TABLE OF CONTENTS

DECEMBER 9, 2014

1   OVERVIEW OF SITE CONTENTS

After signing into the site, you should be able to view the eight tiles that represent the various options you have, as well as the links in the right side navigation bar. The site is designed to allow a user to do the following (numbered items below are paired with the numbered items in Figure 1).

1. Create and save a new Shovel Ready Application.
2. Find and edit your saved Applications
3. Find and view your submitted Applications.
4. Manage the documents that you have uploaded to a specific Application.
5. Create and save a new Update Form.
6. Find and edit your saved Update Forms.
7. Find and view your submitted Update Forms.
8. Manage the documents you have uploaded to a specific Update Form.
9. View the Shovel Ready Informational Sheet.
10. View this Portal User's Guide that explains how to use this website.
11. View a checklist of all documents you need and compare with what you've uploaded.
12. View a list of INDOT District Contacts with phone numbers.
13. Link to the OCRA Website.
14. Link to the Indiana Site Locator Database
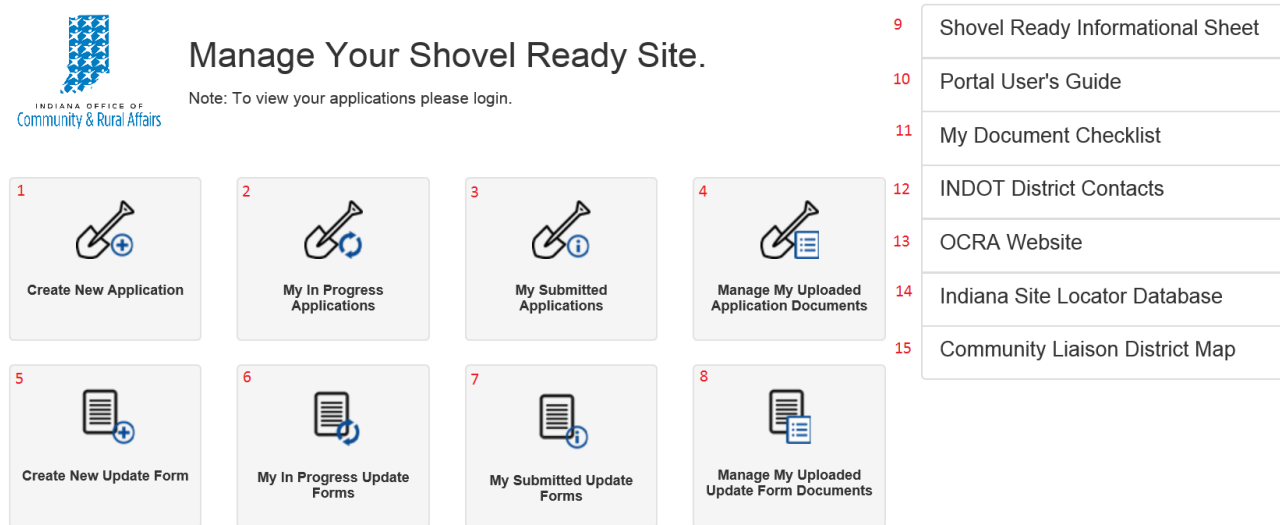15. Link to the Community Liaison District Map.

Figure 1

2   HOW TO LOG IN THE FIRST TIME

2.1   INVITATION CODE

In order to log into the Shovel Ready Site, you must have an invitation code. This may be obtained by the site administrator at OCRA (Matt Crouch). If you do not have an invitation code, please contact Matt Crouch at MCrouch@ocra.IN.gov.

2.2   NAVIGATE TO THE SITE

Once you receive an invitation code, please navigate to https://ocra.portal.in.gov/shovelready. If you are having trouble with the site, know that it functions best when using Internet Explorer as your browser.

2.3   LOG IN

Click on the blue "Sign In" button found in the upper right of the site, as shown in Figure 2.

Figure 2

Upon clicking "Sign In," you will be taken to the Sign In page as shown in Figure 3. Note the area that says, "Have access to an invitation code? Redeem it here" and click on the blue, underlined word "here."

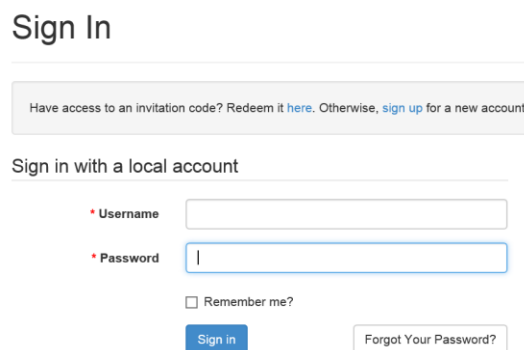*Figure 3*

Now enter your authentication code in the location indicated in Figure 4 and click Submit.

