



PA-SHARE Tutorial: SUBMITTING ADDITIONAL MARKER NOMINATION INFORMATION

This tutorial will teach users how to send additional information for a Historical Marker Nomination to the Pennsylvania State Historic Preservation Office (PA SHPO). This process may be used to provide additional documents for a nomination or additional information requested by PA SHPO.

Review the complete tutorial or navigate to a specific section by hovering over an entry in the Table of Contents and following the instructions.

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Overview

This tutorial will outline the steps needed to submit additional information to PA SHPO *after* you have submitted it in PA-SHARE using the historical marker wizard. Once you have submitted your nomination by clicking the Submit to SHPO button on your application, you cannot return to the marker form to make changes or add additional information.

You may need or want to provide additional information if:

- you are responding to a PA SHPO request for additional information to supplement or complete the marker nomination,
- you are providing additional information that has not been requested by PA SHPO,
- you are returning the required forms after the historical marker has been approved,
- you are providing photographs and information about the historical marker dedication ceremony (before and after).

The types of additional information you may need or want to provide after submitting the historical marker nomination include, but may not be limited to:

- additional photographs of the proposed marker location,
- scans of source material (including historic photographs, maps, and other graphics),
- letters of support.

There are two ways to submit additional materials:

1. [directly from a PA-SHARE email](#). If PA SHPO is requesting or requiring additional information, you will receive a system-generated email from PA-SHARE. From the email, you will need to click a direct link to access the Response Page.
2. [through the Project Supplement wizard on the PA-SHARE Submit page](#). You can use the Project Supplement wizard at any time you wish to add additional information on your own without an explicit request from the PA SHPO. To do this, you will need to sign in to PA-SHARE and submit through the Project Supplemental Wizard.

The PA-SHARE system is available at <https://share.phmc.pa.gov/pashare/landing>. Step-by-step instructions for signing in to PA-SHARE, understanding the map, and other functions are available on the PA SHPO website at www.phmc.pa.gov/PA-SHARE/Pages/Help-Materials.aspx. The Frequently Asked Questions webpage at <https://www.phmc.pa.gov/PA-SHARE/Pages/PA-SHARE-FAQ.aspx> also has helpful information. Users are also encouraged to contact the PA-SHARE Help Desk at pashare@pa.gov with questions or problems.



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Accessing the Response Page from a PA-SHARE Email

If we have requested additional information for you to complete your application, you will be able to submit the information through an email link to PA-SHARE. Click the link sent to you in an email from PA-SHARE. To use this link, you must be listed as a project contact in PA-SHARE. We recommend signing in to PA-SHARE and having it open in your browser *before* clicking the link the in email. You will be directed to the SHPO Response screen.

Scroll down to the SHPO Requests More Information section. Click on the request so the line is highlighted in blue (A). This will turn the word PROCESS just above the section in the right corner from gray to blue (B). Once blue, click on PROCESS.

The screenshot shows the PA-SHARE interface. The top navigation bar includes 'Home', 'Submit', and 'Search'. The main header displays 'RESPONSE' and the project name 'test'. The page content is divided into several sections:

- SHPO Comments:** A table with columns for Type, Reviewer, Date, Comment, and External SHPO Response. One comment is visible: Markers, Allison Davis, 04/06/2022, Information, please provide more info.
- SHPO Requests More Information:** A table with columns for Status, Type, Requested By, and Description. One request is visible: Information Requested, New Attachment, Allison Davis, please submit more attachments. An orange arrow labeled 'A' points to this row.
- SHPO Attachments:** A table with columns for Attachment Type, Attachment Name, Date Created, and Description. It currently shows no records.

On the right side of the page, there are help sections for SHPO Comments, SHPO Request More Information, and SHPO Attachments. The 'PROCESS' button is located above the 'SHPO Requests More Information' table and is highlighted in blue, with an orange arrow labeled 'B' pointing to it.

A window will open for you to enter the additional information.

