

OnBase User Access Instructions:

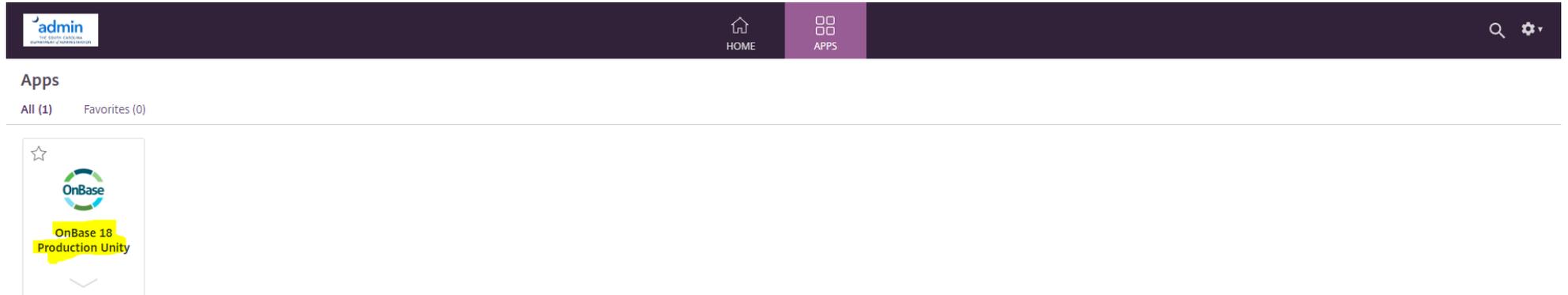
Go to: <https://gateway.sc.gov>

Log in: New Users (Username and Password provided in an email) / Other Users (Desktop Username and Password)

Note: Do not use your SCEIS Username and Password

Select OnBase 18 Production Unity

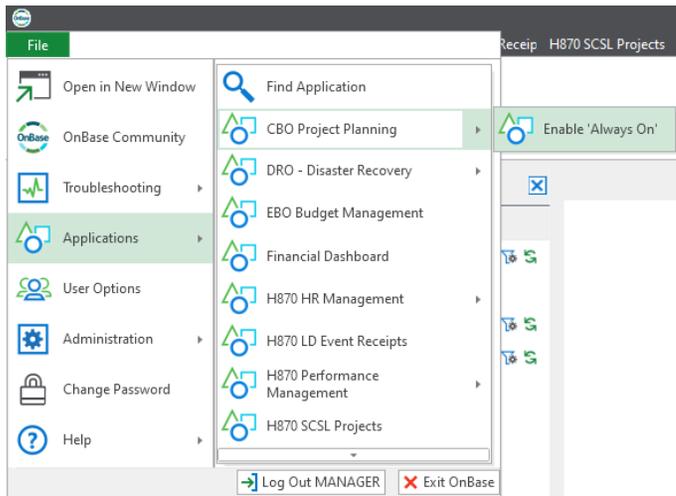
(Note: There may be other options present, but OnBase 18 Production Unity is the option to select.)



View when logged 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

CBO Project Planning

NOTE: FOR ALL SUBSEQUENT LOGINS YOU WILL ALWAYS CLICK ON THE CBO PROJECT PLANNING TAB, THEN CLICK FILTERS TO SEE THE PROCESSING OPTIONS. (SEE STEP BY STEP INSTRUCTIONS AT THE BOTTOM FOR THIS PROCESS).



All Project Detail Worksheets – Once created, they will all appear as a summary list in this folder

Construction – CPIP is in the process of being created

Submitted Pending Review – CPIP is submitted through OnBase workflow and is pending review by the Executive Budget Office

Complete – CPIP has been reviewed by the Executive Budget Office and no changes or updates are required.