Register

Sign up with an invitation code

* Invitation Code

Submit

Figure 4

Next, you will need to <u>create your own username and password</u> (be sure to make note of these – you will need them every time you log into the site), as shown in Figure 5. You will also need to <u>create your own password question and answer</u>. These are used for verification if you need to reset your password.

Register

Sign up for a new local account

* Username — AWest
* Password — ••••••••
* Confirm Password — ••••••••
* Question — What TV Personality Were You?
* Answer — Batman

Create Local Account

Figure 5

2.4   PROFILE PAGE

This will take you to a Profile Page as depicted in Figure 6, where you may enter additional information about yourself. This will include how we may best contact you (email, fax, phone, mail). Please check the appropriate boxes and select "Update."
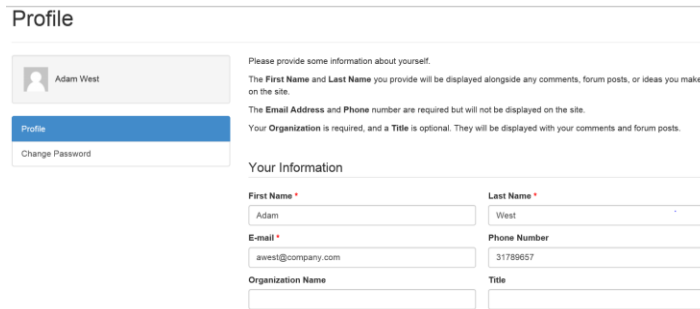
Figure 6

You will now be logged into the site!

3 HOW TO LOG IN (NOT THE FIRST TIME)

3.1 2.1 NAVIGATE TO THE SITE

Navigate to https://ocra.portal.in.gov/shovelready. If you are having trouble with the site, know that it functions best when using Internet Explorer as your browser.

3.2 LOG IN

Click on the blue "Sign In" button found in the upper right of the site, as shown in Figure 7.

Figure 7

Upon clicking "Sign In," you will be taken to the Sign In page as shown in Figure 8. Input your username and password and click Sign In.
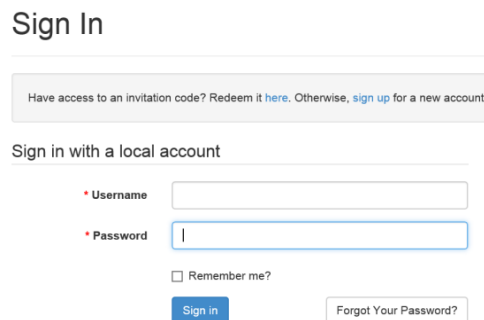

Figure 8

You will now be logged into the site!

4   HOW TO RESET MY PASSWORD

If you do not know your password, but at one time had one, click the blue "Sign In" button in the upper right of the Shovel Ready site. This will take you to the login page as shown in Figure 9, where there is a "Forgot My Password" button.
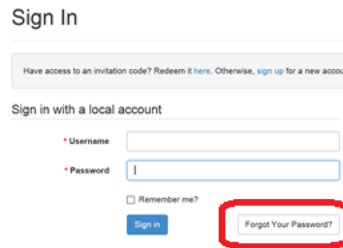
Figure 9

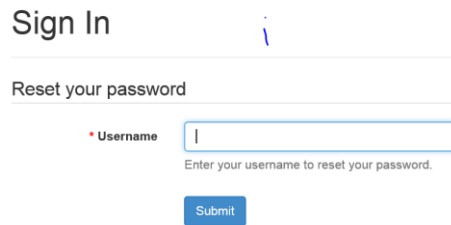Click this and you will be asked to insert your username, as shown in Figure 10.