The 'Attachment Response' modal window is displayed over the main page. It contains the following elements:

- Description:** A text area for describing the contents of the submission to be reviewed. A note indicates '1000 characters remaining'.
- Attachments:** A section with an 'ADD AN ATTACHMENT' button and a table with columns for Attachment Type, Attachment Name, Date Created, and Description. The table currently shows 'No records have been added.' and 'Attachments: 0'.
- Buttons:** 'CANCEL' and 'SUBMIT TO SHPO' buttons are located at the bottom right of the modal.



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Provide a description or summary of your additional information. You can add as many attachments as necessary to the Response.

Instructions for Adding Attachments



Click the “Add An Attachment” button to begin.

More than one attachment may be added.

Attachment Detail

Attachment Source *
Choose value

Name/Title *
e.g. Report Name (required)
200 characters remaining

Description
Description
1000 characters remaining

Upload Help

You can either upload a file from your computer or point to an online resource by submitting a valid URL. Please indicate which option you'd like to use in the "Attachment Source" field on the form, then fill out all of the remaining fields (all visible fields are required).

Acceptable URLs either point directly to an image, or they reference an online resource that contains numerous images of the submitted resource. URLs that **require authentication** for viewing **may be rejected** by SHPD staff, who will be assessing the utility and accuracy of the submitted information.

Acceptable file types:
 • .pdf • .doc • .docx • .ppt • .pptx • .xls • .xlsx • .rtf • .txt
 • .bmp • .gif • .jpe • .jpg • .jpeg • .png • .tif • .zip

Max file size: 70mb

CANCEL

The Attachment Detail window will open.

Complete each of the required fields on the Attachment Detail screen.

Direction for uploading attachments is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.

Attachment Source *
File from Local Disk

Name/Title *
Test
196 characters remaining

Select An Attachment Type *
Document
Select an attachment type

Description
Description
1000 characters remaining

Select files... Drop files here to upload

Attachment Source: Select attachment source. Always choose “File from Local Disk” to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Provide a general descriptive name for the attachment.

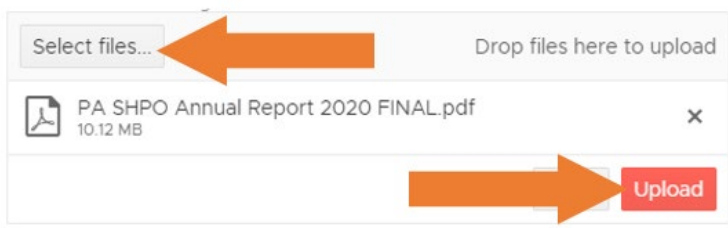
Select An Attachment Type: Select the type of attachment from the dropdown menu. If you are unsure, choose “Document”.

Description: Provide a more detailed description of what is included in the attachment or what information the attachment provides.

Once the last field is completed, the Select Files button at the bottom of the Attachment window will be activated.



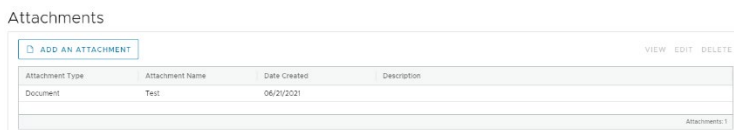
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Click the “Select Files” button to select the location of the file to be uploaded from your computer.

