

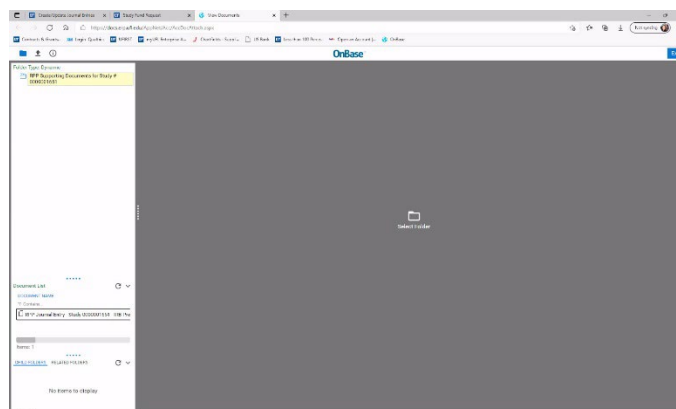
## Uploading Documents

You can upload documents and access previously uploaded documents using the **Documents** button on a Study Fund Request. To upload or access documents, follow these steps:

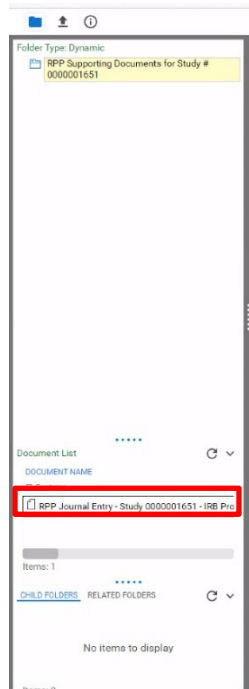
1. Click the **Menu** icon.
2. Navigate to **Main Menu > Financials > UF Research Participant Payments > Study Fund Request.**

3. **Search** using your RPP Request ID.

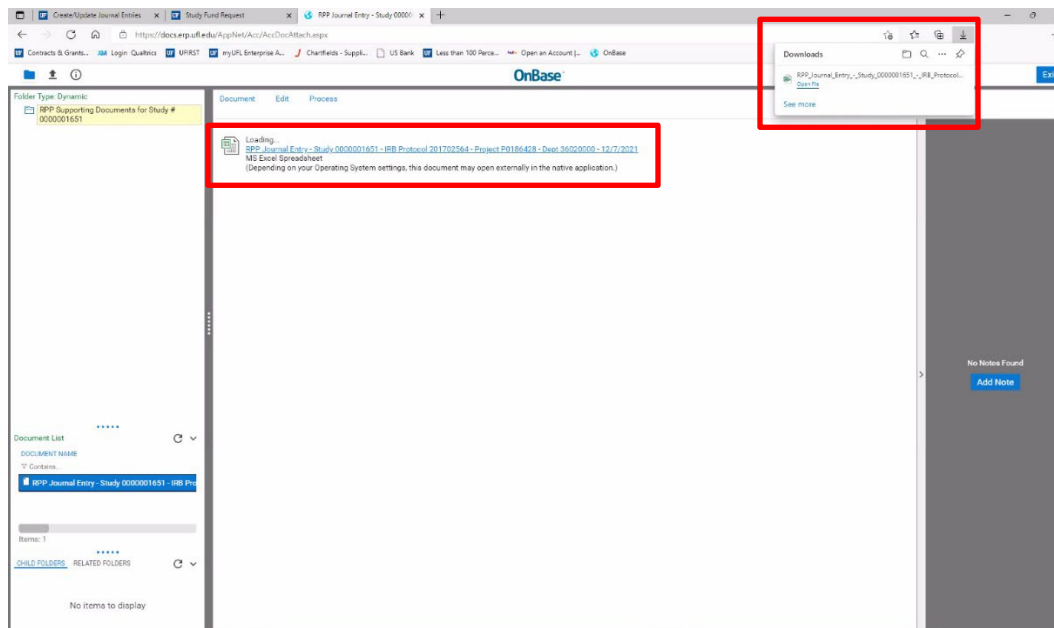
4. Click the **Documents** button.



