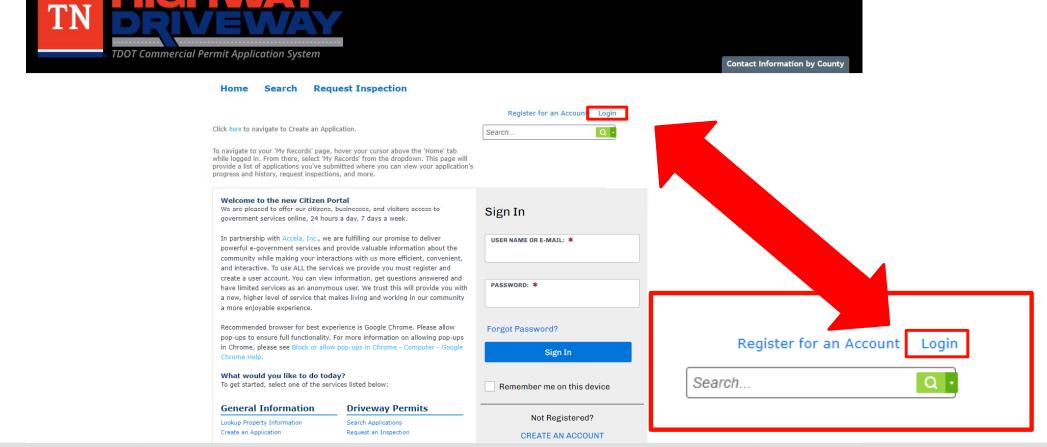


### How do I Attach Additional Files?



# Logging In

- Proceed to <u>TDOT HD</u> (<a href="https://aca-prod.accela.com/TDOT/Default.aspx">https://aca-prod.accela.com/TDOT/Default.aspx</a>)
- On this homepage, select "Login"







## 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

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.

#### Register for an Account Login

Search... Q

#### 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

tdot.r1.traffic@tn.gov

PASSWORD: \*

Forgot Password?

Sign In

Remember me on this device

Not Registered?

CREATE AN ACCOUNT

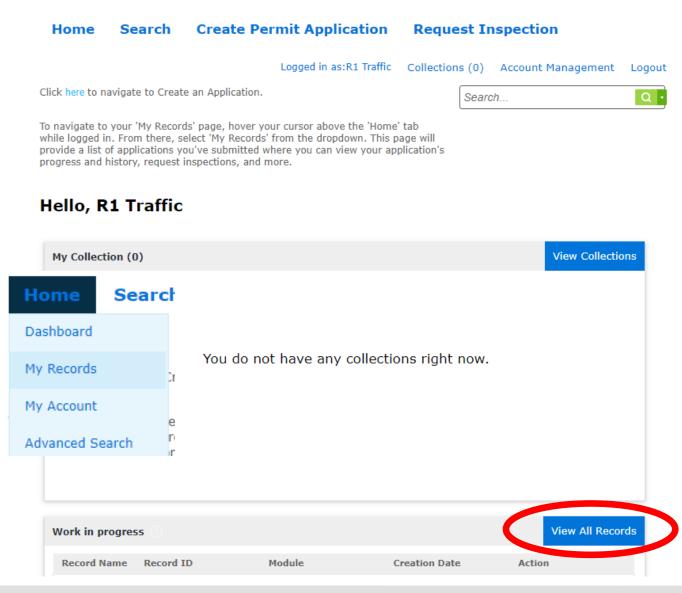




### Home Page

- 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.







### Records

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

#### → Driveway Permits

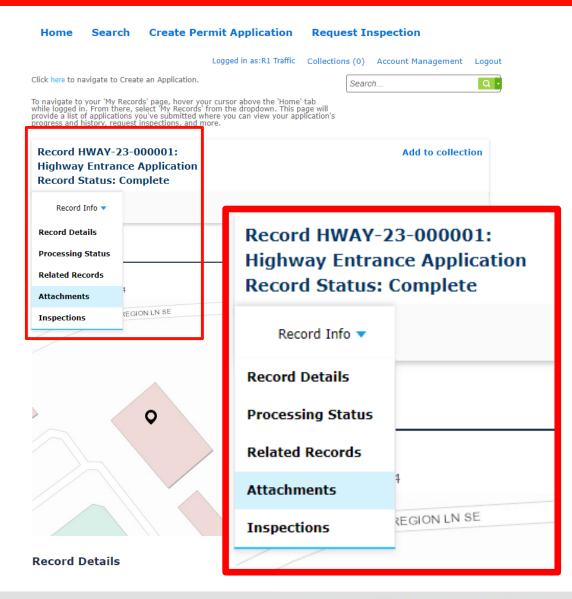
| Showing 1-2 of 2   Download results   Add to collection |            |                    |                                 |   |                       |             |                    |
|---|------------|--------------------|---------------------------------|---|-----------------------|-------------|--------------------|
|   | Date       | Record<br>Number   | Record Type                     | Description   | State Route<br>Number | Short Notes | Expiration<br>Date |
|   | 01/10/202  | HWAY-23-<br>000001 | Highway Entrance<br>Application | Commercial<br>driveway for TDOT<br>TMC Building   | 40                    | Knox        |                    |
|   | 12/01/2022 | HWAY-22-<br>000093 | Highway Entrance<br>Application | Building a new<br>driveway for<br>commercial<br>development. Will<br>include grade work<br>in ROW to improve<br>sight distance at<br>proposed entrance<br>location. | 1                     | Knox        |                    |
| 4   |            |                    |                                 |   |                       |             | <b>→</b>           |