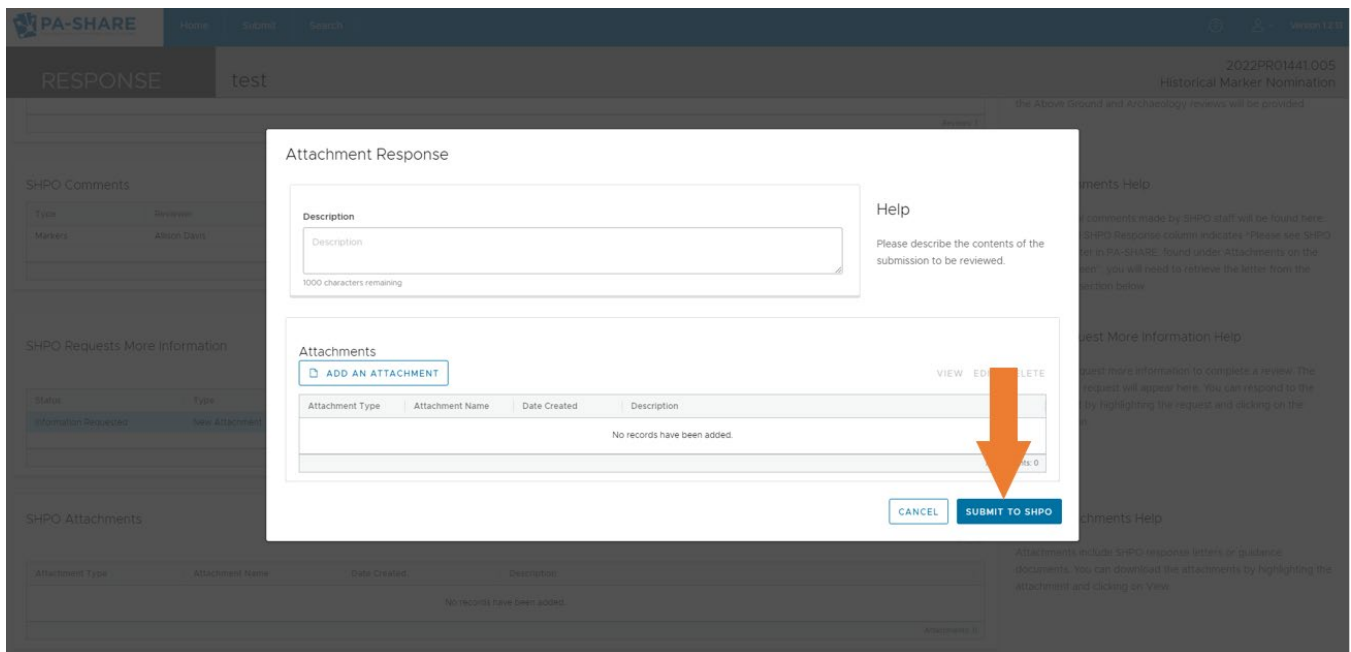
Once the file has been selected, the name and size will show in the space below.

Click “Upload” to add the attachment.



Once the attachment is uploaded, it will appear in the attachments grid. Select the attachment to view, edit, or delete.

When you have finished adding attachments, click Submit to SHPO.



This will submit your response to the SHPO for review. This step could be repeated if the SHPO requests more information.

