

OnBase User Access Instructions:

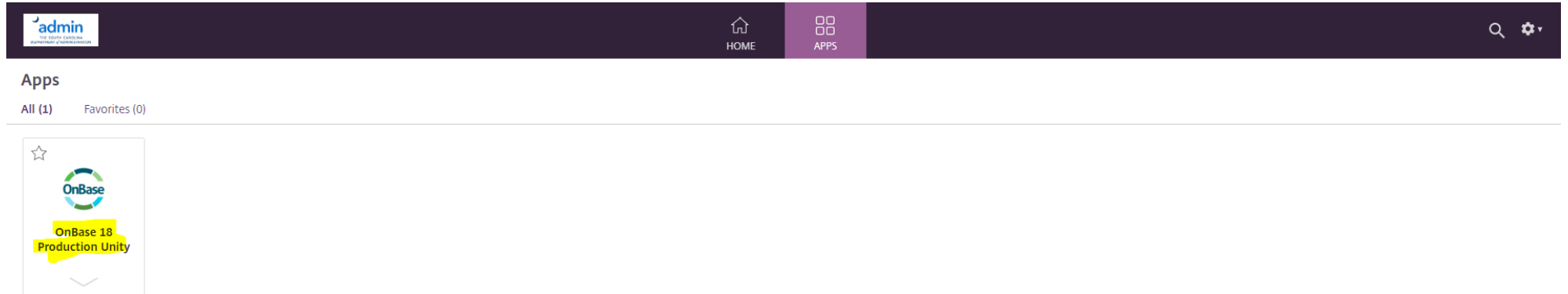
Go to: <https://sceisaccess.sc.gov>

Log in: New Users (Username and Password provided in an email) / Other Users (Desktop Username and Password)

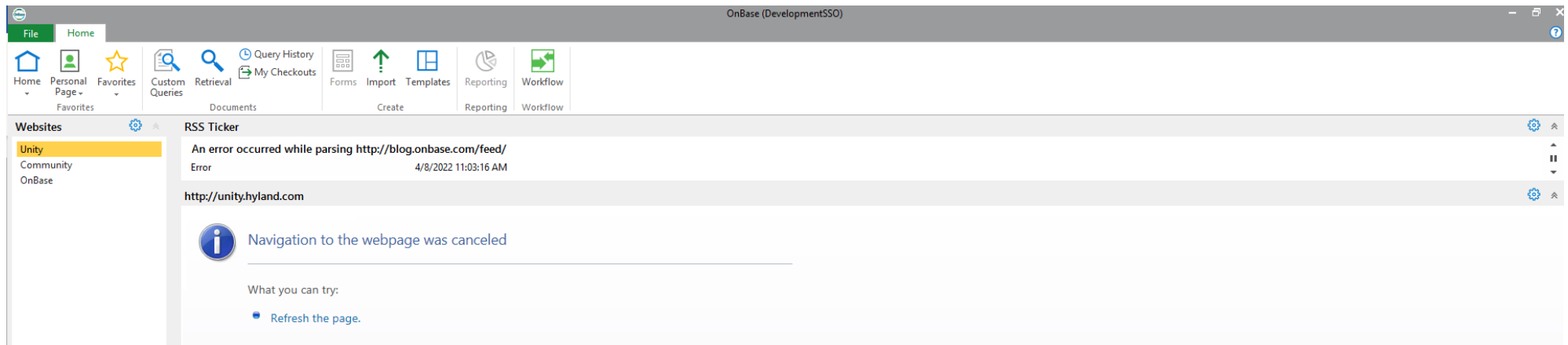
Note: Do not use your SCEIS Username and Password.

Select OnBase 18 Production Unity

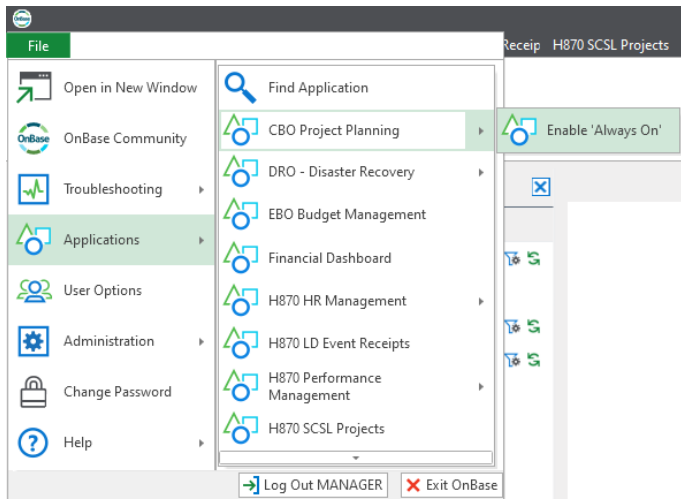
(Note: There may be other options present, but OnBase 18 Production Unity is the option to select.)



View when logged 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.

