

Create your [Oracle Payment Request](#):

- You must complete and save [at least the header](#) of the Payment Request in order to access OnBase.

The screenshot shows the 'Payment Request' window. The header section is highlighted with a yellow box. It contains fields for Payment Request Number (VENDOR\_SERVICES), Requestor (COMPLETE), Status (COMPLETE), Supplier Number, Supplier Name (A-BIRMINGHAM), Supplier Site, and Total Amount (28.00). Below the header is a table with one row of invoice information: Invoice Line Number (1), Invoice Number, Invoice Date (12-MAY-2020), Invoice Amount (28.00), and Distribution Total (28.00). Buttons at the bottom include 'Submit', 'Copy', 'Cancel', 'View Documentation', 'Reassign', and 'Log'.

Click the **OnBase** button in the toolbar at the top of the screen.



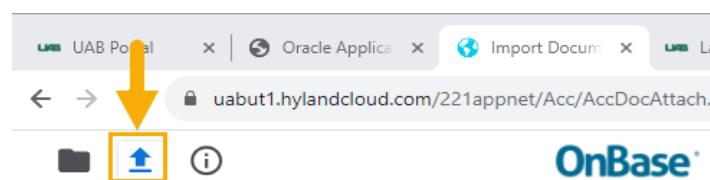
If prompted, enter your **BlazerID** and **strong password**.

*OnBase access must be granted.*

*If you cannot log into OnBase, please visit the [Financial Affairs Training website](#) for information on gaining access.*

The screenshot shows the 'UAB Central Authentication System' login page. It has fields for 'BlazerID' and 'Password', and a 'Log In' button. Below the buttons is a 'Having trouble logging in?' section with links to BlazerID Central and AskIT. At the bottom is a 'Security Notice' section with terms and conditions.

When OnBase opens, click **Upload File** (up arrow) at the top left of the window.

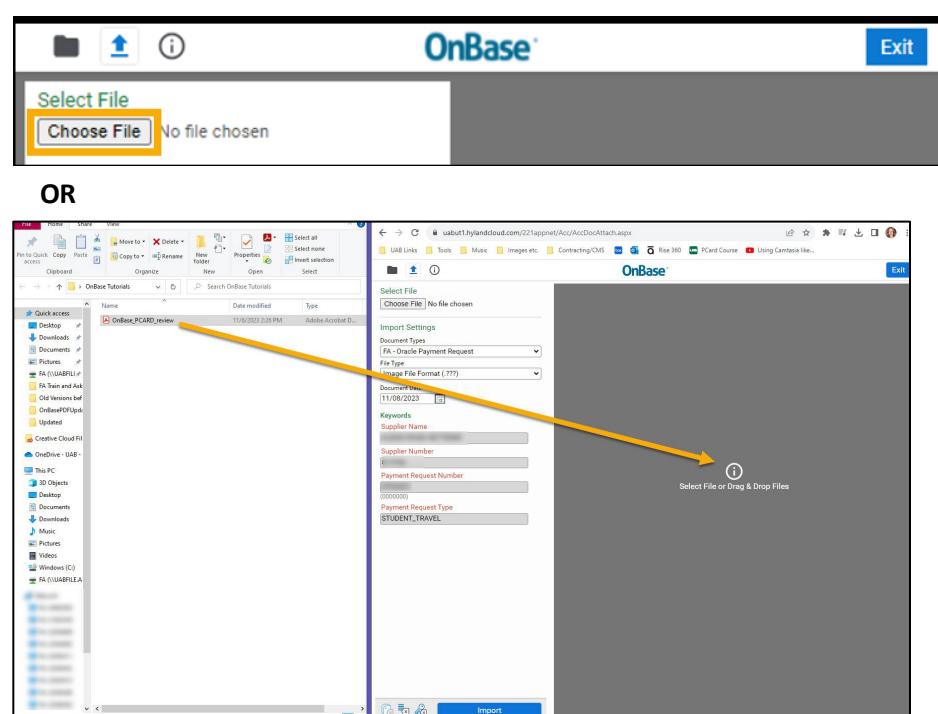


Select the desired file(s):

- Click **Choose File** to browse and find the file(s) that you want to upload,

**OR**

- Drag and drop your file(s) into the **Import Preview** pane.

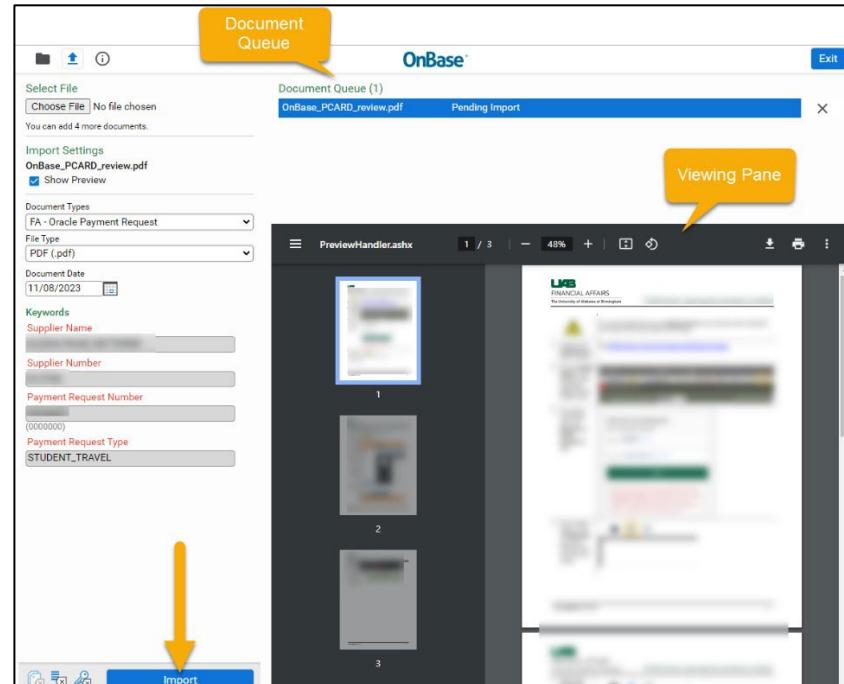


After the file(s) are uploaded, the file name(s) will appear in the **Document Queue**.

A preview of the document may also appear in the **Viewing Pane** under the queue.

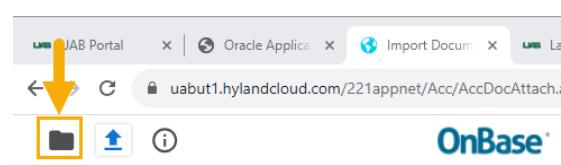
**Note:** Microsoft Office files may **not** yield a document preview.

Click the blue **Import** button.

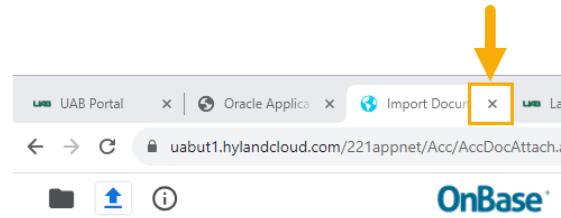


**Note:** When importing multiple files, click on each file in the queue and then click on the Import button after each selection.

Click **View Documents** (file folder) to confirm the document(s) were successfully imported.



To exit OnBase, **click the X** to close the OnBase tab.



For next steps and additional training materials on generating Oracle Payment Requests, visit the [Financial Affairs Training Website](#).