

How to Login to OnBase Web Client

1. Go to the **OnBase Web Client** link <https://imaging.fresnostate.edu/>
NOTE: Make sure the browser pop-up are not blocked.
2. Type your Fresno State username and password, click the **Login** button. Duo Security authentication will be required if you have not logged into OnBase using the current browser.

Username:
Password:
 Warn me before logging me in to other sites.

For security reasons, quit your web browser when you are done accessing services that require authentication!

Device: iOS (000-XXX-3344)
Choose an authentication method
Duo Push RECOMMENDED
Call Me
Passcode
Remember me for 12 hours

How to Submit a New Financial Signature Approval (FSA) form

1. Go to **Home** page, click on the **dropdown menu** button at the top navigation bar.
2. A side panel will expand. Click **Open Status View**.

Document Retrieval
DOCUMENT
Document Retrieval
Custom Queries
New Form
Import Document
Batch Indexing
Documents Checked Out
WORKFLOW
Open Workflow
STATUSVIEW
Open StatusView
FOLDERS
Open Folders
USER
Mailbox
Envelopes
Locked Objects

Document Types
ACCOUNTING
ACCT - AP and AR Reconciliations
ACCT - Change Fund/Petty Cash Closed
ACCT - Change Fund/Petty Cash Open
ACCT - Check Requests
ACCT - CNote
ACCT - Corporate Credit Card Applications
ACCT - CPO
ACCT - EPT Vendor Setup
ACCT - Invoice
ACCT - Invoice Uploads
ACCT - Journal Entries
ACCT - MOU
ACCT - Non-Student A/R Billing
ACCT - P Card Statements
ACCT - TOSA Invoice
ACCT - Transfer of Payroll (TOP)

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Open Folders

3. A new window will display, under the Group Layouts the default will be to **Fresno State** status view. A side window will display and under Available Forms **double** click on the **FIN – Financial Signature Approval – FSA (UFW)**.

StatusView
Available Layouts
PERSONAL LAYOUTS
GROUP LAYOUTS
Buyer Dashboard - Purchase Requisition
Fresno State
Available Forms
FORMS
Key Request
Visitor Parking Request
Worker Injury Form
University Driving Authorization
FIN - Financial Signature Approval - FSA (UFW)

4. A new window will display the **FIN – Financial Signature Approval – FSA (UFW)** form. Enter the required information listed below to submit the form:
 - a. **Department Information**
 - **Department Name ID Select** – This field will allow you to type the department id or name or use the drop down arrow to see list of department ids/names.
 - **VP Name** – This field will auto-populate based on the Department Name ID Select.
 - **Fiscal Responsible Manager Name** – This field will auto-populate based on the Department Name ID Select.
 - b. **Primary Approver and Secondary Approvers Section**
 - **Approver Name** – This field will auto-populate based the current primary/secondary approver.
 - i. You can select the new approver in this field
 - ii. There can only be one primary approver
 - iii. There can be up to a maximum for 5 secondary approvers that can be added.
 - **Approver Empl ID** – This field will auto-populate based approver name
 - **Approver User ID** – This field will auto-populate based approver name
 - c. Click on the **“Submit”** button.

The screenshot shows the 'Financial Signature Approval' form. At the top left is the Fresno State logo with the tagline 'Discovery. Diversity. Distinction.'. The form title is 'Financial Signature Approval'. The form is divided into several sections:

- Department Information:** This section is highlighted with a red box and labeled 'a'. It contains three fields: 'Department Name ID Select*' (a dropdown menu showing 'INFORMATION SECURITY (81153)'), 'VP Name*', and 'Fiscal Responsible Manager Name*'. Each field has a corresponding input area.
- Primary Approver:** This section is highlighted with a yellow box and labeled 'b'. It includes a note: 'Person listed as Primary Approver will be the primary person to review and approve all financial transactions for this Department ID.' Below this are three fields: 'Approver Name*', 'Approver Empl ID', and 'Approver User ID', each with an input area.
- Secondary Approvers:** This section is also highlighted with a yellow box. It includes a note: 'Persons listed as Secondary Approver will be able to review and approve financial transactions for this Department ID. (A maximum of 5 Secondary Approvers can be added)'. It features an 'Add' button and a table with columns for 'Approver Name*', 'Approver Empl ID', and 'Approver User ID'. There are two rows of input fields, each with a 'Remove' button to its right.
- Admin Section:** This section is highlighted with a green box and labeled 'c'. It contains a 'Submit' button with a green arrow pointing to it.