Figure 10

The system will respond, asking you to fill out the answer to the password question you set in your profile when you originally logged in (see Figure 11 – for details related to your password question, please see Section 2). Press "Submit" and an email will be sent to you with a new password (see Figure 12).
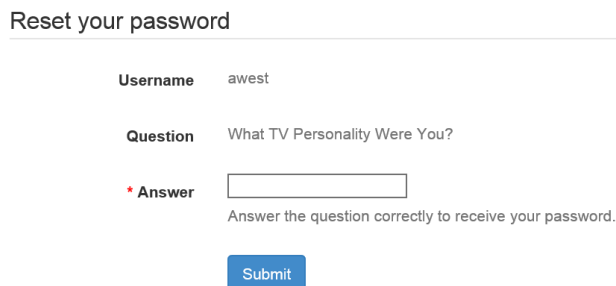

Figure 11

Figure 12

5   HOW TO CHANGE MY PASSWORD

If you know your password, but want to change it, first sign into the site. Your username will be located in the upper right of the screen. Click the down arrow to the right of your name as shown in Figure 13 and select Change Password.
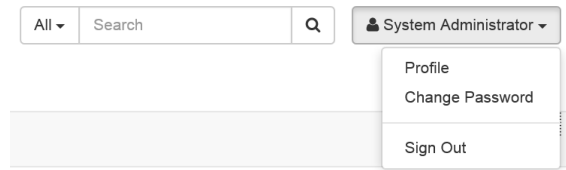
Figure 13

You will be presented with a screen that asks for your current password (see Figure 14). Input your current password and then type in a <u>new password of your own making</u> and confirm it by typing it a second time. Then you will be given an opportunity to sign into the site again with this new password.

Figure 14

6   HOW TO CREATE A NEW APPLICATION

Once you're logged into the shovel ready web portal, click on the tile that says "Create New Application" as shown in Figure 15.

Notice at the top of the Create New Application page, there are eleven different sections to this application (Community Support, Site Ownership, etc.). You may get from section to section via the "Next" or "Previous" buttons at the bottom of each page.
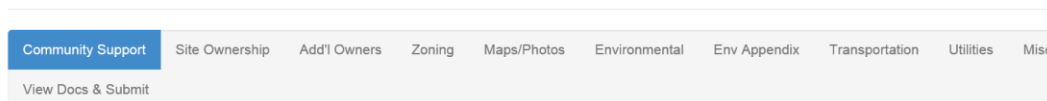
Figure 15

6.1 COMMUNITY SUPPORT

This tab begins with a list of Instructions, which should be read in full. Next, please select your site from the drop down box available. If your site does not yet exist in the system, please contact MCrouch@ocra.IN.gov to make sure it is added.

The first two uploads on this tab are REQUIRED (note that the checkboxes are pre-checked for you for all required uploads). Select the browse button and upload the described document. (See the section entitled "How to Upload Documents" if you're not sure how to do this.) Required uploads are pre-checked for you. Optional downloads depend upon you checking the box as a yes answer to the question or statement. When the checkbox is selected, you must upload the corresponding document.

Next, please fill out all information regarding the Primary Applicant and the Contact Person. Also fill out the Co-Applicant section, if applicable. Please note in the Co-Applicant section, if any of the four boxes near the end have been checked, evidence supporting such must be uploaded here. When this section is complete, or when you have input all the information your currently have, please select the "Next" button, which will take you to the Site Ownership tab.

6.2 SITE OWNERSHIP

Instructions for the first part of this section are found at the top. There is room to list four site owners on this page. If you need additional room to add more owners, be sure to select the "YES" radio button to add more owners on the next page (which will not be shown if the radio button is set to "NO").

Continue filling out the remaining sections of this page, and uploading documents as applicable for your site. When ready, click "Next."

6.3 ADDITIONAL OWNERS

If the radio button pictured in Figure 16 is set to "YES," you will see this page. It simply allows room to add additional owners. Fill out as necessary.

If "NO" has been selected (which is also the default), you will be taken directly to the Zoning page after clicking "Next" on Site Ownership – and you will not see this page. If for any reason at a later date you need to add additional owners, just go back to the Site Ownership page and change the radio selection to "YES."

If you check the box below, you will see an additional section to add more owners when the "Next" Button is selected.
Do you need space to input more owners?
◉ No ○ Yes

Figure 16

6.4 ZONING

Please upload documentation if required and fill out the page in full. Click the "Next" button.

6.5 MAPS/PHOTOS

Note that four of the five maps/photos listed here are REQUIRED. If your site has been platted, an additional map is required as well. Please upload accordingly and select "Next."

6.6 ENVIRONMENTAL

Please upload documentation if required and fill out the page in full. If either of two checkboxes are checked as Yes, you will be taken to the Environmental Appendix page that provides additional questions. Otherwise, you will be taken directly to the Transportation page when "Next" is clicked. The two checkboxes are shown below.

Are the Institutional/engineering controls in place, or has there been site activity since Phase I?