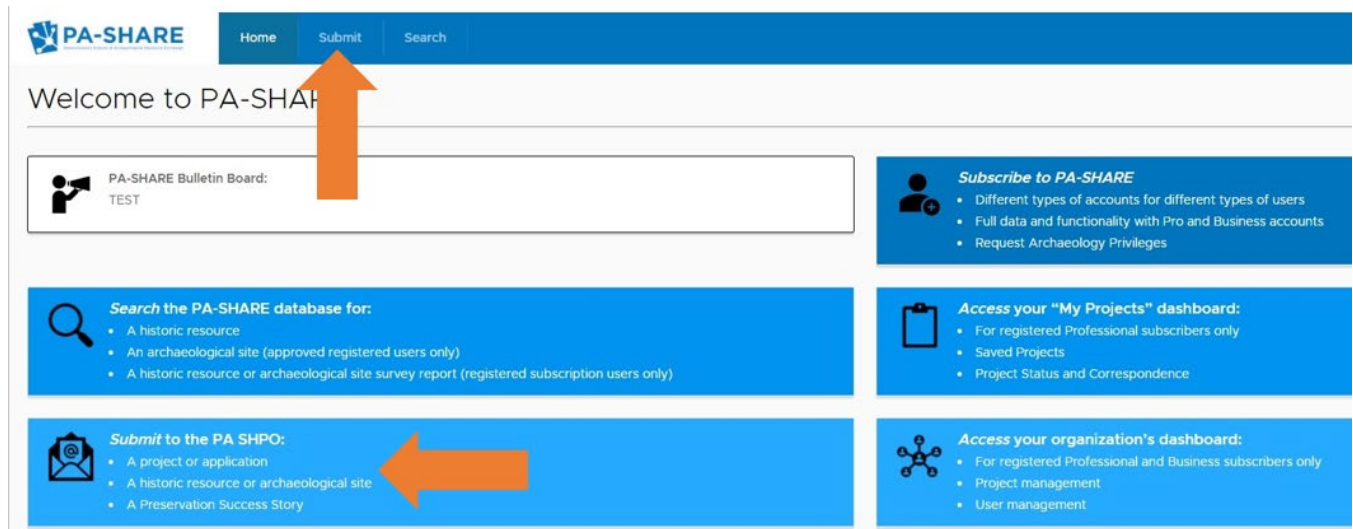


Accessing the Project Supplement Wizard

If we have not contacted you with an email requesting additional information, you may still supplement or complete your application by submitting materials through the Project Supplement wizard on PA-SHARE's Submit screen.

To do this, you must be listed as a contact to the project. If you are not listed as a contact to the project, you can ask someone who is a contact to add you via the Project Contact Wizard on the Submit screen or you can send the marker project name, your name, your email address and your mailing address to Alli Davis at allidavis@pa.gov. We will add you as a contact to the project in PA-SHARE and provide directions for how to submit the additional information in PA-SHARE.

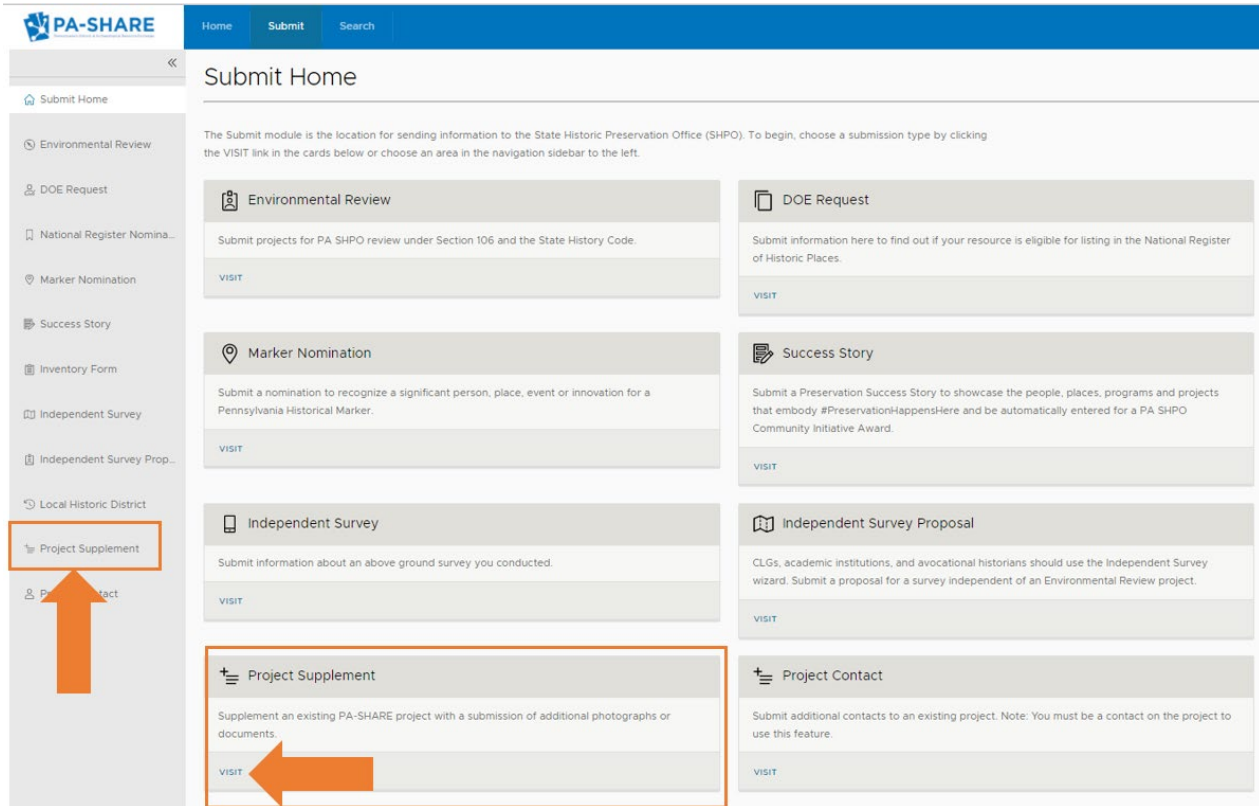
Once you sign in to PA-SHARE, you will see the Home screen. To go to the Submit screen, click the "Submit" button at the top of the screen or click on the icon in the second blue tile in the left column.



