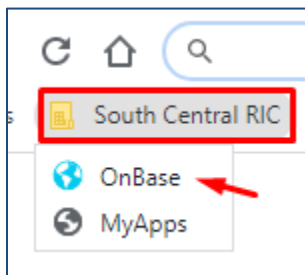


**Summary:** How to access the OnBase Web Client remotely using Amazon AppStream

**Prerequisites:** AppStream **MUST** have been approved for you by an Authorized District Requestor. This is only available to SCRIC MITS districts.

## Steps

1. Log into the Appstream by following the steps laid out in this [Knowledge Base article](#)
2. Once you are logged in, you can access OnBase by clicking on the folder on the Favorites Bar called **South Central RIC**
3. Choose OnBase from the dropdown



- a. If you don't see that, you can go to this URL using the AppStream address bar:  
<https://onbase.southcentralric.org/AppNet/Login.aspx>
4. Login to the OnBase Web Client using the login and password credentials you have for OnBase
  5. For help moving around the Web Client, you can use [this document](#) . Most will need to either retrieve a document or index batches
  6. [Additional web client help can be found here](#)

## NOTES

- If you need to import a document into OnBase, the knowledge base article from Step 1 will show you how to **first upload documents to the SCRIC Appstream**. Then you can import them into OnBase
- If you have trouble and need assistance, please enter a [Service Ticket](#). Be sure to **mention whether your trouble is with AppStream OR with OnBase**, as these will be directed to different teams.