

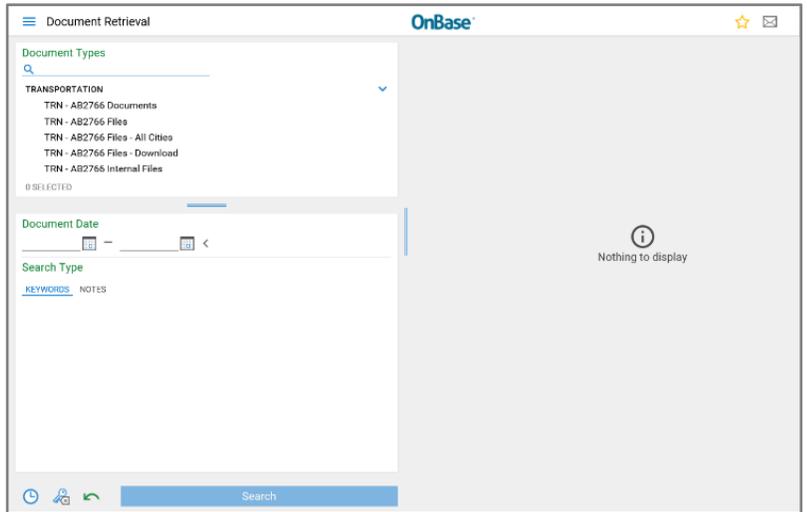
How to **DOWNLOAD** Your AB 2766 Annual Report File

STEP 1: LOG IN

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



- 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.



You should see this screen

STEP 2: GET FILES

- A.** Click the Main Menu drop-down button.



- B.** See that **Document Retrieval** is selected.

- C.** In **Document Types** under **TRANSPORTATION** select

TRN - AB2766 Files - Download

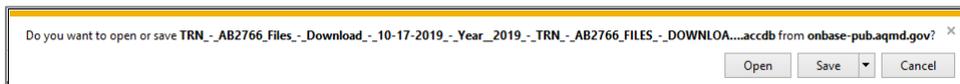
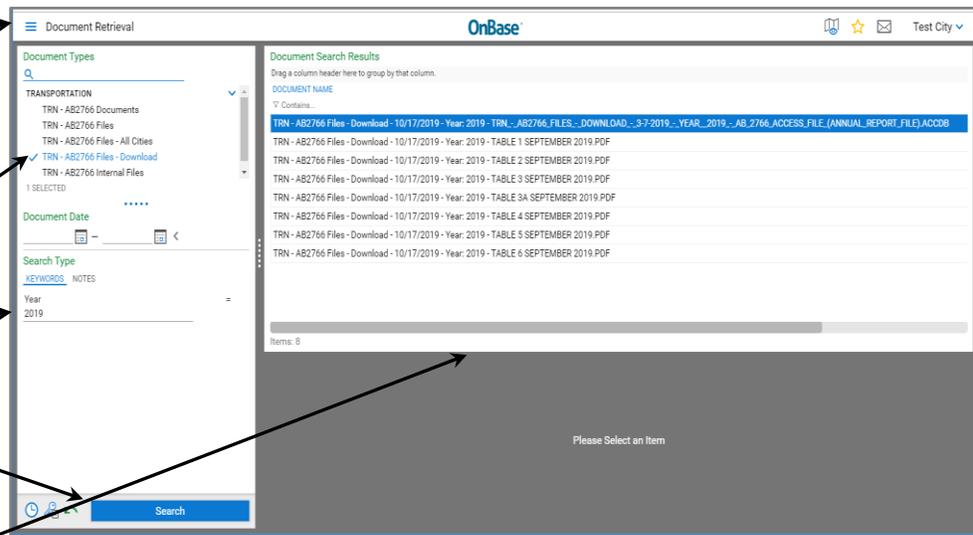
- D.** In **Search Type** select **KEYWORDS** and enter: "2020"

- E.** Click the blue **Search** button.



- F.** Locate the **Annual Report File**, **Emission Factors Tables**, and **Access File Instructions**.

Double-click on the file you wish to download.



- G.** The **FILE DOWNLOAD** pop-up box will be displayed at the bottom of the screen. Click the down arrow on the right side of the **Save** button and select **Save As**. Save the file in a location on your computer where you can easily find it.



IMPORTANT: DO NOT change the **“.accdb”** file extension of the **Access** file!