From the Submit home screen, you can navigate to Project Supplement wizard by clicking "Project Supplement" from the gray navigation bar on the left side of the screen OR by clicking "VISIT" on the Project Supplement card.



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This is how the Project Supplement Submission screen will look when it opens in PA-SHARE:

Project Supplemental Submission

All fields are **OPTIONAL** unless specified as **required**.

Search Existing Projects

Email Address ❗
An email address is required!

Project Number

PA-SHARE
Pennsylvania's Historic & Archaeological Resource Exchange

The email address you used to register for PA-SHARE will auto-populate in the Email Address field. The email address must be an existing project contact for the project you are searching for; if not, you will not be able to find your project and submit the additional information.



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Enter the project number of the Historical Marker Nomination project. This number will be the 11-digit PA-SHARE project number format of YYYYPR#####. Please contact Alli Davis at alldavis@pa.gov if you cannot find the Project Number for your historical marker nomination.

Once both fields are completed, click “Search”. Once the search is completed, the full Project Supplemental Submission Screen will open.

Project Supplement Wizard Data Entry

NOTE: Your session will timeout after 30 minutes of inactivity and any unsaved changes will be discarded. To ensure information is not lost, we recommend saving the information you enter after completion of each section.

You will only see these screens if you submit through the wizard.

The Project Supplemental Submission screen includes three sections that need to be completed:

- Project Supplemental Description
- Project Documents
- Project Photos

These sections are briefly described below. Specific instructions for uploading documents as attachments and photographs are included after the three sections are described.

Project Supplement Description * 

1,000 of 1,000 characters remaining

Project Supplemental Description:

Include a very brief description of the information being submitted. This may be additional resource scans, letters of support, or photos of the proposed marker location.

This field is limited to 1,000 characters. Users can copy and paste from another document into this field using the ctrl+V function.



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Project Documents

ADD AN ATTACHMENT

Attachment Type	Attachment Name	Date Created

Project Documents: Specific information related to the project can be uploaded in the Project Documents section.

This may be additional materials related to required documentation, including:

- Extended historical significance
- Letters of support
- Additional scans of resources or bibliography
-

Project Photos

ADD A PHOTO(S)

Image	Name	Date

Project Photographs: For photographs of the proposed location for the marker, include good context for what exists around the area. You may also include historic photographs that support your historical significance.

Instructions for Adding Attachments

ADD AN ATTACHMENT

Attachment Type	Attachment Name

Click the “Add An Attachment” button to begin.

More than one attachment may be added.

Attachment Detail

Attachment Source *
Choose value

Name/Title *
e.g. Report Name (required)
200 characters remaining

Description
Description
1000 characters remaining

Upload Help

You can either upload a file from your computer or point to an online resource by submitting a valid URL. Please indicate which option you'd like to use in the "Attachment Source" field on the form, then fill out all of the remaining fields (all visible fields are required).

Acceptable URLs either point directly to an image, or they reference an online resource that contains numerous images of the submitted resource. URLs that **require authentication** for viewing **may be rejected** by SHPD staff, who will be assessing the utility and accuracy of the submitted information.

Acceptable file types:

- .pdf • .doc • .docx • .ppt • .pptx • .xls • .xlsx • .rtf • .txt
- .bmp • .gif • .jpe • .jpg • .jpeg • .png • .tif • .zip

Max file size: 70mb

The Attachment Detail window will open.

Complete each of the required fields on the Attachment Detail screen.

Direction for uploading attachments is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.



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Attachment Source *
File from Local Disk

Name/Title *
Test
196 characters remaining

Select An Attachment Type *
Document
Select an attachment type

Description
Description
1000 characters remaining

Select files... Drop files here to upload

Attachment Source: Select attachment source. Always choose “File from Local Disk” to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Provide a general descriptive name for the attachment.

