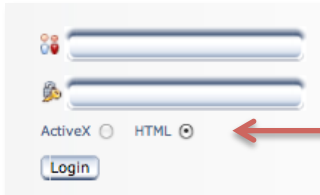


To log in to OnBase:

(For browser information, please see the OnBase Web Guide – Browser Set Up)

Be sure your pop-up blockers are off, then go to the HCCA homepage (www.hccanet.org) and choose OnBase from the Quick Links menu. From there, you click "**Log in to OnBase**".

NOTE: If you have forgotten your username and/or password, or if you find that your account is locked due to inactivity, please click the " [Onbase Password Reset/User ID Reminder/Account Unlock](#)".

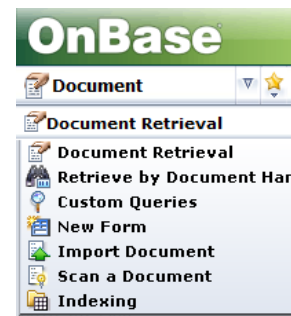


If you are simply retrieving and printing documents, you can choose the **HTML** option.

Be sure your ID and password are lowercase – it will always display as upper case, so it can be confusing.

Once in OnBase you will retrieve your documents (W2s or 1099s) by choosing **Document Retrieval** from the second dropdown.

You will get a list of the document types you have access to. Highlight the document type you want to print. (For more detailed instructions on finding documents, see the **OnBase Quick Guide – Document Retrieval**.)

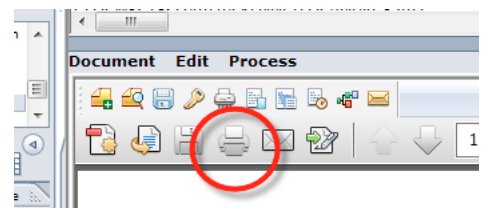


Once you highlight the document type, you will see the keyword fields. These help you find the documents you need. Start by choosing the tax year by using the dropdown arrow at the end of the field.

To print on the perforated form paper:

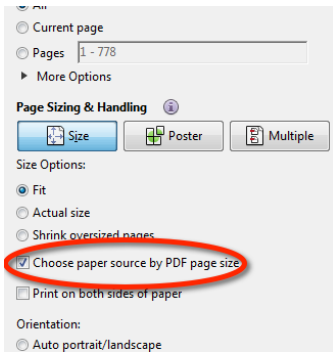
First, choose the current year from the Year dropdown keyword field. Then, depending on your district, you will choose either the keyword field "Full Name" or "Last Name", and from the dropdown, choose "ALL" (listed alphabetically in the "A"s). Then click the binoculars (find) at the bottom left of the keyword panel. This brings up the file in a "hit list." (Hit list is the term used for the list of documents that a search brings up. In this case "ALL" would be the only document on your hit list.)

Double click the document on the hit list to open the W2s in the 8.5 X 14 format in the document viewer. Then, click the larger of the two printer icons in the viewer. * It's advisable that you print only one or two the first time as a test to be sure the forms print properly.



(*Note, some versions of Adobe will not display the larger print icon. Generally, if you hover at the bottom of the page, a toolbar will appear. Use the printer icon on that toolbar, or click the Adobe icon at the end of the toolbar to display the Adobe tools at the top of the page.)

Then, check the box, "Choose paper source by PDF size."



To print individual forms on regular, letter-sized paper:

Choose the name from the Name dropdown. If you aren't sure of the spelling you can type the first letter and click the drop down, or use * as a wildcard for a list of all possible matches.

The names will appear in a "hit list". Double click the one you want to print then print by clicking the Adobe print icon.