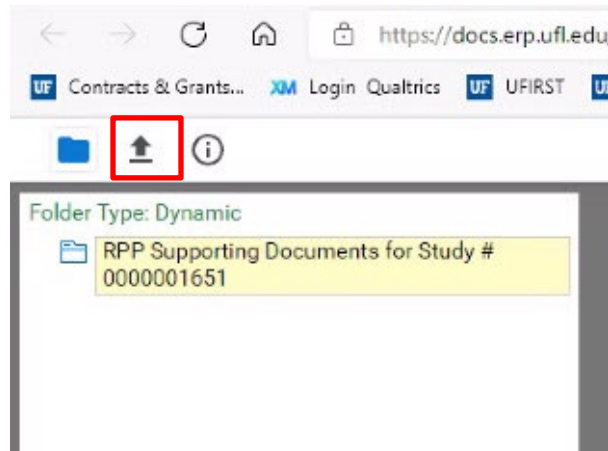
5. The document management system OnBase will open in a new tab.



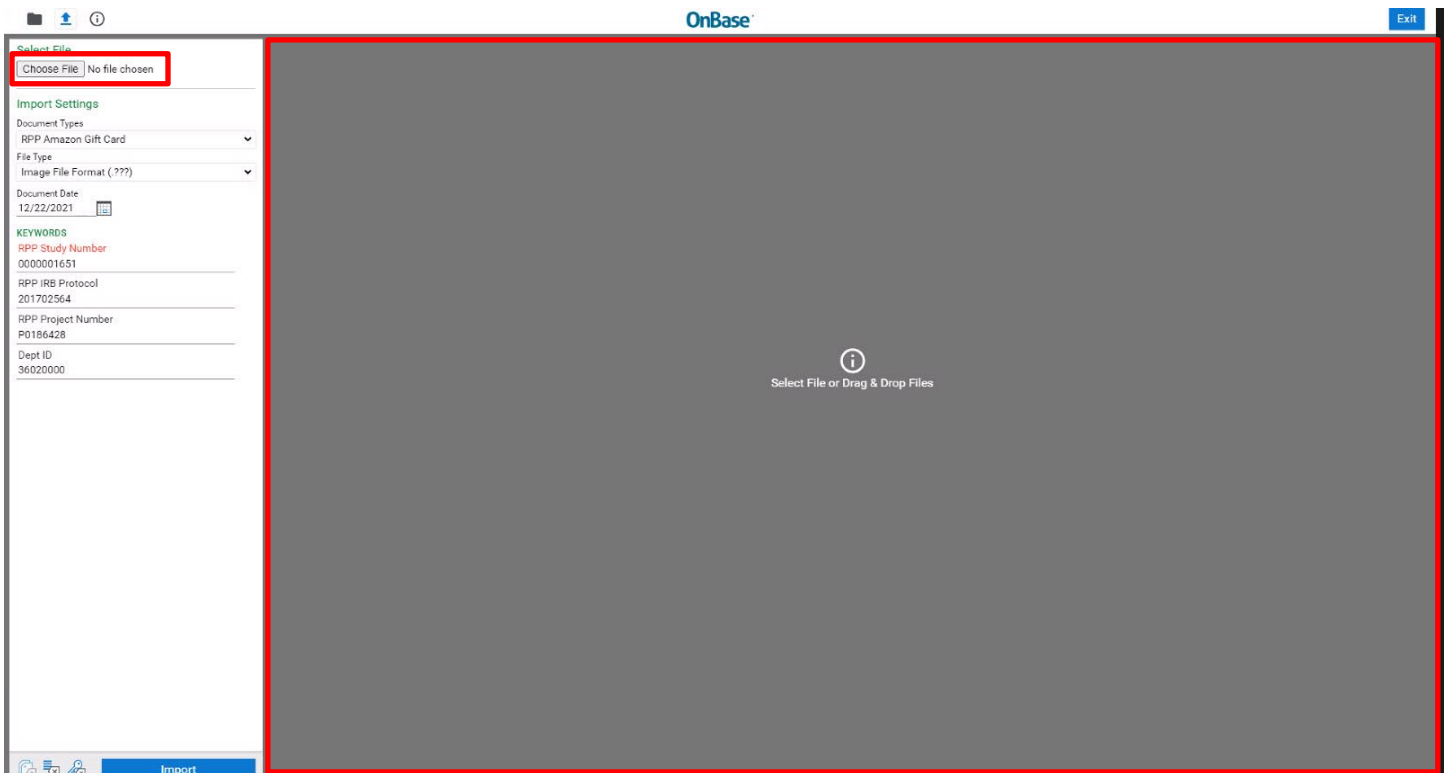
- The left-hand menu shows any documents that have been uploaded to the Study Fund Request. In this example, one document has been uploaded (highlighted in picture above).



- If you **click on a document**, like the one highlighted in the previous picture, it will open the window in the center of the page showing more information about the document and download the file to your computer automatically.



