PA-SHARE Tutorial:
SUBMITTING A NEW ENVIRONMENTAL REVIEW PROJECT

This tutorial will teach users how to enter a *new* Environmental Review Project.

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

Contents

NOTE: For existing projects only, email the following to twebber@pa.gov:
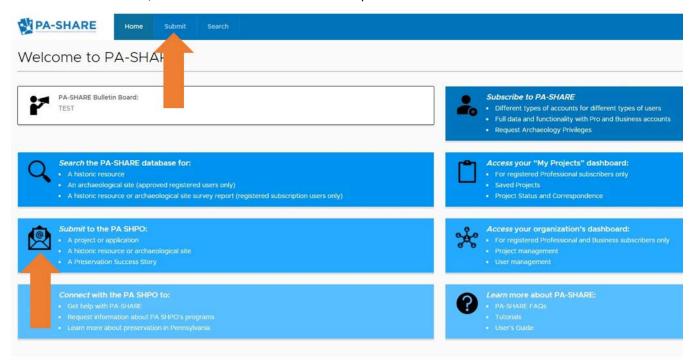
- Project Name
- Project Number and/or Legacy Number (former ER Number)
- Your name, address, phone number, and email address
- An explanation of what you are submitting
- Information being submitted as an attachment

Navigating to the Environmental Review Data Entry Screen

This section will outline the steps needed to enter a _**new**_ Environmental Review Project.

From the Home Screen, access the Submit button at the top of the screen.

Navigate to the Environmental Review submission screen.

This screen can be accessed from the navigation bar on the left (Environmental Review is second from the top) OR by clicking "VISIT" on the Environmental Review card.

![PA-SHARE logo]

PA-SHARE Tutorial:
SUBMITTING A NEW ENVIRONMENTAL REVIEW PROJECT

Overview

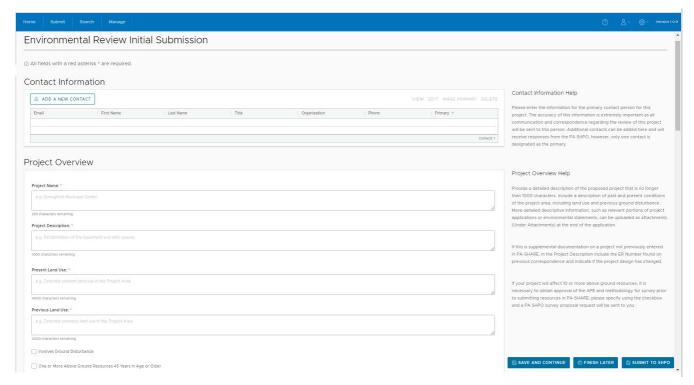The Environmental Review Initial Submission screen will appear for data entry of the new project. You will be using this screen to data enter any **NEW** projects into PA-SHARE. This screen is for those projects on which there has been no previous consultation with the PA SHPO.

Before using this screen, understand this information is important to PA SHPO review. Incomplete information may lead to delays in the review of a project. Please respond as completely as possible.

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.

This is how the Environmental Review Initial Submission screen will look when it opens in PA-SHARE:

This screen includes five sections:

- Contact Information,
- Project Overview,
- Project Location,
- Resources within the Project Area, and
- Project Documents.

Scroll down using the bar on the right side of your screen to see all sections.

Please note the following tools for completing this screen:

Contact Information Help

Please enter the information for the primary contact person for this project. The accuracy of this information is extremely important as all communication and correspondence regarding the review of this project will be sent to this person. Additional contacts can be added here and will receive responses from the PA SHPO, however, only one contact is designated as the primary.

There is on-screen help for each of these sections on the right side of the screen.

Project Overview Help

Provide a detailed description of the proposed project that is no longer than 1000 characters. Include a description of past and present conditions of the project area, including land use and previous ground disturbance. More detailed descriptive information, such as relevant portions of project applications or environmental statements, can be uploaded as attachments (Under Attachments) at the end of the application.

SAVE AND CONTINUE   **FINISH LATER**   **SUBMIT TO SHPO**

previously entered in PA-SHARE, in the Project

Three actions buttons will always be visible at the lower right corner of your screen. They will be anchored here even as you scroll down the screen.

They will be grey and inactive (meaning gray not blue) until a Project Contact is entered.

