Accessing SF 135 Attachments in ARCIS:

Below are instructions on how to access SF 135 attachments within ARCIS. Agency Customers that have access to the Customer Portal Disposal Module (CPDM) will have an additional method for accessing SF 135s (also listed below):

How to Access SF 135 Attachments in the ARCIS Customer Portal (without CPDM):

1) In the customer portal, navigate to Records Transfers.
2) Use either CREATE or PROFILE SPECIFIC view. Use CREATE only if you are the user who created the records transfer in ARCIS.
3) Click on "FRC Workspace" (top right).
4) Query for the transfer number in question.
5) Click on the transfer number to access the detail screen.
6) Scroll to the bottom of the detail page. There you will find an "Attachments" area. This is the repository for scanned SFs-135 and box listings (if attached) for this particular transfer.
7) Click on the hyperlink for the attachment you wish to view.
8) Follow the pop-up instructions.

NOTE: All attachments are read-only.

How to access attachments within the Customer Portal Disposal Module (CPDM)

1) Click on the Disposal Notices tab, then choose any of the following:
   - APPROVE
   - APPROVE (LOT)
   - PROFILE SPECIFIC VIEW
   - AGENCY WIDE VIEW

NOTE: Some of the above Actions and Views may or may not be visible to you based on your ARCIS User Profile.

2) Click on the Disposition # (e.g., ADN1-271646439). ***NOTE: In APPROVE (LOT) you must first click on the Disposition Lot number (e.g., CPLOT1-226374114) in which the Disposition Notice is linked.***
3) The Disposition Notice detail page will appear.
4) Attachments (SFs-135, box lists (if so attached)) are located in the Records Transfer Attachments area (bottom left of the page).
5) Click on the Attachment Name you wish to view. This will download a read-only file into your Downloads folder.