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To: AST Leads, Finance Directors, HR Directors, Procurement Directors, SCEIS Alert Recipients

CC: SCEIS Team, SCEIS Service Desk, SCEIS AST

Subject: OnBase system maintenance Nov. 15-17, 2024

Good morning,

The South Carolina Department of Administration's (Admin) Office of Technology and Information Services (OTIS) is scheduled to perform an upgrade of the OnBase system between Friday, Nov. 15, at 5:30 p.m. and Sunday, Nov. 17, 2024, at 5 p.m.

Please note that all OnBase functions, including OnBase document functionality within SCEIS, will be unavailable during this planned maintenance window.

If you have questions, contact the SCEIS Help Desk at 803-896-0001 and select option 2 for SCEIS issues or visit <https://sceis.sc.gov/requests>.

Thank you,

The SCEIS Team