Once a Contact is entered, the buttons will be blue and active:

- Save and Continue allows you to save your work as you go along. NOTE: Your session will timeout after several minutes of inactivity and any unsaved changes will be discarded. Save the information you enter after completion of each section.
- Finish later allows you to save your work and return to PA-SHARE to finish up later.
- Submit to SHPO should be used when you are finished entering your project.

ⓘ All fields with a red asterisk * are required.

Project Name: *

e.g. Springfield Municipal Center

Those fields required to save a project are marked by a red asterisk.

Contact Information

At least one contact is required to begin your submission. Additional contacts may also be added. Click on the "Add Your Primary Contact To Begin" button.

The "Add Contact Information" screen will appear.

Use this screen to enter the information for the primary contact person for the project.

NOTE: If you have completed your User Profile, the Contact Information fields will automatically populate with your information.

This is the individual that will receive all communication regarding the review of this project via email.

Required fields at the top half of the Add Contact Information screen include Email, First, and Last Name.

It is helpful if you complete the non-required fields as well with your title, organization, and at least one phone number.

Add Contact Information Email * bafrederic@ipa.gov 183 characters remaining First Name * Barbara 43 characters remaining Last Name * Frederick 91 characters remaining Title e.g. Director 100 characters remaining Organization Gettysburg National Battlefield 19 characters remaining	Contact Help Please enter the information for the primary contact person for this project. The accuracy of this information is extremely important as all communication and correspondence regarding the review of this project will be sent to this person. Additional contacts can be added, however, only one contact is designated as the primary.	Scroll down to finish completing the contact information.
Address Line 1 * 400 North Street 34 characters remaining Address Line 2 e.g. Suite 300 50 characters remaining City * Harrisburg 40 characters remaining State: PA ∨ ZIP * 17240 5 characters remaining	Required fields at the bottom half of the screen include Address, City and Zip Code.
CANCEL SAVE	When you are finished data entering the primary contact information, Save. The Save and Cancel buttons will always be located in the bottom right corner of your screen.

When you return to the main data entry screen, your contact information will appear:

Contact Information

Email	First Name	Last Name	Title	Organization	Phone	Primary ↑
bafrederic@pa.gov	Barbara	Frederick		Gettysburg National B...		Yes

ADD A NEW CONTACT   VIEW   EDIT   MAKE PRIMARY   DELETE

Contacts: 1

Contact Information

ADD A NEW CONTACT

If you would like to add additional contacts to the project, click on the Add a New Contact button and follow the same process.

The additional contacts will also receive email communication regarding the review of the project from PA-SHARE.

If you are submitting on behalf of an agency, this is where you may want to include the agency contact, if known.

VIEW   EDIT   MAKE PRIMARY   DELETE

Phone	Primary ↑
	Yes
	No

Contacts: 2

You can edit, change the primary contact, or delete a contact using the buttons in the upper right-hand corner.

Project Overview

The Project Overview section is where you will enter basic information on the project and its potential to effect above ground and archaeological resources.

Project Overview

Project Name: *

e.g. Springfield Municipal Center

255 characters remaining

Project Description: *

e.g. Rehabilitation of the basement and attic spaces

1000 characters remaining

Present Land Use: *

e.g. Describe present land use in the Project Area

4000 characters remaining

Previous Land Use: *

e.g. Describe previous land use in the Project Area

4000 characters remaining

☐ Involves Ground Disturbance

☐ One or More Above Ground Resources 45 Years in Age or Older

This project includes:
☐ Construction ☐ Demolition ☐ Rehabilitation ☐ Disposition

Provide as much information as possible about the project that is being proposed as well as the current condition of the property.

Additional and more detailed information can be uploaded and attached at the end of the screen in the Project Documents section.

Begin by completing the Project Name.

