

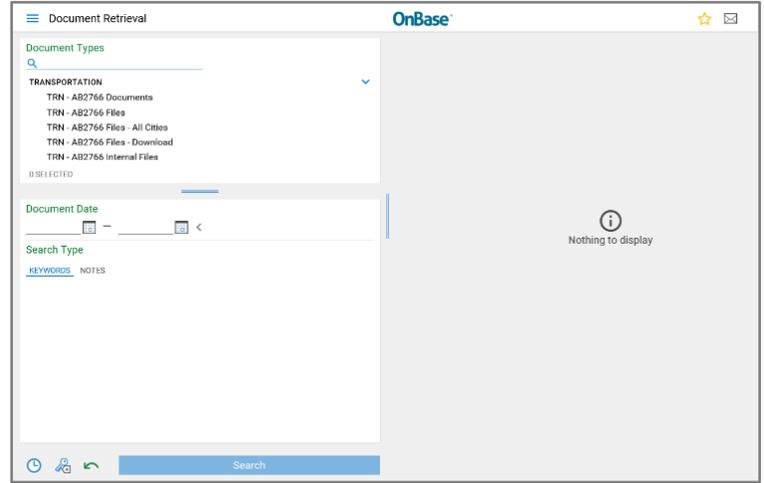
How to **SUBMIT** Your AB 2766 Annual Report

STEP 1: FINISH REPORT

- A. **Complete** your report as described in the *Annual Report Access File Instructions*.
- B. **Verify** that the report file you will be uploading contains your project information.

STEP 2: LOG IN

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



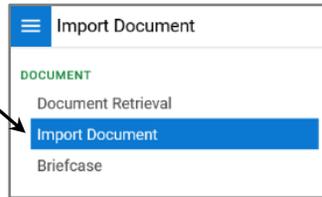
You should see this screen

- 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 3: IMPORT

- A. Click the Main Menu button. 
- B. Click **Import Document** from the Main Menu.
TIP: *To make a correction click **Clear Keyword** button. To start over click **Clear All***



TIP: *To make a correction click **Clear Keyword** button. To start over click **Clear All***

- C. Click **Browse**.
 Locate select your **AB2766 Annual Report** file then click **Open**

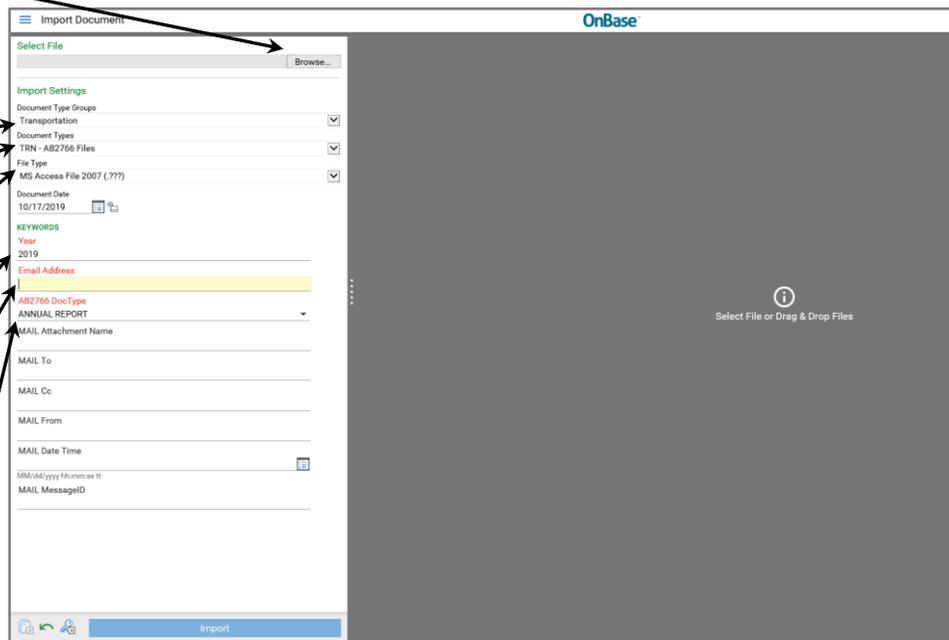
- D. Select the following **Import Settings** from each list.

Document Types Groups select **Transportation**

Document Types select **TRN - AB2766**

File Type select **MS Access File 2007 (.???)**

- E. Complete these required **KEYWORDS** fields:
Year: "2019"
Email Address: Plan preparer's email
AB2766 DocType: Select **ANNUAL REPORT** or **ANNUAL REPORT-RESUBMITTAL** (if you are revising your original report) from the drop down menu.



Click **Import** to submit your report.

The message **"Imported Successfully"** will appear at the top of your screen.