

## 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>

MAPS | Information Technology Solutions

**COLORADO SCHOOL OF MINES**  
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Melisa Grady

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### Secure | MAPS Secure Document Uploads

Welcome to Mines!

This service is designed for those who are unable to submit their Mines New Hire Paperwork in person. Please use this service only at the direction of the MAPS Office.

**Upload Your Document(s)**

**Share**

**Add to Favorites**

Details

Service ID: 48037  
Public: Yes

Created  
Tue 12/22/20 2:46 PM by Nicholas Durr

**Contents**

[How to Use this Service](#)

**Forms for Mines Faculty/Staff New Hires**

- [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](#)
- [W-4 Form](#)

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.)

**OnBase**  
Foundation EP3

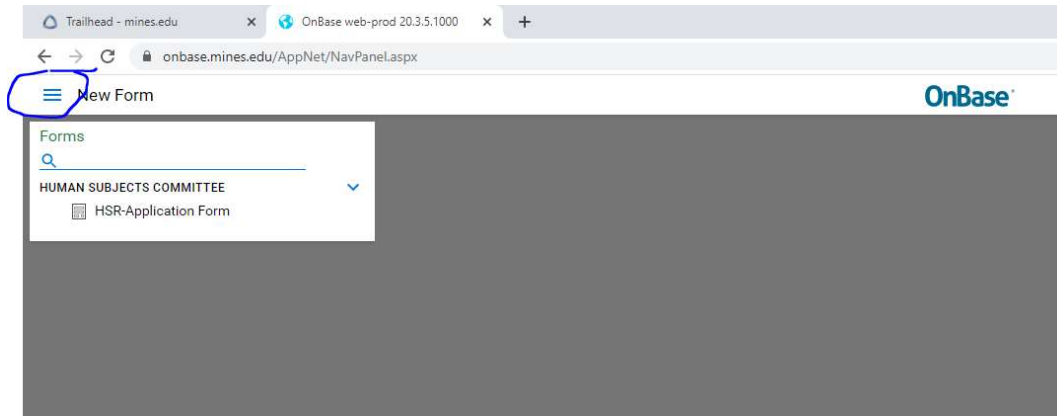
ADIT.MINES.EDU

BLASTER

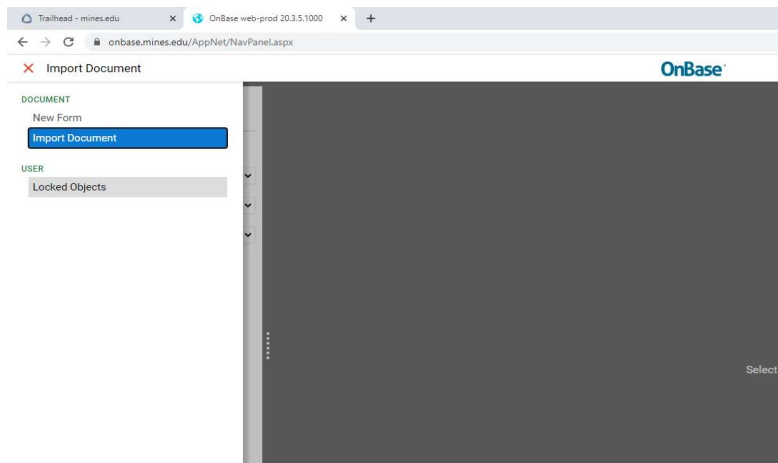
••••••••••

Login

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



4. Select “Import Document”



Each of your new hire forms will need to be uploaded separately, please do not scan the entire document as one PDF. Each form, ex: I-9 form, W4 form, Direct Deposit form, must be saved to your computer as separate files for this upload. Step 5-6 must be completed for each document uploaded into Onbase.

5. Click "Choose File" and browse to locate the first document you want to upload then enter your CWID in the "ID" box below. Verify the name that autopopulates is your name.

Trailhead - mines.edu | OnBase web-prod 20.3.5.1000 | onbase.mines.edu/AppNet/NavPanel.aspx

### Import Document

Select File  
Choose File | No file chosen

Import Settings

Document Type Groups  
<All>

Document Types  
HR-Employee Forms for Review

File Type  
Image File Format (.???)

Document Date  
02/04/2021

KEYWORDS

ID

Last Name

First Name

Middle Name

Hire Date

Termination Date

Activity Date

Import

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

Trailhead - mines.edu | OnBase web-prod 20.3.5.1000 | onbase.mines.edu/AppNet/NavPanel.aspx

### Import Document

Select File  
Choose File | No file chosen

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Document Type Groups  
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Document Types  
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Image File Format (.???)

Document Date  
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KEYWORDS

ID  
10854740

Last Name  
GRADY

First Name  
MELISA

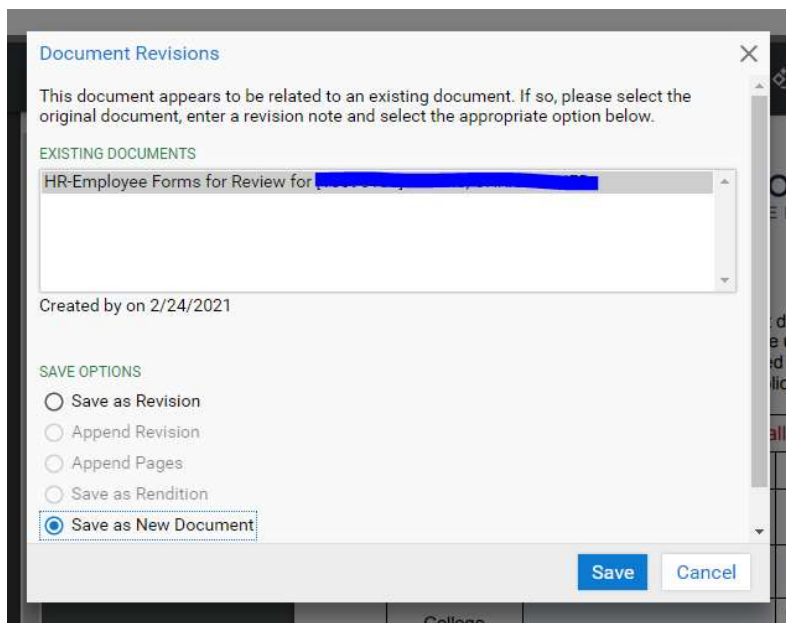
Middle Name

6. If everything looks correct, click “Import” in blue at the bottom of the screen.



**Repeat step 5-6 for document you are uploading. You will not be able to view the document after the upload is complete but you will get a message on the screen, “Upload Successful” that will confirm the upload saved.**

7. For additional documents uploaded, you might get this popup:



**If you get this pop-up, please select “Save as New Document” then click save.**