8. To upload a document, click on the **upload icon** on the top left-hand side of OnBase.



9. The upload menu will appear. You can either click the **Choose File** button or **drag and drop** your document to the gray portion of the screen to upload your document.

Select File  
Choose File No file chosen

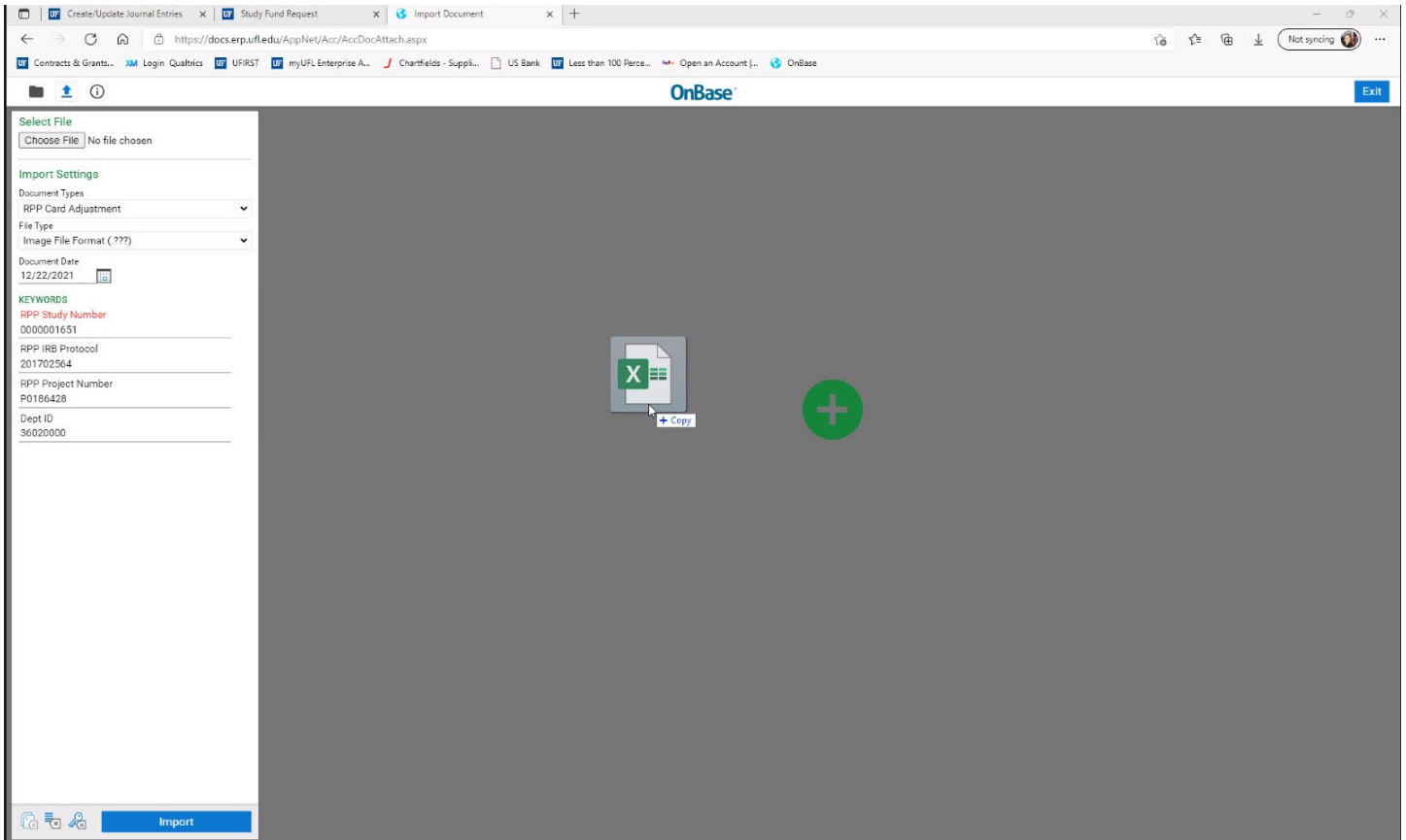
Import Settings

Document Types  
RPP Amazon Gift Card

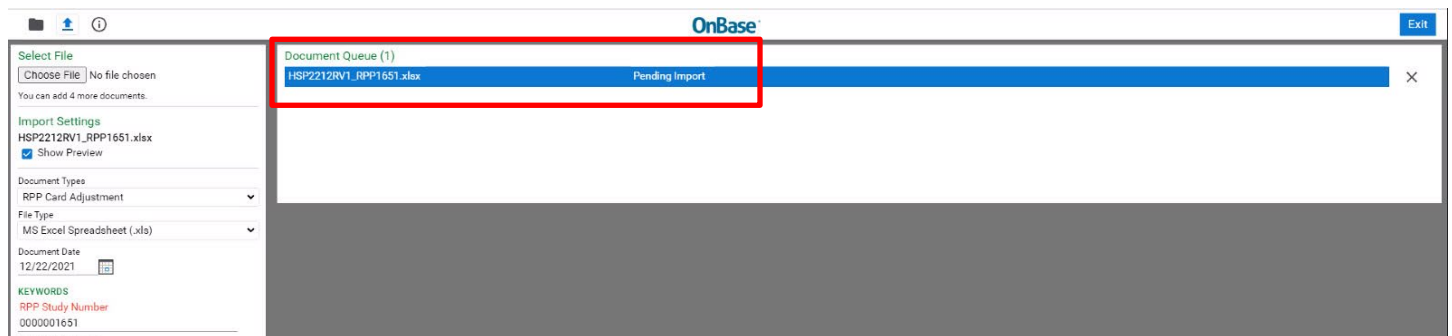
- RPP Amazon Gift Card
- RPP Card Adjustment
- RPP Cash Request
- RPP Correspondence
- RPP Deposit
- RPP IRB
- RPP Journal Entry
- RPP PCARD Order
- RPP Prepaid Debit Card
- RPP Receipt and Responsibility Statement
- RPP Reconciliation
- RPP Starbucks Gift Card
- RPP Study Close Out
- RPP Walmart Gift Card