Project Name: *

e.g. Springfield Municipal Center

255 characters remaining

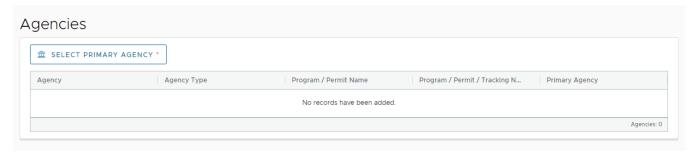|	
Project Description: * e.g. Rehabilitation of the basement and attic spaces 1000 characters remaining	In the Project Description, provide a general description of the project and how it will affect above ground and archaeological resources. More detailed project descriptions, plans and specifications may be uploaded at the end in the Project Documents section.
Present Land Use: * e.g. Describe present land use in the Project Area 4000 characters remaining	In Present Land Use, include a description of the current land use/conditions in the project area, such as paved parking lot or plowed field. Current aerial mapping and site plans showing the location of buildings and features may be uploaded at the end in the Project Documents section.
Previous Land Use: * e.g. Describe previous land use in the Project Area 4000 characters remaining	In Previous Land Use, describe any past land use or modifications to the property, such as ground disturbance or changes in use of a building. Historic aerial mapping or site histories prepared as part of environmental assessments can be uploaded at the end in the Project Documents section.
☐ Involves Ground Disturbance	Check Involves Ground Disturbance if the proposed project will cause ground-disturbing activities, including construction, demolition, or other proposed disturbance. More information on the nature and horizontal extent of ground-disturbing activities including plans, engineering drawings, and maps may be uploaded at the end in the Project Documents section.
☐ One or More Above Ground Resources 45 Years in Age or Older	Check One or More Above Ground Resources 45 Years in Age or Older if a building, structure, or landscape will be affected by the proposed project. Current photographs of affected above ground resources, architectural or

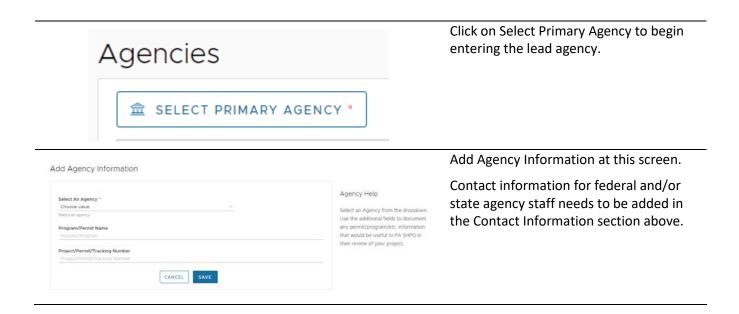|	
	engineering drawings, project specifications, and maps may be uploaded at the end.
This project includes: ☐ Construction ☐ Demolition ☐ Rehabilitation ☐ Disposition	Note if the proposed project includes Construction, Demolition, Rehabilitation or Disposition.

Agencies

Agencies

🏛 SELECT PRIMARY AGENCY *

Agency	Agency Type	Program / Permit Name	Program / Permit / Tracking N...	Primary Agency
		No records have been added.		
				Agencies: 0

Add a lead agency as well as any additional agencies that may be involved in the project. For projects with federal involvement, the lead agency is responsible for compliance with Section 106. For projects with state involvement, the lead agency is responsible for compliance with the State History Code.

NOTE: PHMC should not be included as an agency unless the project is on state-owned property operated by PHMC or unless PHMC will be providing approval in the form of a grant or covenant.

Agencies 🏛 SELECT PRIMARY AGENCY *	Click on Select Primary Agency to begin entering the lead agency.
Add Agency Information Select An Agency * Choose value — Select an agency Program/Permit Name Housing Program Project/Permit/Tracking Number Project/Permit/Tracking Number CANCEL SAVE — Agency Help — Select an Agency from the dropdown. Use the additional fields to document any permit/program/etc. information that would be useful to PA SHPO in their review of your project.	Add Agency Information at this screen. Contact information for federal and/or state agency staff needs to be added in the Contact Information section above.

Select An Agency * Choose value ⌄ Select an agency	Select an agency from the drop down. If you believe that an unrepresented state or federal agency needs to be added to the list, please contact us at pashare@pa.gov.
Program/Permit Name Housing Program Project/Permit/Tracking Number Project/Permit/Tracking Number	Use the Program/Permit Name and Project/Permit/Tracking fields to add any agency-specific tracking information.
CANCEL SAVE	You can Cancel out of this screen. When finished data entering the primary contact information, Save.
Agencies 🏛 SELECT ADDITIONAL AGENCIES MAKE PRIMARY EDIT DELETE Agency Agency Type Program / Permit Name Program / Permit / Tracking N... Primary COE - Army Corps of Engineers Federal Yes DEP - Department of Environment... State No Agencies: 2	When you return to the ER data entry screen, you will see the primary agency you added listed. At this point you can add any additional agencies that require SHPO review of the project.
MAKE PRIMARY EDIT DELETE Program / Permit / Tracking N... Primary Yes No ▶ Agencies: 2	You can edit, change the primary agency, or delete an agency using the buttons in the upper right-hand corner.