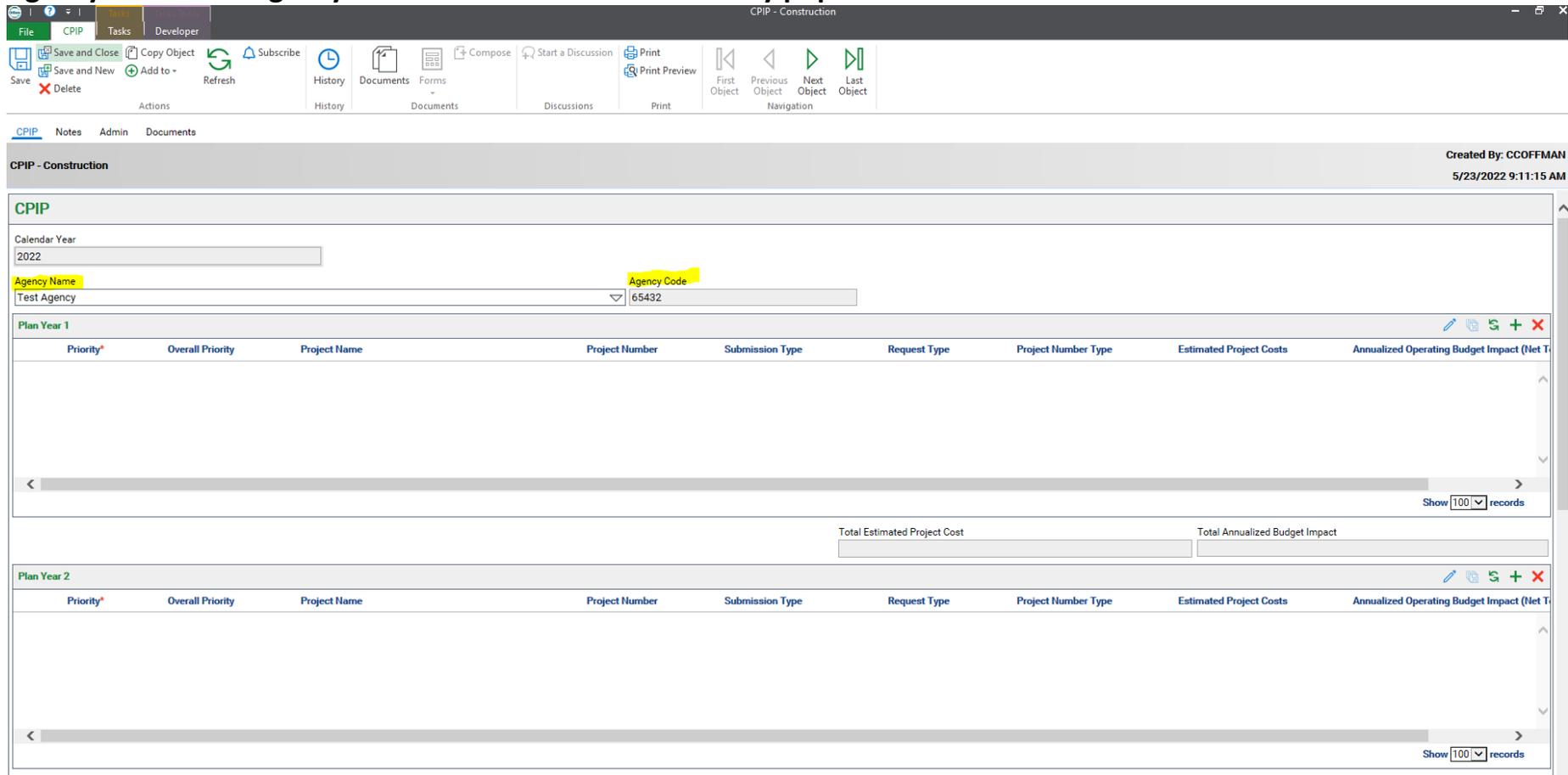
Archive – CPIP has been presented to JBRC and SFAA as information.

Click +CPIP



Next Screen:
The CPIP document is now created.

Agency Name and Agency Code fields will be automatically populated





Click Save Save at the top.

Subsequent Log In Instructions:

Click CBO Project Planning tab



Click Filters



Processing Options will appear

Click on the Construction filter to access the CPIP created.

Double click on the CPIP to open

