



# How do I Attach Additional Files?



# Logging In

- Proceed to **TDOT HD** (<https://aca-prod.accela.com/TDOT/Default.aspx>)
- On this homepage, select “Login”

The screenshot displays the TDOT Highway Driveway homepage. At the top left is the logo for "TN HIGHWAY DRIVEWAY" with the subtitle "TDOT Commercial Permit Application System". A navigation bar contains links for "Home", "Search", and "Request Inspection". A "Contact Information by County" button is located in the top right. The main content area includes a "Register for an Account" link and a "Login" button, both highlighted with red boxes. Below this is a search bar. A large red arrow points from the "Login" button in the top navigation to the "Login" button in the "Sign In" form. The "Sign In" form contains fields for "USER NAME OR E-MAIL" and "PASSWORD", a "Forgot Password?" link, a "Sign In" button, and a "Remember me on this device" checkbox. Below the form is a "Not Registered?" link and a "CREATE AN ACCOUNT" button. The bottom of the page features a footer with the TDOT logo and the text "Department of Transportation".

# Logging In

- Input your User Name or Email and your password.
- Once entered, click “Sign In”
- If you would like to stay logged in after exiting this site, click on “Remember me on this device”

[Home](#)   [Search](#)   [Request Inspection](#)

[Register for an Account](#)   [Login](#)

Click [here](#) to navigate to Create an Application.

 

To navigate to your 'My Records' page, hover your cursor above the 'Home' tab while logged in. From there, select 'My Records' from the dropdown. This page will provide a list of applications you've submitted where you can view your application's progress and history, request inspections, and more.

## Please Login

Many online services offered by TDOT require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

## New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >>](#)

## Sign In

USER NAME OR E-MAIL: \*

tdot.r1.traffic@tn.gov

PASSWORD: \*

.....

[Forgot Password?](#)

[Sign In](#)

Remember me on this device

[Not Registered?](#)

[CREATE AN ACCOUNT](#)

# Home Page

- From the Dashboard, choose “View All Records” to continue.
- Alternatively, hover your cursor over the “Home” tab and select “My records”

Note: The dashboard will allow you to easily monitor various items in your account.

Home Search Create Permit Application Request Inspection

Logged in as: R1 Traffic Collections (0) Account Management Logout

Click [here](#) to navigate to Create an Application.

To navigate to your 'My Records' page, hover your cursor above the 'Home' tab while logged in. From there, select 'My Records' from the dropdown. This page will provide a list of applications you've submitted where you can view your application's progress and history, request inspections, and more.

Hello, R1 Traffic

My Collection (0) View Collections

Home Search

Dashboard

My Records

My Account

Advanced Search

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
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# Records

Choose the Record Number of the permit you wish to attach additional files to

## ▼ Driveway Permits

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	State Route Number	Short Notes	Expiration Date
<input type="checkbox"/>	01/10/2022	<b>HWAY-23-000001</b>	Highway Entrance Application	Commercial driveway for TDOT TMC Building	40	Knox	
<input type="checkbox"/>	12/01/2022	<b>HWAY-22-000093</b>	Highway Entrance Application	Building a new driveway for commercial development. Will include grade work in ROW to improve sight distance at proposed entrance location.	1	Knox	

# Record Info

- This screen allows you to review many items including:
  - Basic information you entered for this permit
  - Processing Status
  - Attachments
  - Inspections
- Choose “Attachments” to continue

The screenshot displays the user interface for reviewing a permit record. At the top, navigation links include Home, Search, Create Permit Application, and Request Inspection. The user is logged in as 'R1 Traffic' and has 0 collections. A search bar is present. Below the navigation, a message instructs the user to click a link to create an application. The main content area shows the record details for 'Record HWAY-23-000001: Highway Entrance Application' with a status of 'Complete'. A dropdown menu is open, showing options: Record Info, Record Details, Processing Status, Related Records, Attachments (highlighted), and Inspections. A map is visible below the menu. A second, larger view of the same record details is shown to the right, also with the 'Attachments' menu item highlighted.

# Attachments

- A list of your current attachments will be shown
- Click “Add” to begin the process of adding more attachments

**Record HWAY-23-000001:** [Add to collection](#)  
**Highway Entrance Application**  
**Record Status: Complete**

Record Info ▾

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### Attachments

The maximum file size allowed is 250 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
<a href="#">TDOT Permit Checklist Fillable Form 1-2023.pdf</a>	HWAY-23-000001	Highway Entrance Application	Record	Engineering Checklist	463.69 KB	01/10/2023	<a href="#">Action</a>
<a href="#">TDOT Site Plan.pdf</a>	HWAY-23-000001	Highway Entrance Application	Record	Site Plans	5.10 MB	01/10/2023	<a href="#">Action</a>
<a href="#">Bond.pdf</a>	HWAY-23-000001	Highway Entrance Application	Record	Bond	195.06 KB	01/30/2023	<a href="#">Action</a>
<a href="#">COI's.pdf</a>	HWAY-23-000001	Highway Entrance Application	Record	Certificate of Insurance	120.10 KB	01/30/2023	<a href="#">Action</a>
<a href="#">Cost Estimate.pdf</a>	HWAY-23-000001	Highway Entrance Application	Record	Other Supporting Documents	418.22 KB	01/30/2023	<a href="#">Action</a>

< Prev **1** 2 Next >



# Attachments

- The File Upload menu appears similar to when you initially apply for a permit.
- Add required files
  - Click "Continue"

## File Upload

The maximum file size allowed is 250 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jsc are disallowed file types to upload.

SR-32, US 25E @ SR-375

100%

TDOT Permit Checklist Fillable

100%

<sup>2</sup>  
Continue

<sup>1</sup>  
Add

Remove All

Can

Note: Multiple files can be added simultaneously



# Attachments

- The added files should be shown with a drop down box labeled "Type" and a field for Description.

- For each file, select the type of file
- Once completed, click Save

\* Type:  ?

File: TDOT Site Plan.pdf 100%

Description:

spell check

\* Type:  ?

File: TDOT Permit Checklist Fillable Form 1-2023.pdf 100%

Description:

spell check

Remove

Remove

2

\* Type:  ?

File: TDOT Site Plan.pdf 100%

\* Type:  ?

File: TDOT Permit Checklist Fillable Form 1-2023.pdf 100%



Additional information: [TDOT](#)

