

OnBase System Instructions

How to Submit Your AB2766 Annual Report

STEP 1

Complete your report as described in the Annual Report Access File instructions.
Verify that the report file you will be uploading contains your project information.

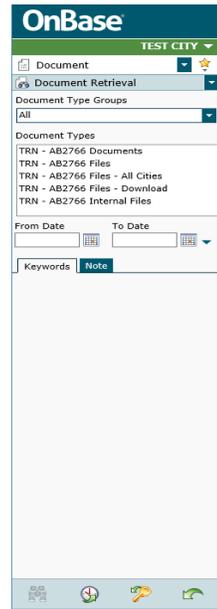
STEP 2

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:



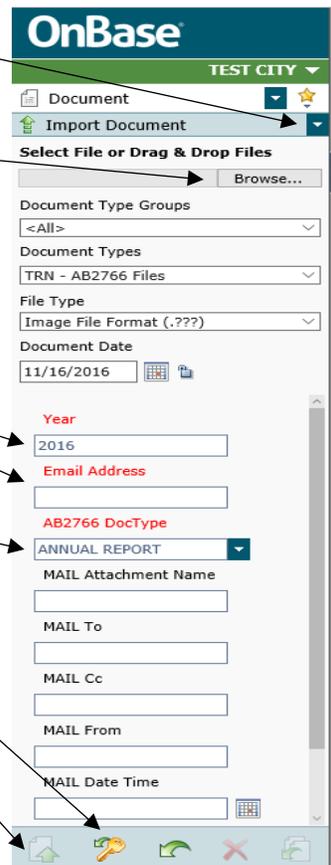
After you log in, the next screen should look like this:



- 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 3

- A. Select **Import Document** from the drop down menu.
- B. Click the **Browse** button.
Find and select your AB2766 Annual Report file on your hard drive.
- C. Enter the following information (you must complete all fields):
- **Year** – Enter 2016
 - **Email Address** – Email address of the person to receive program updates.
 - **AB2766 DocType** – Select ANNUAL REPORT or ANNUAL REPORT-RESUBMITTAL (if you are revising your original report) from the drop down menu.
- To make a correction in step C, click the **Clear Keyword** button and enter correct data.
- D. Click the **Import** button to submit your report.



The message, **Import Succeeded**, will appear at the top of the screen.