Select An Attachment Type: Select the type of attachment from the dropdown menu. If you are unsure, choose “Document”.

Description: Provide a more detailed description of what is included in the attachment or what information the attachment provides.

Once the last field is completed, the Select Files button at the bottom of the Attachment window will be activated.

Select files... Drop files here to upload

PA SHPO Annual Report 2020 FINAL.pdf
10.12 MB

Click the “Select Files” button to select the location of the file to be uploaded from your computer.

Once the file has been selected, the name and size will show in the space below.

Click “Upload” to add the attachment.

Attachments

[ADD AN ATTACHMENT](#) VIEW EDIT DELETE

Attachment Type	Attachment Name	Date Created	Description
Document	Test	06/2/2021	

Attachments: 1

Once the attachment is uploaded, it will appear in the attachments grid. Select the attachment to view, edit, or delete.

Instructions for Adding Photographs

Project Documents

Image	Name	Date
-------	------	------

Click the Add A Photo(s) button to begin.



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Photo Detail

Photo Source *
Choose value

Name/Title *
Name/Title
200 characters remaining

Description *
Description
1000 characters remaining

Photo Date *
Photo Date
1000 characters remaining

Upload Help

You can either upload a file from your computer or point to an online resource by submitting a valid URL. Please indicate which option you'd like to use in the "Photo Source" field on the form, then fill out all of the remaining fields (all visible fields are required).

Acceptable URLs either point directly to an image, or they reference an online resource that contains numerous images of the submitted resource. URLs that require authentication for viewing may be rejected by SHPO staff, who will be assessing the utility and accuracy of the submitted information.

Acceptable file types:
• bmp • gif • jpe • jpg • jpeg • png • tif

Max file size: 70mb

[CANCEL](#)

The Photo Detail window will open.

All of the fields on the Photo Detail screen are required.

Direction for uploading photos is provided in the help on the right side of the screen.

NOTE: The maximum file size is 70MB.

Photo Source *
File from Local Disk

Name/Title * ←
Name/Title
200 characters remaining

Description * ←
Description
1000 characters remaining

Photo Date * ←
Photo Date
1000 characters remaining

Select files... ← Drop files here to upload

Photo Source: Select photos source. Always choose "File from Local Disk" to upload a file from your computer (or shared network like SharePoint or common server).

Name/Title: Provide a general descriptive name for the photo indicating what is shown, such as House, Exterior.

Description: Provide a more detailed description of what is shown in the photo, such as south elevation.

Photo Date: Provide the date the photo was taken. If the exact date is not known, provide an approximate date.

Once the last field is completed, the Select Files button at the bottom of the Photo Detail window will be activated.

Select files... ← Drop files here to upload

1 w main st.JPG
22.63 KB

Upload →


Click the Select Files button to select the location of the file to be uploaded from your computer.

Once the photo has been selected, the photo name and size will show in the space below.



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ADD A PHOTO(S) VIEW EDIT DELETE

Image	Name	Date	Date Created	Description
	house	1.2020	02/11/2021	south elevation

Photos: 1

Once a photo is uploaded, it will appear as a thumbnail with the name, date of the photo, date the record was created, and description of the photo.

Repeat the same process to add additional photos.

Submit Your Project to the SHPO



Once you have completed each section, send your submission to the PA SHPO.

Click the Submit to SHPO button.

Missing Required Fields: Project Name, Description, Present Land Use, Past Land Use

If required fields were not completed, a red box identifying which fields are outstanding will appear above the buttons.

Close the red box by clicking the X in the upper right corner. You will need to return to and complete the listed fields before saving.

Project Overview

Project Name: *

This field is required

Scroll to the top of the submission screen to find the sections with missing information.

They will be highlighted with a red box and a red exclamation point. These will disappear as you enter the information.

Thank you for your Submission

Submission Token: 2LRTP6AOGXOF

Information about your Submission has been transmitted by email to the Contacts you listed on the previous screen.

Please monitor your email and PA-SHARE for further actions required of you. For more information about what comes next and how to monitor the status of your Submission please review information in the Help documentation.

When your submission is complete, a window will appear with your submission token number.

This token number will also be sent to the primary contact on the project.