.
- B. Click TRN – AB2766 Files in the Document Types box.
- C. Enter the following Keywords:
- Year – Enter 2016
 - Email Address – The person to receive Program updates
 - AB2766 DocType – Select ANNUAL REPORT or ANNUAL REPORT – RESUBMITTAL
- D. Click the “Find” button to retrieve your document.



The files displayed will match the **Keywords** selected. This field will show the DATE, FILE TYPE (Annual Report or Correspondence), CITY/COUNTY NAME, and REPORT STATUS. Report Status:

- SUBMITTED (report has been successfully uploaded to the *OnBase* System)
- PENDING (report is under review)
- QUESTIONS (report needs clarification or SCAQMD staff has questions)
- INCOMPLETE (requires submittal of a revised Annual Report)
- RESUBMITTAL (revised report submittal)
- COMPLETED (report has been accepted by SCAQMD staff)

To make a correction, click the **Clear Keyword** button.