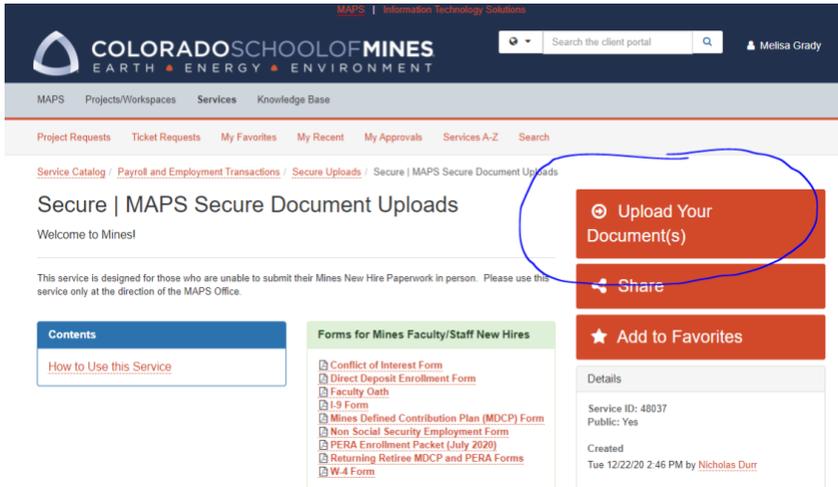


Onbase Document Upload Instruction Guide: **You Must Have Your CWID For This Process**

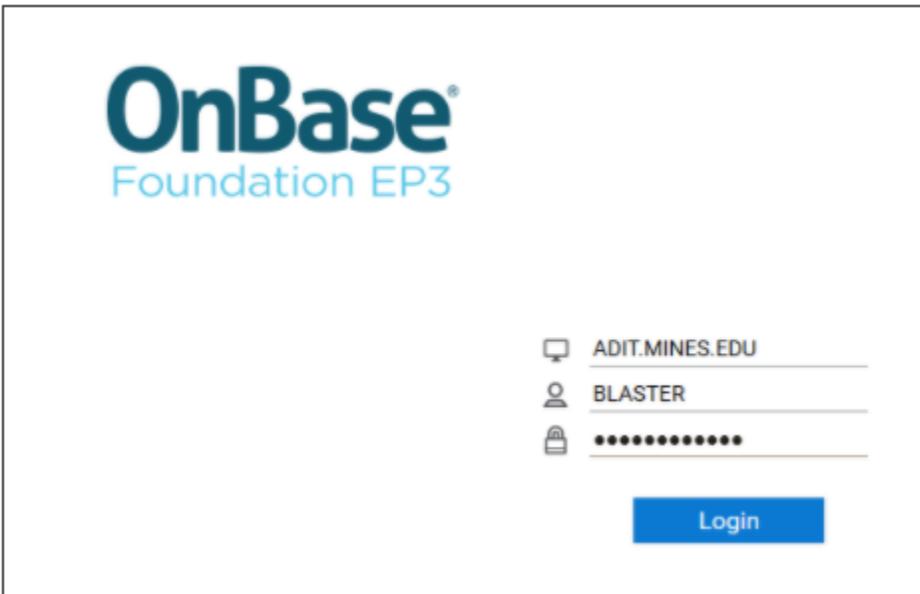
1. Use this link to access the MAPS Secure Document Upload service:

