

**OnBase: Importing from Payment Request Form** 

Create your payment request. You must complete <b>at least</b> the <b>header</b> portion of the request in order to access OnBase.	Payment Request       VENDOR_SERVICE S         Payment Request Number       Requestor         Payment Type       VENDOR_SERVICE S         Supplier Name       Status         Supplier Name       Supplier Name         Supplier Name       Mire Payment         Supplier Name       Mire Payment         Supplier Name       Mire Payment         Supplier Name       Mire Payment         Supplier Site       ABIRMINGHAM         Documentation       Call Extension         Call Extension       Call         Submit       Copy         Cargeel       View Documentation         Total       Monunt         1       Invoice         Invoice       Invoice         Invoice       Invoice         Date       Anount         Total       Distribution         View All Distributions       View All Distributions         Apply Distribution to all invoices       Mire Payment
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If prompted, enter your <b>BlazerID</b> and <b>strong password</b> .	UAB Central Authentication System Enter your BlazerID and Password: BlazerID:
	Password:
	Log In
	Having trouble logging in? Visit Blazeri/D Central for help or to reset your password. Contact Ask/T at 206-996-5555 You have any problems using this system or your Blazeri/D.
	Security Motion For security reasons, quily own belower when finished accessing services that require authentication for way or your or web page that asks for youre bitter?" The observation of any program converted by the program of the program o
	This system is available only for authorized purposes by authorized users. Use for any other purpose may result in disciplinary action or criminal prosecution against the user.
When OnBase opens, click <b>Upload</b> <b>File</b> (up arrow)	um     UAB Po <al>     x     S     Import Docum     x     um     La       ←     →     →     aubut1.hylandcloud.com/221appnet/Acc/AccDocAttach.</al>
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left of the screen.	



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Click <b>View</b> <b>Documents</b> (file folder) to confirm the document(s) were successfully imported.	Importal       x       Yes       Oracle Applics       x       Import Docum       Import Docum       x       Import Docum       Import Docum       x       Import Docum       Import Docum
To exit OnBase, <b>click</b> <b>the X</b> to close the OnBase tab.	um       UAB Portal       ×       S Import Docur       ×       um       La         ←       →       C