

## 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.)

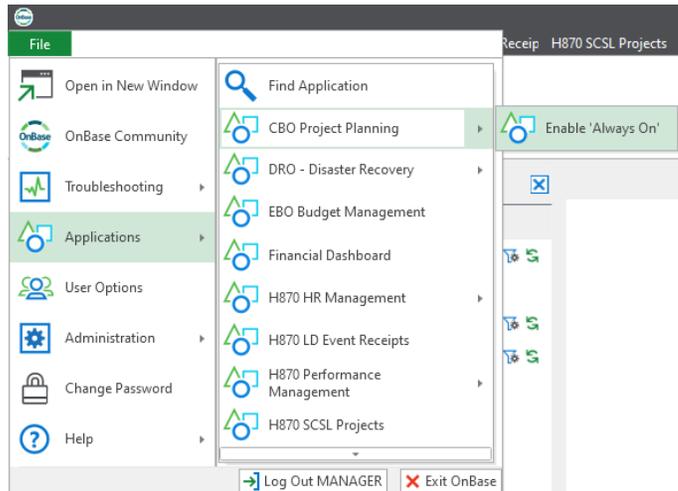
The screenshot displays the OnBase application dashboard. The top navigation bar includes the 'admin' logo, 'HOME', and 'APPS' buttons. The main area is titled 'Apps' and shows a grid of application tiles. The tiles include 'OnBase 18 Developme...ent', 'OnBase 18 Developme...fig', 'OnBase 18 Developme...dio', 'OnBase 18 Developm...ity', 'OnBase 23 DEV Client', 'OnBase 23 DEV Configuration', 'OnBase 23 DEV DocComp', 'OnBase 23 DEV Studio', 'OnBase 23 DEV Web', 'OnBase\_Prod...fig', 'OnBase\_Prod...ole', 'OnBase\_Prod...dio', 'OnBase\_Produ...ity', and 'Unity 23 DEV Client'. The 'OnBase\_Produ...ity' tile is highlighted with a yellow box, and a context menu is open over it, showing 'Open' and 'Remove from favorites' options. The 'Description' field for this tile is 'OnBase\_Production Unity'.

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 log 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 tab.



in the CBO Project Planning

CBO Project Planning

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

