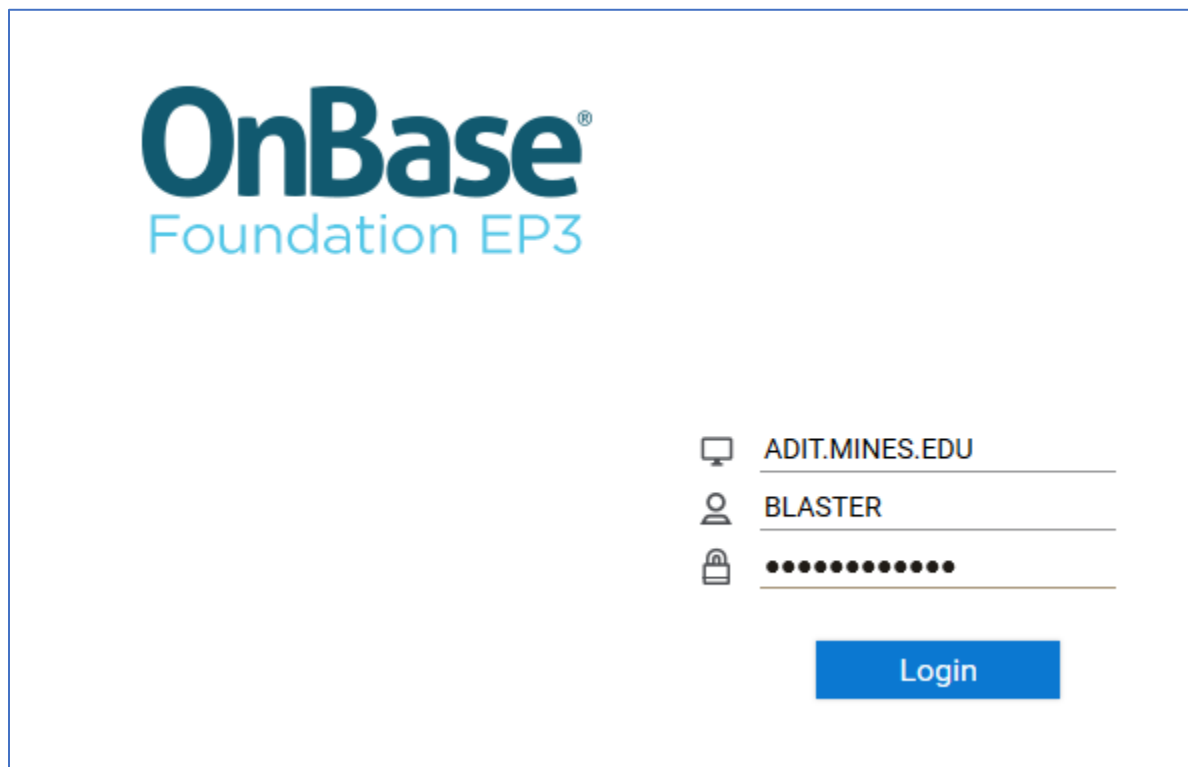# Uploading Secure Documents

How to Use this Service

1. Go to the OnBase Portal

Select "Upload Your Documents" in the upper right corner of this page. Alternatively, you can navigate directly to https://onbase.mines.edu/

