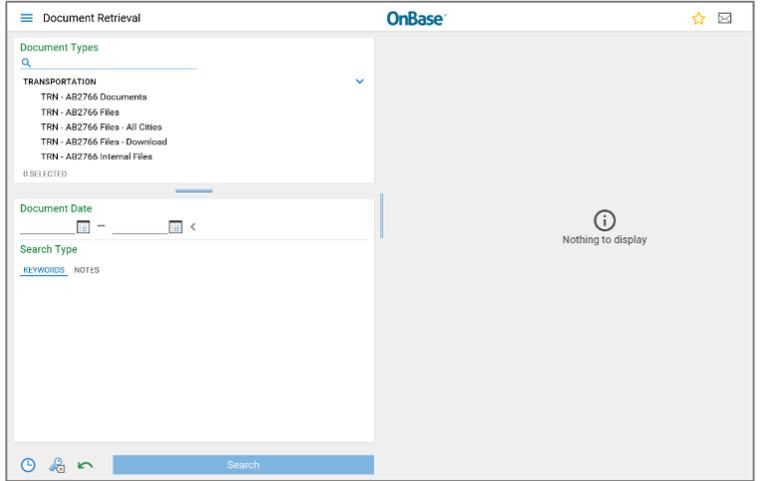


How to **CHECK** Your AB 2766 Annual Report Status

STEP 1: LOG IN

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

You should see this screen:



- B.** Enter your **USER NAME** and **PASSWORD**.
C. Select either **ActiveX** or **HTML**. (*ActiveX users must have ActiveX enabled.*)

NOTE: *Pop-up Blocker* must be turned off.

STEP 2: GET STATUS

- A.** Click the Menu drop-down button. 
- B.** See that **Document Retrieval** is selected.
- C.** In **Document Types** under **TRANSPORTATION** select **TRN - AB2766 Files**
- D.** In **Search Type** select **KEYWORDS**
Year – enter: “2019”
Email Address – Plan preparer’s email
AB2766 DocType – Select ANNUAL REPORT or ANNUAL REPORT – RESUBMITTAL
 Click the blue search button to find your document.

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

To start over click **Clear All**. 

NOTE: The files displayed will match the Keywords selected. This field will show the **DATE, FILE TYPE** (Annual Report or Correspondence), **CITY/COUNTY NAME, REPORT STATUS, and YEAR SUBMITTED** - report successfully uploaded to the OnBase System
PENDING - report is under review
QUESTIONS - report needs clarification/South Coast AQMD staff has questions
INCOMPLETE - requires submittal of a revised Annual Report
RESUBMITTAL - revised report submittal
COMPLETED - report has been accepted