Project Location

The project location screen allows you to enter ownership information, address, and map the Area of Potential Effects (APE) and Limit of Disturbance (LOD).

This project is located on:
(check all that apply)

☐ Federal Property ☐ State Property ☐ Municipal Property ☐ Private Property

Begin by indicating the ownership of the property on which the project is located.

Project Address *

e.g. Springfield Municipal Center

255 characters remaining

Project City *	State:	Project Zip
City	PA	Zip
50 characters remaining	0 characters remaining	9 characters remaining

Provide the address for the project location.

For projects involving multiple locations, such as county-wide projects, provide the address for the first location identified in the list.

In the project description, note the project covers multiple locations.

Upload a map(s) showing the multiple locations as a Project Document.

If the project involves demolition or exterior improvements, you will need to submit each location separately.

APE Description

APE Description

1000 characters remaining

APE Description

APE Description

1000 characters remaining

Describe the Area of Potential Effect (APE). The APE is defined as the geographic area or areas within which a project may directly or indirectly cause changes in the character of historic properties.

The APE includes the project's physical boundaries as well as potential visual, vibrational, and audible effects to above ground resources.

The written description must match the mapping of the APE further down on the screen. For rehabilitation and demolition projects, the tax parcel is usually the APE.

This field is limited to 1000 characters, including spaces. Grab the lower right corner of the text box and drag it down to increase the size of the text box.

APE Description

APE Description

1000 characters remaining

🔍 ZOOM MAP TO PROJECT ADDRESS

APE Area (acres):
0.00

The APE Area will be calculated by the system when you map the APE.

You do not need to enter anything here.

LOD Description *

LOD Description

1000 characters remaining

The LOD Description is required for those projects that involve ground disturbance. If you completed the Involves Ground Disturbance check box above, the LOD will be required.

Describe the Limit of Disturbance (LOD). The LOD is defined as the area of total earth disturbance for the project.

This includes all ancillary facilities such as access roads, utilities, material borrow areas, and staging areas.

The written description must match the mapping of the APE further down on the screen.

This field is limited to 1000 characters, including spaces. Grab the lower right corner of the text box and drag it down to increase the size of the text box.
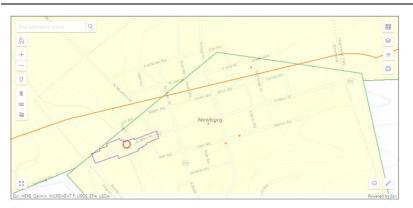

The LOD Area will be calculated by the system when you map the LOD.

Once you have entered Project Location information, the "Zoom Map to Project Address" will become active (changes from gray to blue).

Click this button to zoom the map to center on the location of the project you entered for ease in mapping.

In this example, the map zoomed to center on the project address at 1 West Main Street in Newburg, PA.

For more guidance on the map interface and tools on the upper left and upper right corners, please consult the Searching for Resources and Other Information in PA-SHARE Search tutorial.

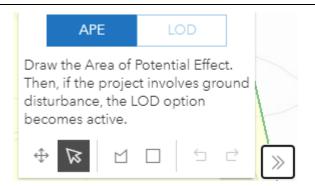## Drawing the APE and LOD Polygons

Two tools found in the lower right-hand corner of the mapping screen allow you to map the project APE and/or LOD.

Use the Sketch Widget (pencil) to draw a boundary.

Use the Upload Shapefile Widget (cloud with arrow) to upload a Shapefile.

NOTE: Before you begin editing, we suggest navigating the map to the approximate location of your submission. You can drag the map to pan the geographic extent, use the mouse wheel to zoom in/out, or you can use the +/- buttons to zoom in and out. Further, you can use the search bar in the upper left of the map to navigate to a named location.

When you click on the Sketch Widget, it opens the window for you to draw the Area of Potential Effect (APE) as a polygon.

For those projects where there is no ground disturbance, only the APE will show in the Sketch Widget.

