

OnBase Tax Form Retrieval

OnBase Web Login

The screenshot shows a web browser window with the URL <https://fbweb.hccanet.org/OnBase/Login.aspx> in the address bar. The page features the OnBase 17 logo and a message: "Your session has expired. You are required to log in again." Below this, there is a username field labeled "MVFLNAME" and a password field. To the right of the password field are two radio buttons: "ActiveX" and "HTML". At the bottom is a "Login" button. Numbered callouts are placed as follows: 1 points to the address bar, 2 points to the username field, 3 points to the "HTML" radio button, and 4 points to the "Login" button.

- 1 URL to OnBase login
- 2 Type Username in lowercase. It will appear in uppercase. Your username=district prefix, first letter of first name and lastname
- 3 Select HTML radio button
- 4 Click Login

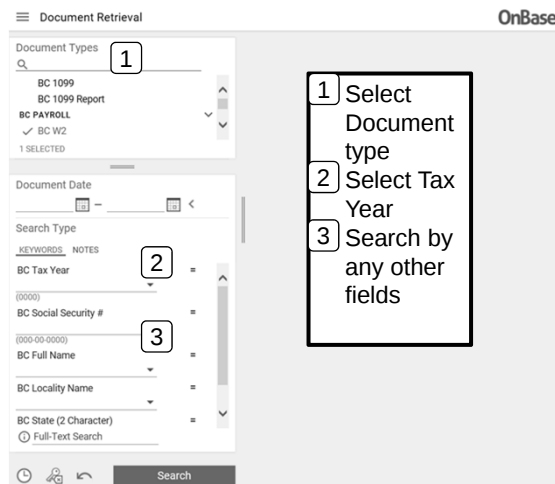
Forgot your password?

Go to <http://www.hccitc.org/onbase/>
Click on Password Reset/ID Reminder/Unlock



The screenshot shows the OnBase login page. At the top, there is a header with the HCC logo and the text "Your Partner For Worry-Free Efficiency". Below the header, there is a navigation bar with the OnBase logo and a "Quick Links" section. The "Quick Links" section includes links for "OnBase Login", "Password Reset/ID Reminder/Unlock", and "Request Support". The "Password Reset/ID Reminder/Unlock" link is circled in red. Below the navigation bar, there is a form titled "OnBase Username and Password". The form includes fields for "District", "First Name", and "Last Name". Below these fields, there is a section for "Forgot my password" with checkboxes for "I forgot my user name", "I forgot my password", "I forgot both my username and password", and "My account is locked". At the bottom of the form, there is an "Email" field and a "Submit" button.

Document Retrieval



The screenshot shows the OnBase Document Retrieval interface. It includes a "Document Types" section with a search bar and a list of document types: "BC 1099", "BC 1099 Report", "BC PAYROLL", and "BC W2". The "BC W2" item is selected. Below this, there is a "Document Date" section with a date picker. The "Search Type" section includes a "KEYWORDS" field and a "NOTES" field. The "KEYWORDS" field contains "BC Tax Year" and is annotated with a red box and the number 2. The "NOTES" field contains "BC Social Security #" and is annotated with a red box and the number 3. Below the "KEYWORDS" field, there are fields for "BC Full Name", "BC Locality Name", and "BC State (2 Character)". At the bottom, there is a "Full-Text Search" button and a "Search" button.

- 1 Select Document type
- 2 Select Tax Year
- 3 Search by any other fields

