OnBase User Access Instructions:

Go to: **https://gateway.sc.gov**

Log in: (Username and Password provided in an email

Select OnBase Production Unity (If you see OnBase 18 Production, DO NOT SELECT)

(Note: There may be other options present, but OnBase Production Unity is the option to select.)

Before OnBase opens, you may see a drop down box to make a selection. Select OnBase Production – Auto Login.

If you are a new user, this will be your view when you first logg in:

Click File, then select Applications, then click CBO Project Planning. Enable or checkmark the "Always On" option
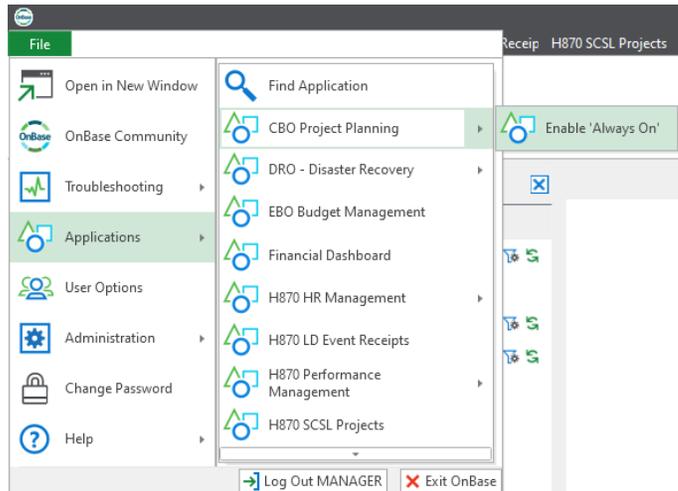
This is what should display next for the very first login. If not, click Filters **in the CBO Project Planning** **tab.**

For all subsequent log ins, you will always click on the CBO Project Planning Tab, then click Filters to see the processing options.