

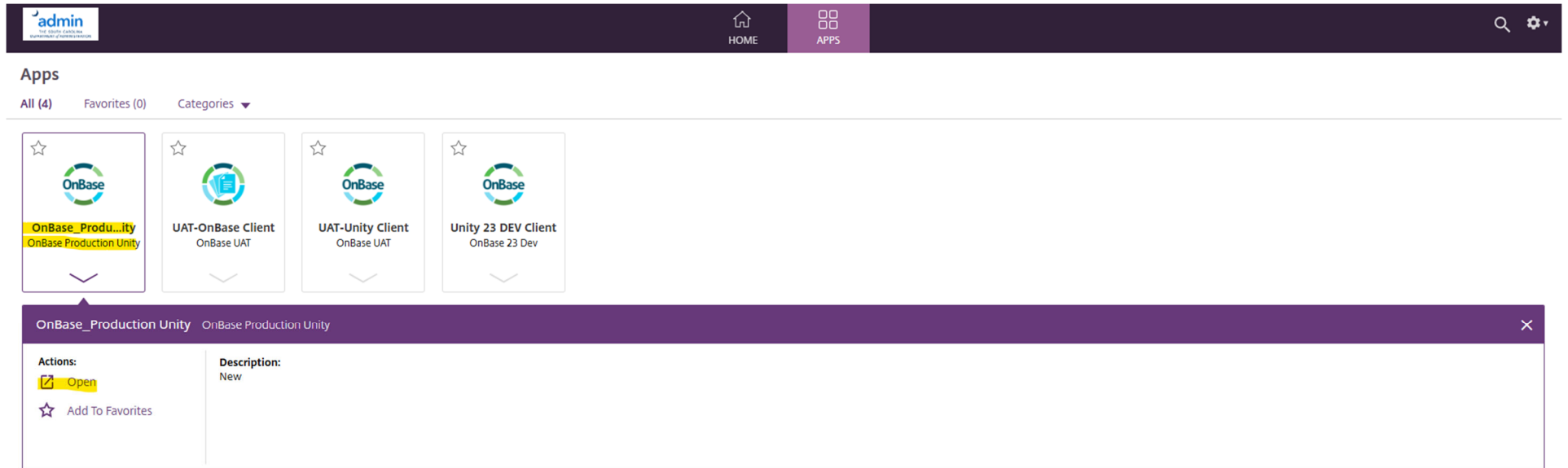
## OnBase User Access Instructions:

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

Log in: (Username and Password provided in an email)

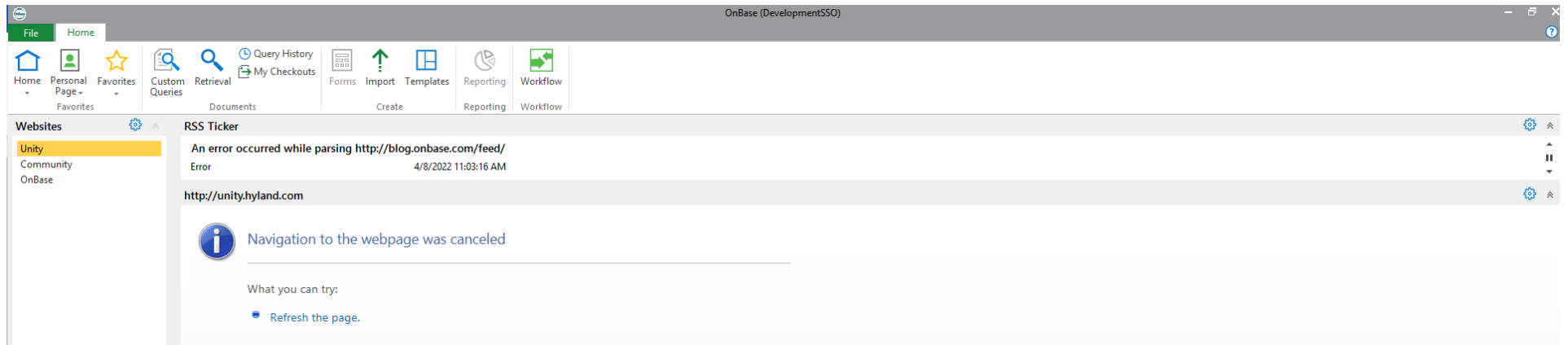
Select OnBase Production Unity

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

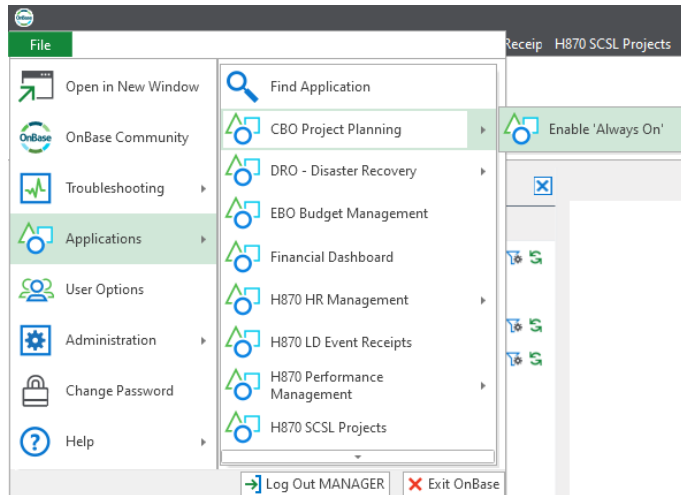


The screenshot displays the OnBase user interface. At the top is a dark purple navigation bar with the 'admin' logo on the left, 'HOME' and 'APPS' icons in the center, and search and settings icons on the right. Below the navigation bar, the 'Apps' section is visible, with filters for 'All (4)', 'Favorites (0)', and 'Categories'. Four application tiles are shown, each with an OnBase logo and a star icon. The first tile, 'OnBase\_Produ...ity' (OnBase Production Unity), is highlighted with a yellow box. Below the tiles, a purple modal window is open, showing details for 'OnBase\_Production Unity'. The modal has a title bar with the app name and a close button. It contains two sections: 'Actions' with 'Open' (highlighted in yellow) and 'Add To Favorites', and 'Description' with the text 'New'.

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**



**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.**



File

Home

CBO Project Planning

Filters

Calendars

Favorites

Recently Viewed

+ CPIP

+ PIP

General

Create

CBO Project Planning



Filters

⌵  CPIP Processing  

⌵  My PIP Submissions  

⌵  My Agency PIP Submissions  

⌵  Search  