Did the Phase I have significant findings?

6.7 ENV APPENDIX

If this page is displayed, please upload documentation if required and fill out the page in full. Click the "Next" button.

6.8 TRANSPORTATION

Please upload documentation if required and fill out the page in full. Click the "Next" button.

6.9 UTILITIES

Please upload documentation if required and fill out the page in full. Click the "Next" button.

6.10 MISCELLANEOUS

Please upload documentation if required and fill out the page in full.

6.11 VIEW DOCUMENTS AND SUBMIT

The beginning section of this page lists all the documents you have uploaded to date. Next, you will see a large paragraph. Please read this in full, and understand that when you TYPE your full name in the signature text box, you are agreeing to the terms of this application.

IMPORTANT: If you check the "Ready for Review by OCRA" box, you are submitting the application and cannot edit the application until it has been reviewed by OCRA. If this box is NOT checked, the application is only saved, and you may return for further editing.

The grey fields at the end of the page are for Internal Use Only. This is where you will be able to see the status of your application, the type of certification you have been assigned, your renewal date and any comments the State may have communicated to you.

7   HOW TO SAVE AN APPLICATION

Each time you select the "Next" button, the application is saved. Be sure to click "Next" when you're done with a tab, even if you don't want to fill out the next tab. This way all your work will be saved.

8   HOW TO EDIT A SAVED APPLICATION

If your application is in one of the following states: "In Progress," "Further Action Required," or "Re-Opened" – you may return to your application for editing. On the main page of the site, click on the tile entitled "My In Progress Applications." You can see your application status listed on the last tab of the Application (all applications begin as In Progress, and won't change until they have been reviewed). You may also view your Application Status when you first see the list of your applications after selecting the tile "My In Progress Applications."

9   HOW TO UPLOAD AND VIEW DOCUMENTS

Click on the "Browse" button located in numerous areas throughout the application, as shown in Figure 17. A Windows Explorer dialogue box will pop up (see Figure 18). Search through your own PC to find the document that needs to be uploaded. Select (highlight) the desired document and Click "Open." This will insert the file into the application.
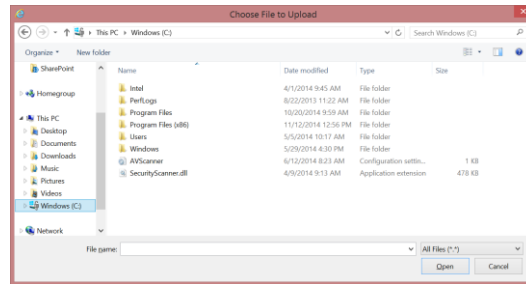

Figure 17

Figure 18

You can be sure your document has been uploaded in a variety of ways. First, when you first select the document to be uploaded, you will see the document name in the grey text box to the left of the browse button as shown in Figure 19. This means the document will be uploaded when you select the "Next" button on your application.
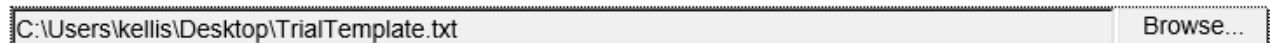

Figure 19

Additionally, you can go back to the Home page of the portal and select the "Manage My Uploaded Application Documents" or you can use the "My Documents Checklist" in the right navigation bar of the Home page.

10 HOW TO SUBMIT AN APPLICATION

When your application is complete with all required documents uploaded, check the box on the last tab (View Documents and Submit) that says "Ready for Review by OCRA," fill out your name in full in the Signature text field (which indicates your agreement to the notes above regarding the application), and Click the "Submit" button at the bottom.

When the application has been submitted, it will no longer be editable. Therefore, you can find the details of your submitted application by clicking on the tile entitled, "My Submitted Applications."

11 HOW TO DETERMINE THE STATUS OF MY APPLICATION

Whenever you click on the "My In Progress Applications" tile, you will be taken to a screen that lists all those applications. In this listing, the second column lists the Application Status for each one listed.

Whenever you click on the "My Submitted Applications" tile, you will be taken to a screen that lists all those applications. In this listing, the second column lists the current <u>Certification Status</u> of your application. The following statuses are available: Shovel Ready Certified, Shovel Ready Silver Certified, and Shovel Ready Gold Certified.

12 HOW TO SUBMIT AN UPDATE FORM

On the main page of the Shovel Ready site, click on the tile entitled, "Create New Update Form," fill out and submit.

The process for the Update Form is nearly identical to the Shovel Ready Application. Please refer to instructions above.