2. Select the "Hamburger" / Three Line Icon on the Top Left

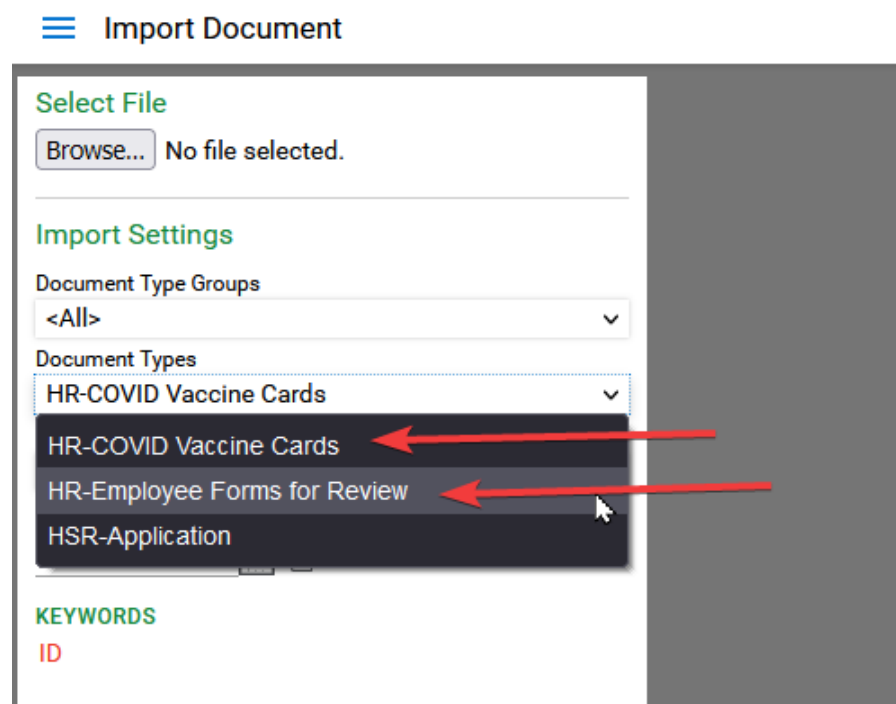# Uploading Secure Documents

3. Select "Import Document."
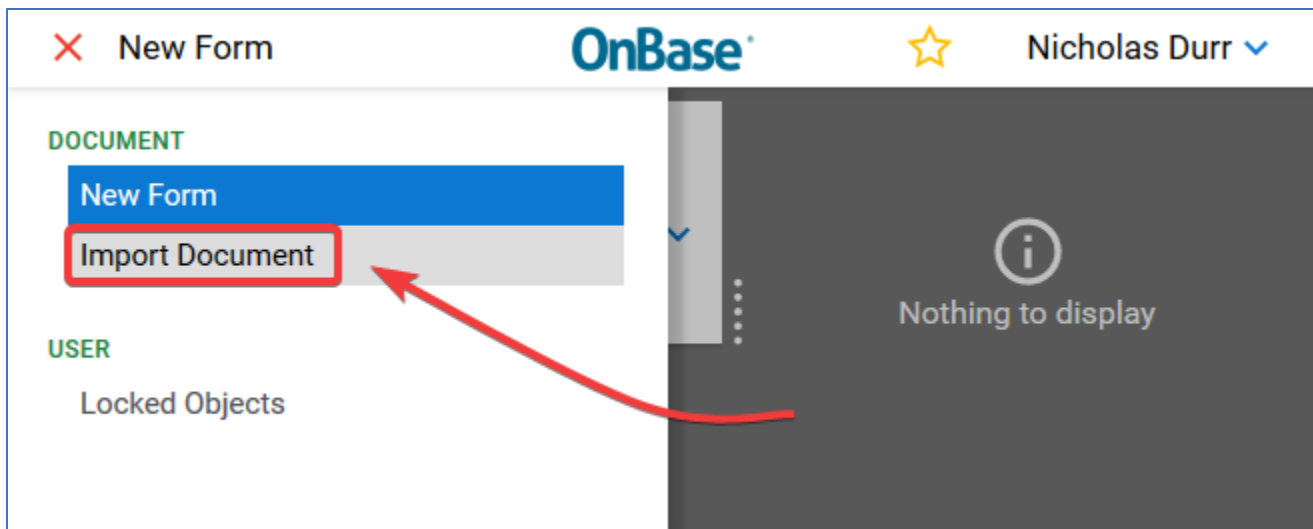
4. Select the "Document Type"

Select "HR-COVID Vaccine Cards" to transmit your COVID Vaccination Card or Immunization Exemption Form to MAPS.

