

# CONSULTANT ACCESS TO ONBASE

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## First Time Users Only

If you do not already have an OnBase account, use the following link to create your OnBase account:

<https://enterpriseregistration.nebraska.gov/SelfRegistration.aspx>

Once you have completed the registration, email your Project Coordinator (PC) or other NDOT contact letting them know that you have registered, what username you have chosen and what document types you are requesting access to. You will be emailed when your OnBase account has been given access.

## Users with OnBase Accounts

If you already have an OnBase account, contact your Project Coordinator (PC) or other NDOT contact to request permission to document types.

After your Consultant Coordinator lets you know you have permission, use the following link to access OnBase:

<https://ecmndorp.nebraska.gov/AppNet/Login.aspx>

It is recommended that users select the HTML version of the software application.

A screenshot of the OnBase login interface. It features a white background with a subtle drop shadow. At the top, there is a "Domain" label followed by a text box containing the word "PUBLIC". Below this are "User Name" and "Password" labels, each followed by an empty text box. Underneath the password field are two radio button options: "ActiveX" and "HTML". The "HTML" option is selected, and its label is circled in red. At the bottom center of the form is a green rectangular button with the word "Login" in white text.