If your project also includes a Limit of Disturbance, the LOD option becomes active once the APE is drawn.
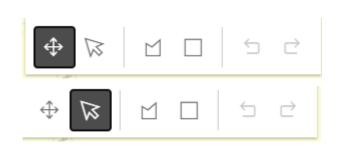
You must draw the APE first.

The Sketch Widget includes several different tools, represented as icons.
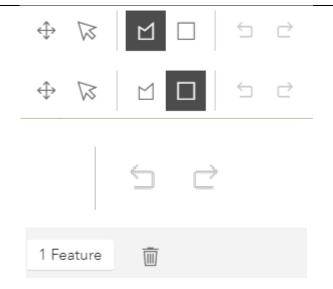
The icons from left to right are:

Transform (cross arrows): Use this tool to move or rotate an already-drawn polygon.

Reshape (Big arrow): Click to adjust a polygon that has been drawn

Draw a Polygon: Use this tool to draw each segment (line) of the polygon that will be the APE.

Draw a Rectangle: Use this tool to automatically place a square or rectangle on the map. We do not recommend using this tool to draw the APE.

Undo (left-facing arrow) and Redo (right-facing arrow): These buttons will undo/redo the placement of a line to correct mistakes as you edit.

Number of features: This box alerts you to the number of features you've drawn on the map.

Trash can: Click this to delete the APE polygon and start over.

To start drawing the APE, click on the "Draw a Polygon" icon.

Next, left click on a point on the map to begin drawing the first line. The first point in this example is indicated by the orange arrow at the left.

Drag your mouse in the direction of your next point. As you do this, a dotted line will appear like the one shown in blue in this example.

NOTE: It may be easier to draw the APE by changing the basemap to "Imagery Hybrid". To do this, click the top icon in the upper right corner of the map (arrow at right). This basemap is similar to what you would see with Google Streetview.

Left click your mouse to place the second point and move your mouse in the direction of the next point. Repeat as needed to draw the full APE polygon on the map.

As you draw the polygon, the area between the points will be shaded to indicate the APE.

Double click on the last point placed on the map to complete the polygon.

In this example, the first, second and third points have been placed. The gray triangle shape is the APE is it is being drawn

Continue adding points until drawn the full APE. To complete the polygon, double click to finish drawing.

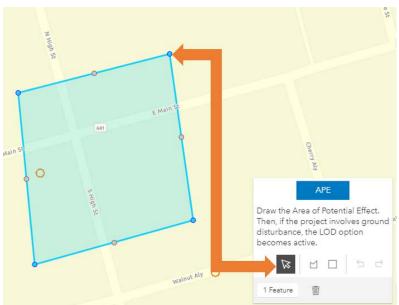The APE will show on the map with a purple boundary and orange shading.

To adjust the location of the polygon, select the polygon and then click the Transform icon (crossed arrows).

Select the APE by clicking inside the APE polygon. Once selected, the APE will change to an aqua blue boundary and light aqua blue shading.

A dark blue square will appear around the APE polygon. Click and drag the squares to make the polygon larger or smaller. Click and drag the circle at the top to rotate.

To edit or reshape the APE, select the polygon and then click the Reshape icon.

Select the APE by clicking inside the APE polygon. Once selected, the APE will change to an aqua blue boundary and light aqua blue shading. Blue circles will appear at the end points of each polygon line and gray circles will appear at the mid points of each polygon line.

Click on each point and drag to move the point in any direction. To return to the original footprint after moving a point, click the back arrow.
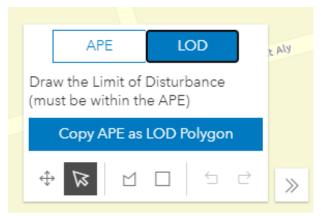
Click on the map outside of the APE polygon to set the APE boundary, which will show on the map with a purple boundary and orange shading.

If you make an error, you can delete the APE polygon and start over.

Click on the shape and then click on the trashcan icon.

If your project includes ground disturbance, the LOD (Limit of Disturbance) option will be active.

Click on the LOD button to draw the area of ground disturbance for the project.

If the LOD is the same as the APE, click "Copy APE as LOD Polygon" and it will be automatically drawn on the map.

The LOD must be located within the boundary of the APE.