Select "HR-Employee Forms for Review" to transmit HR related forms to MAPS.

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5. Enter Your Campus Wide ID (CWID)

Once you've entered your CWID, the rest of your record will automatically populate.

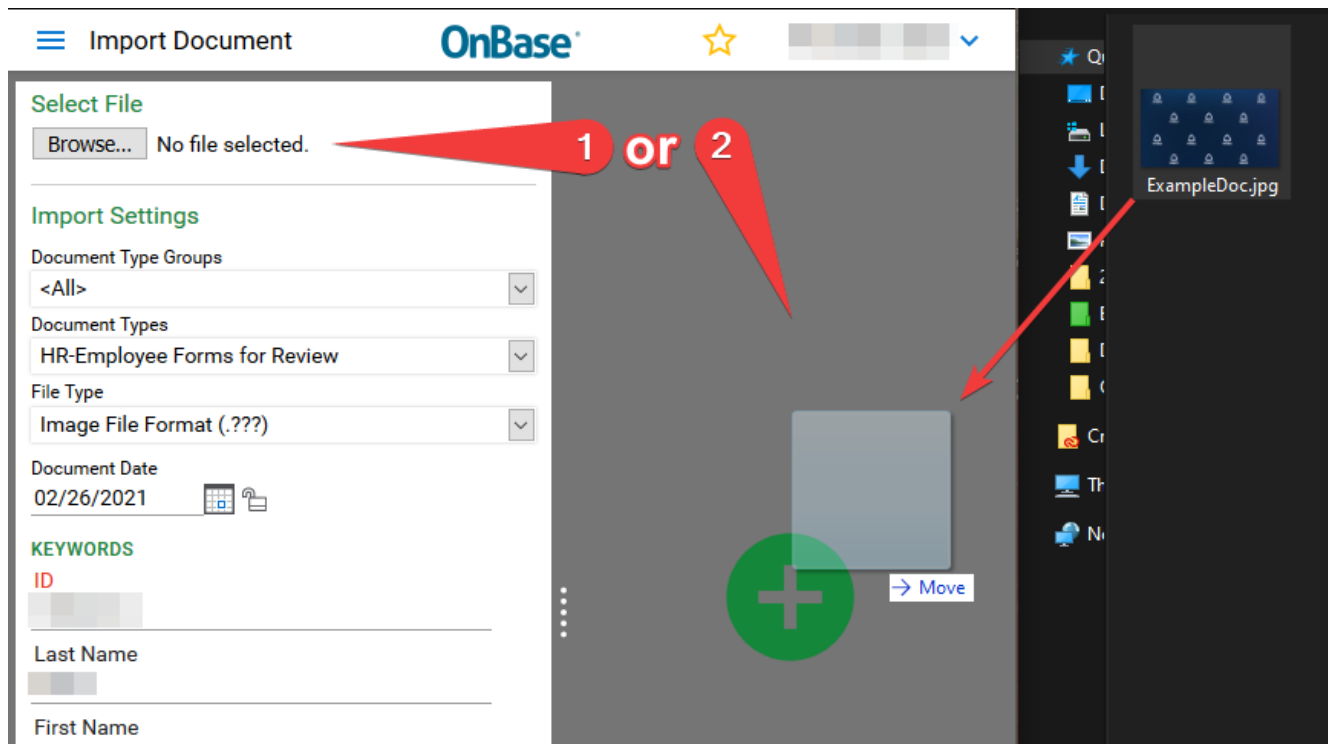If you are unsure of your CWID, you can find it in your welcome email from the MAPS Office.

Uploading Secure Documents

6. Upload Documents Individually or by selecting "Browse..."

When uploading multiple documents, you will be prompted to "Save as Replacement" or "Save as New Document."
Select "Save as New Document" and select "Save"

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7. When the document(s) have been added, select "Import"

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8. Your Document(s) are Successfully Imported

Check for the green "Imported Successfully" message.

You will also receive an email confirmation at your Mines email address.