#### **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

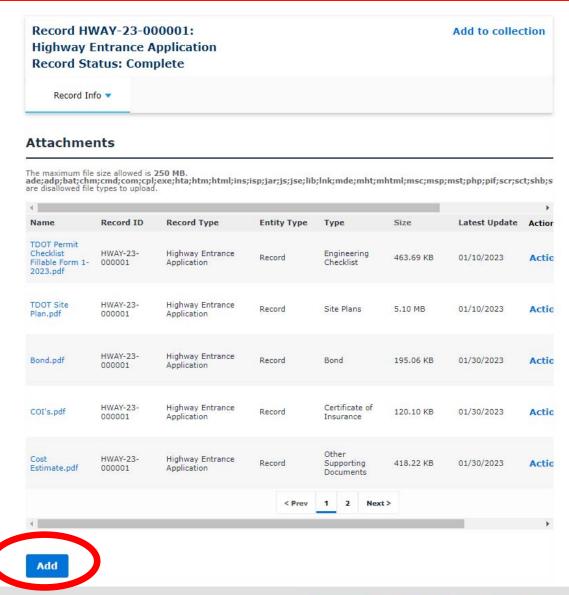






#### **Attachments**

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

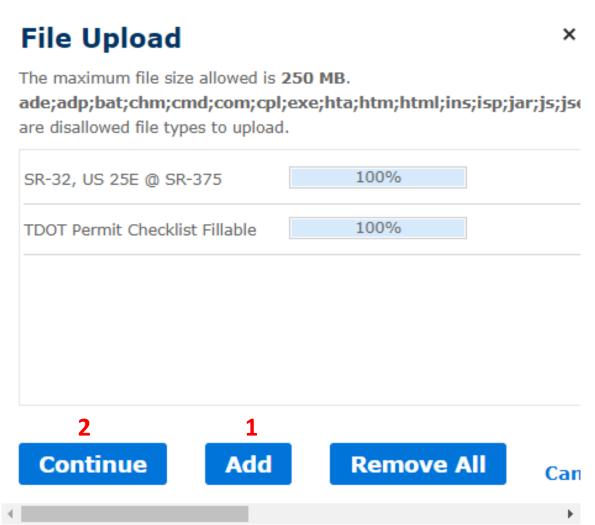






#### **Attachments**

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



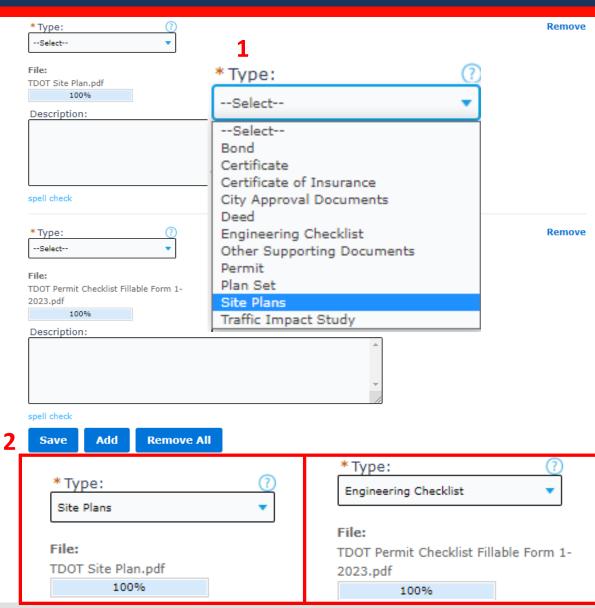
Note: Multiple files can be added simultaneously





#### Attachments

- The added files should be shown with a drop down box labeled "Type" and a field for Description.
- 1. For each file, select the type of file
- 2. Once completed, click Save









# Additional information: TDOT