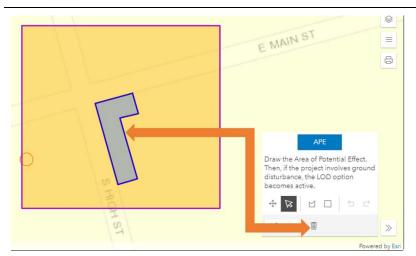Draw, move and edit the LOD polygon using the same tools and techniques as you did drawing the APE polygon.

The LOD will show on the map with a blue outline and gray shading.

NOTE: If the LOD is outside of the APE polygon, you will see a Validation error. The LOD polygon will be outlined in red with red lines inside. Simply move the point outside of the polygon to inside the polygon to remove the error message.

If you make an error, you can delete the APE polygon and start over.

Click on the shape and then click on the trashcan icon.

If you would rather upload a shapefile rather than draw the APE and/or LOD, select the Upload Shapefile Widget (cloud with arrow).

NOTE: This widget is intended for people that are experienced with GIS software and already have a polygon location of the submission in Shapefile format.

This screen will appear and from here you can upload the APE and/or LOD shapefiles.

Follows the instructions for the Upload Shapefile Widget contained in the Map Help section of the Environmental Review Submit Screen.

Once the APE is mapped, the Municipalities card below the map will be populated with the mapped municipalit(ies) and count(ies).

Resources Within the Project Area

This section includes two parts:

- a list of Previously Identified Above Ground and District Resources in the Area of Potential Effect and
- a list of resources for which you provide new or updated information, called Newly-Identified Resources and Previously-Identified Resources with Updated Information.

They will look like the screen shot below after you map your APE. In the first section, PA-SHARE generates a list of previously identified above ground resources in the SHPO's inventory that are located in the APE for the project. They are shown in a results grid (or table).

Previously Identified Above Ground and District Resources in the Area of Potential Effect

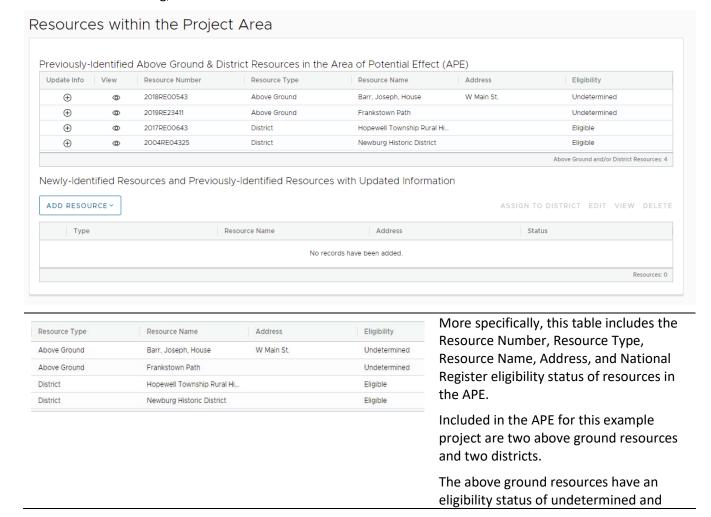The entries in the example below were captured in the APE polygon drawn for the project address at 1 West Main Street in Newburg, PA.

Resources within the Project Area

Previously-Identified Above Ground & District Resources in the Area of Potential Effect (APE)

Update Info	View	Resource Number	Resource Type	Resource Name	Address	Eligibility
⊕	👁	2018RE00543	Above Ground	Barr, Joseph, House	W Main St.	Undetermined
⊕	👁	2019RE23411	Above Ground	Frankstown Path		Undetermined
⊕	👁	2017RE00643	District	Hopewell Township Rural Hi...		Eligible
⊕	👁	2004RE04325	District	Newburg Historic District		Eligible

Above Ground and/or District Resources: 4

Newly-Identified Resources and Previously-Identified Resources with Updated Information

ADD RESOURCE ⌄   ASSIGN TO DISTRICT   EDIT   VIEW   DELETE

Type	Resource Name	Address	Status
	No records have been added.		

Resources: 0

Resource Type	Resource Name	Address	Eligibility
Above Ground	Barr, Joseph, House	W Main St.	Undetermined
Above Ground	Frankstown Path		Undetermined
District	Hopewell Township Rural Hi...		Eligible
District	Newburg Historic District		Eligible

More specifically, this table includes the Resource Number, Resource Type, Resource Name, Address, and National Register eligibility status of resources in the APE.

