

# How to submit your AB2776 Annual Report

## STEP 1

Complete your report as described in the Annual Report file instructions. You do not need to re-compress (re-zip) your report. You may upload either a compressed file or the database (.mdb) file.

Please check the report file you will be uploading to be sure it contains your information/data.

## STEP 2

- A. Log in to the *OnBase* system by going to: [onbase-pub.aqmd.gov/appnet](http://onbase-pub.aqmd.gov/appnet)
- B. You should see a screen that looks like this:



- C. Enter your LOGIN and PASSWORD.
- D. After you log in the next screen should look like this:



## STEP 3

- A. Select **Import Document** from the drop down menu.
- B. Click on the **Browse** button  
Find and select your AB2766 Annual Report file on your hard drive.
- C. Enter the following information (you must fill-in all fields):
  - o **Year** – enter the calendar year of your report.  
This would be the second year of the fiscal year.  
For example for FY10-11 you would enter 2011.
  - o **COG** – from the drop down menu select your COG.
  - o **Email Address** – enter the contact email address to receive updates regarding your report.
  - o **AB2766 DocType** – from the drop down menu select ANNUAL REPORT or ANNUAL REPORT-RESUBMITTAL.
- D. If you make a mistake in step C, click on **Clear Keyword**.
- E. Click on the **Import** button to submit your report.
- F. If you entered the information correctly, at the top you will see the message **Import Succeeded**.