Dept ID  
36020000

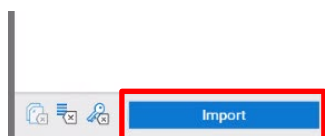
10. Before you upload, select the proper Document Type from the **Document Types Dropdown Menu**.



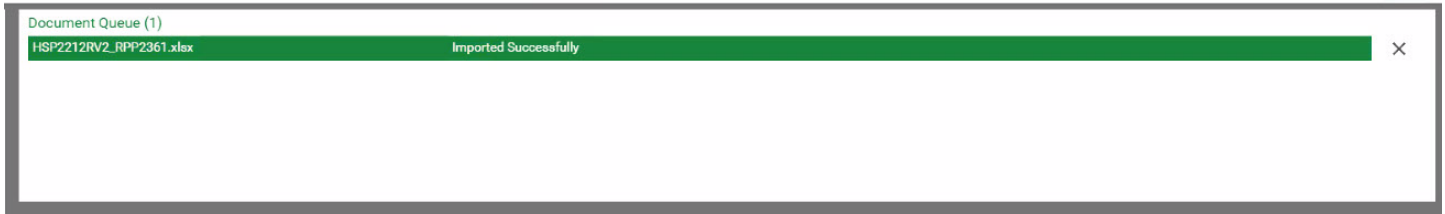
11. For this example, a document is being **drag and dropped** to upload it.



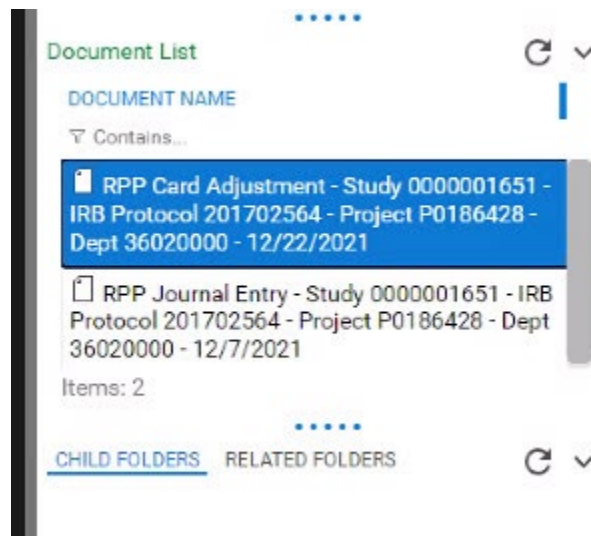
12. The **Document Queue** is then populated with the document. Notice that it reads **Pending Import**. It has not actually been imported yet.



13. When you are ready, click the **Import button**. The document will then import.



14. The **Document Queue** will then read **Imported Successfully**.



15. If you return to the OnBase menu, you will now see the document that you uploaded in the **Document List**.