

Complete the PCARD Review form in Oracle.	See PCARD Review: Transaction Review (Cardholders & Proxies)		
Click the OnBase button on the toolbar to pull transaction details into the OnBase client.	Eile Edit View Folder Tools Actions Window Help Image: State of the st		
If prompted, enter your BlazerID and strong password.	UAB Central Authentication System Inter your BlazerID and Password: Image: Ima		
When OnBase opens, click Upload File (up arrow) located to the top left of the screen.	UAB Portel × Source Applies × ← → ● uabut1.hylandcloud.com ● 1 ①	Import Docum X Im La /221appnet/Acc/AccDocAttach.: OnBase	



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PCARD Review: Importing Documentation to OnBase

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.





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.



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Once you get the Imported Successfully notification, your document has been loaded.

Close OnBase and return to Oracle by closing the browser tab (click the [X] – do not use the Exit button).

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