<https://helpcenter.mines.edu/TDClient/2657/maps/Requests/ServiceDet?ID=48037>



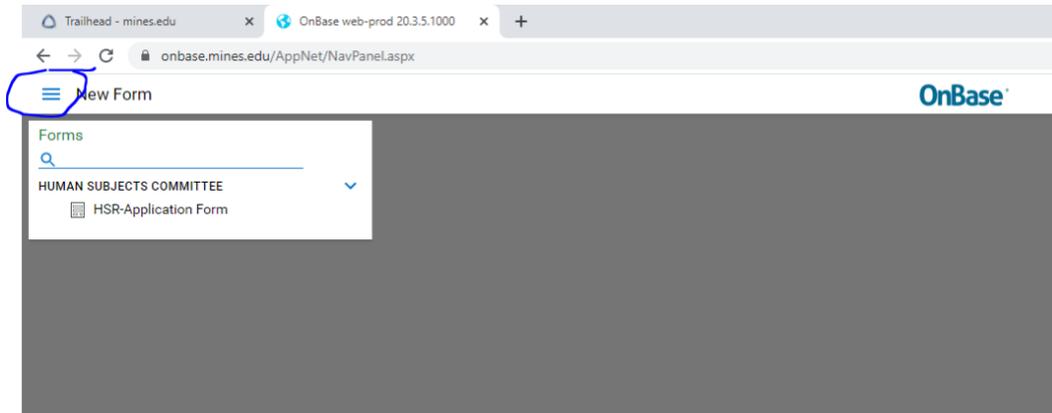
The screenshot shows the 'Secure | MAPS Secure Document Uploads' page. At the top, there is a navigation bar with 'MAPS | Information Technology Solutions' and the Colorado School of Mines logo. Below the navigation bar, there are several tabs: 'Project Requests', 'Ticket Requests', 'My Favorites', 'My Recent', 'My Approvals', and 'Services A-Z'. The main content area features a breadcrumb trail: 'Service Catalog / Payroll and Employment Transactions / Secure Uploads / Secure | MAPS Secure Document Uploads'. The title is 'Secure | MAPS Secure Document Uploads' with a subtitle 'Welcome to Mines!'. A blue box highlights the 'Upload Your Document(s)' button. Other buttons include 'Share' and 'Add to Favorites'. A 'Details' section on the right shows 'Service ID: 48037', 'Public: Yes', and 'Created: Tue 12/22/20 2:46 PM by Nicholas Durr'. A 'Forms for Mines Faculty/Staff New Hires' section lists various forms like 'Conflict of Interest Form', 'Direct Deposit Enrollment Form', 'Faculty Oath', '1-9 Form', 'Mines Defined Contribution Plan (MDCP) Form', 'Non Social Security Employment Form', 'PERA Enrollment Packet (July 2020)', 'Returning Retiree MDCP and PERA Forms', and 'W-4 Form'. A 'Contents' section on the left has a link 'How to Use this Service'.

2. Log in using your Mines Trailhead user name and password. (The user name might show in all caps even if your caps lock is off but it should still work to get into the system.)

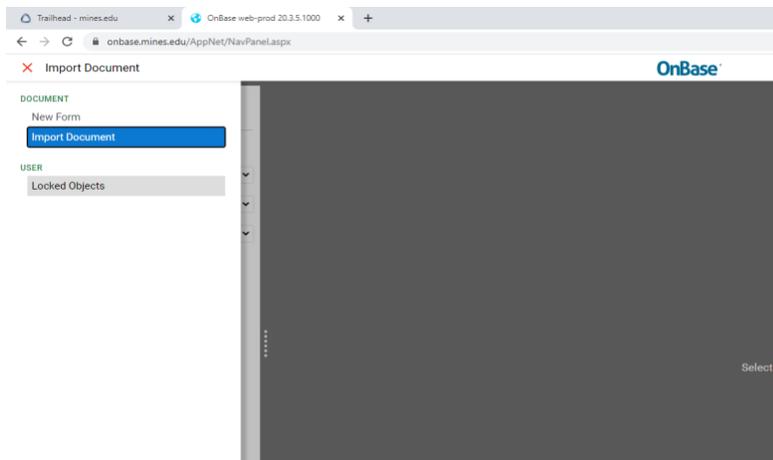


The screenshot shows the OnBase Foundation EP3 login page. The logo 'OnBase Foundation EP3' is at the top left. Below it, there are three login fields: a computer icon followed by 'ADIT.MINES.EDU', a person icon followed by 'BLASTER', and a lock icon followed by a masked password '.....'. A blue 'Login' button is positioned below the password field.

3. OnBase will default you into a “New Form” so before you do anything, **click the 3 lines/ “Hamburger.”**



4. Select “Import Document”



5. Select the HR-COVID Vaccine Cards option from the drop-down menu.

- Click "Choose File" and browse to locate the document you want to upload (either your COVID Vaccine Card **OR** your Immunization Medical Exemption Form) then enter your CWID in the "ID" box below. Verify the name that autopopulates is your name.

The screenshot shows the 'Import Document' form in the OnBase application. The 'Select File' section has a 'Choose File' button. Below it, the 'Import Settings' section includes dropdown menus for 'Document Type Groups' (set to '<All>'), 'Document Types' (set to 'HR-Employee Forms for Review'), and 'File Type' (set to 'Image File Format (.???)'). The 'Document Date' is set to '02/04/2021'. The 'KEYWORDS' section has an 'ID' field that is currently empty. Below this are fields for 'Last Name', 'First Name', 'Middle Name', 'Hire Date', 'Termination Date', and 'Activity Date', all of which are currently empty. A blue circle highlights the 'Choose File' button and the 'KEYWORDS ID' field.

Very Important Note: The fields below your CWID will auto populate but if it doesn't match your name/information, STOP and contact MAPS. Do not modify any fields that autopopulate.

This screenshot shows the same 'Import Document' form, but now the 'KEYWORDS ID' field is populated with the value '10854740'. The 'Last Name' field is highlighted in yellow and contains the text 'GRADY'. The 'First Name' field contains 'MELISA'. The 'Middle Name' field is empty. A blue circle highlights the 'KEYWORDS ID' field and the 'Last Name' field.

7. If everything looks correct, click "Import" in blue at the bottom of the screen. You will receive a confirmation email if the upload was successful.

