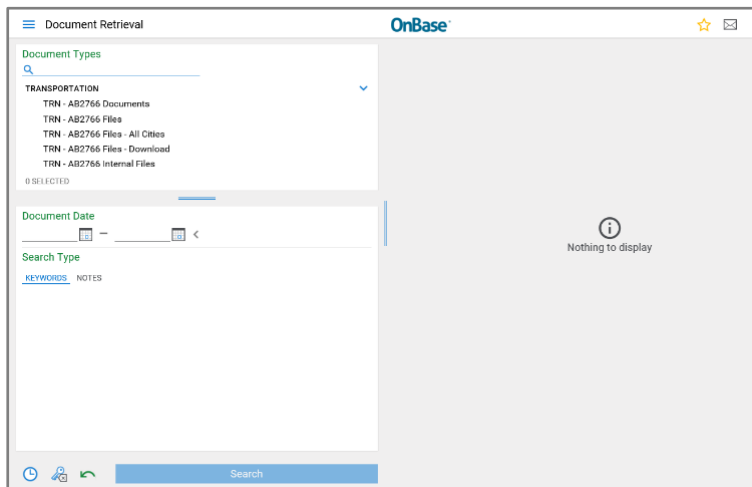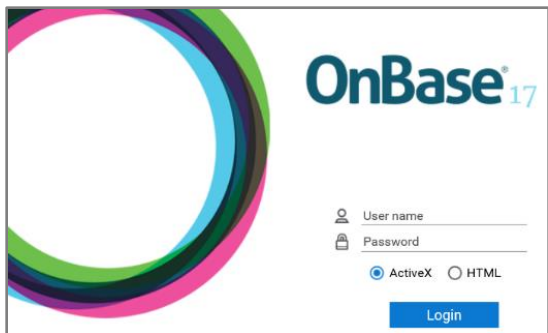# How to SUBMIT Your AB 2766 Annual Report

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

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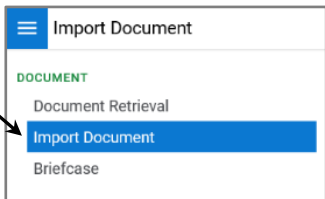
> **TIP:** *To make a correction click **Clear Keyword** button. To start over click **Clear All***

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**
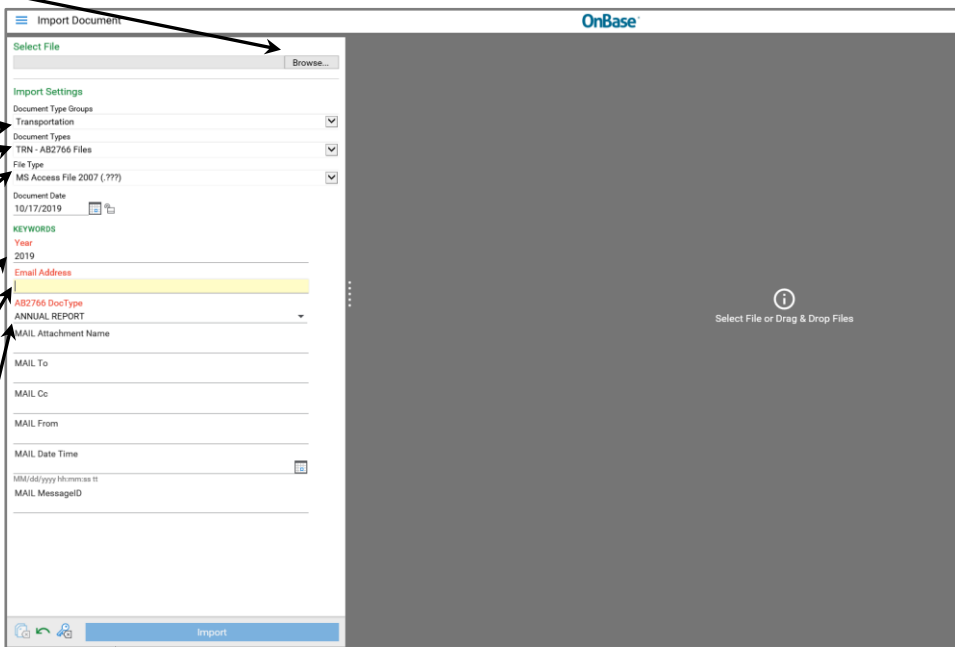
Document Types select **TRN – AB2766**

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

E. Complete these required **KEYWORDS** fields:

Year: *"2020"*

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.