How to import ELCM Internship Registration into OnBase

1. Every 5 minutes OnBase checks for files in the following location:
   N:\ELCM\Internship Registration Adobe Sign

2. Check in OnBase to see if the documents indexed. click on “Batch Processing” and go to the scan queue “ELCM Internship Registration Adobe Sign” to see if there are any issues. Once the documents are indexed and the batch is committed, they are automatically routed to RO and PLAA.