UAB FINANCIAL AFFAIRS
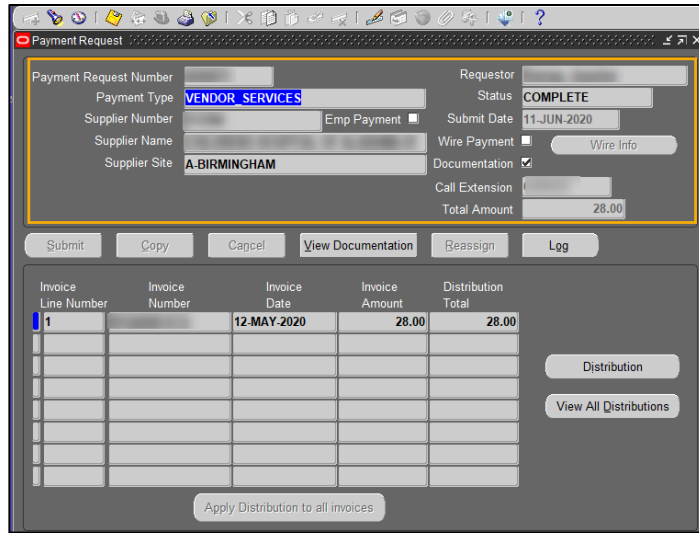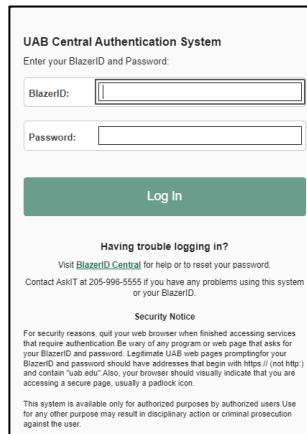The University of Alabama at Birmingham

Create your payment request. You must complete **at least** the **header** portion of the request in order to access OnBase.
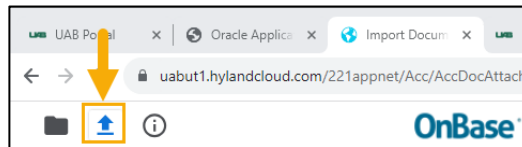

Click the **OnBase** button located on the toolbar.

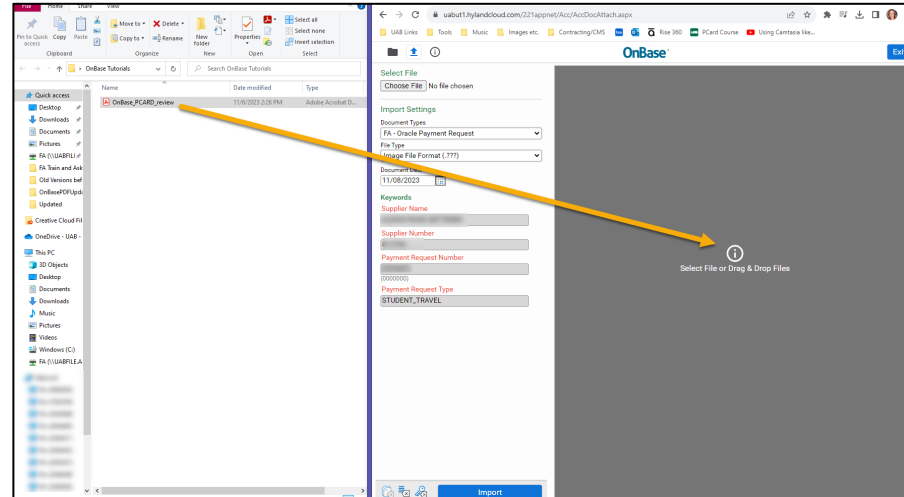If prompted, enter your **BlazerID** and **strong password**.

When OnBase opens, click **Upload File** (up arrow) located to the top left of the screen.

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.
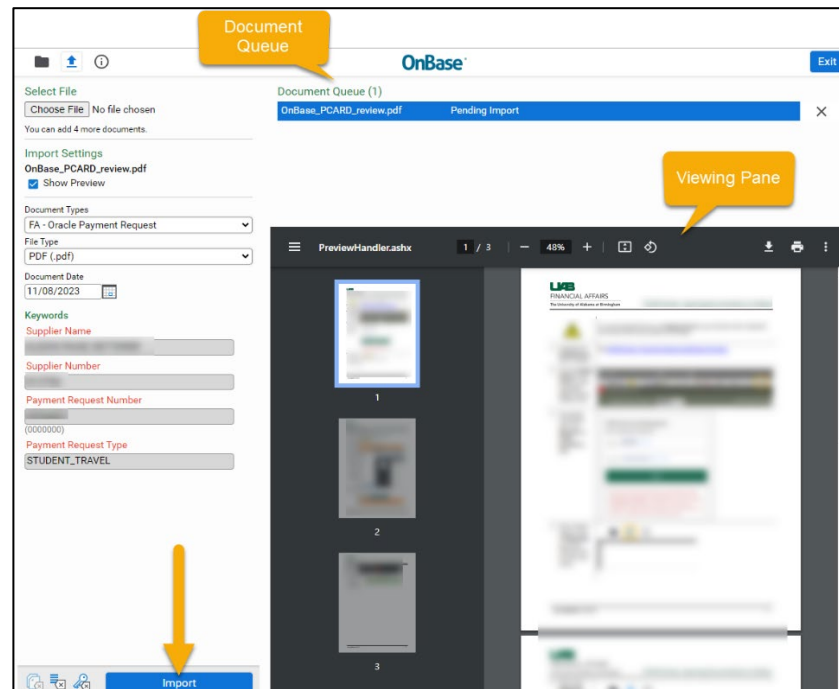

OR

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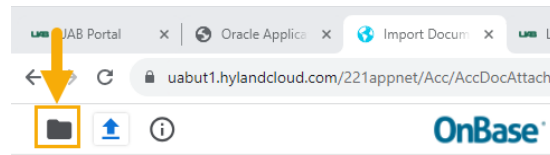
Note: Microsoft Office files may **not** yield a document preview.

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.