Included in the APE for this example project are two above ground resources and two districts.

The above ground resources have an eligibility status of undetermined and
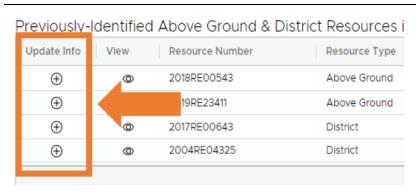
have not been evaluated for National Register eligibility.

The districts have both been determined eligible for the National Register.

Previously-Identified Above Ground & District Resources i				To view the information related to this resource, click on the View icon in the second column of the results grid.
Update Info	View	Resource Number	Resource Type	
⊕	👁	2018RE00543	Above Ground	
⊕	👁		Above Ground	
⊕	👁	201?RE00643	District	
⊕	👁	2004RE04325	District	

Updating a Previously Identified Resource

If a previously identified resource has the potential to be affected by the project (rehabilitation, demolition, etc.), you will need to update this resource.

Previously-Identified Above Ground & District Resources i				Click on the Update Info icon at the left side of the results screen, which will open the Building Resource Details window.
Update Info	View	Resource Number	Resource Type	
⊕	👁	2018RE00543	Above Ground	
⊕		19RE23411	Above Ground	
⊕	👁	2017RE00643	District	
⊕	👁	2004RE04325	District	

To update the Resource Details window, you are required to:

- provide a photograph and recorder information.
- update those fields for which no information exists for the original resource record.
- Update those fields where changes have been made since the original resource record.
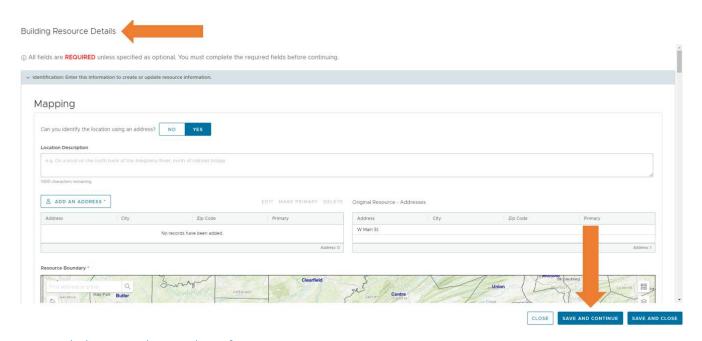
Remember to save your work as you continue through this screen to update building resource information.

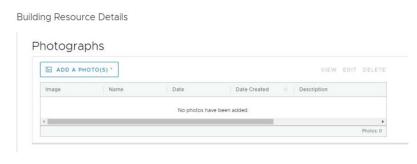Once the window opens, it will look like this screenshot. Most of the window is arranged in two columns:

- The one on the left is for you to add new/updated information and is identified by the Add A… button.

- The one on the right shows what information, if any, is already included in PA-SHARE for this resource. This column is identified with the word "Original", as in what was originally entered in PA-SHARE for this resource.

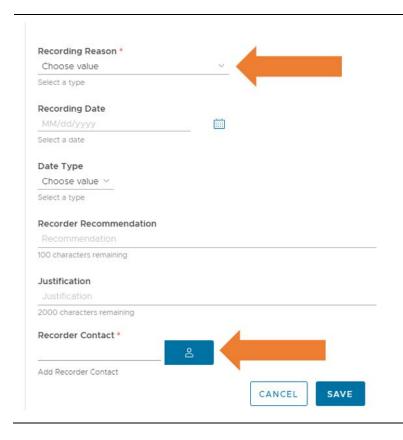## Required Photos and Recorder Information

To add a photograph, click the Add A Photo(s) button and follow the instructions.

To add a recorder, scroll down through the screen until you see the Add a Recorder button.

Click the button to add this information.

Recording Reason *

Choose value ∨

Select a type

Recording Date

MM/dd/yyyy 📅

Select a date

Date Type

Choose value ∨

Select a type

Recorder Recommendation

Recommendation

100 characters remaining

Justification

Justification

2000 characters remaining

Recorder Contact *

_____ 👤

Add Recorder Contact

CANCEL   SAVE

The Recording Reason field and the Recorder Contact information is required.

Make selections from the dropdown menus to provide information on the recordation of the resource, including recording reason, recorder eligibility recommendation, and date.

If an eligibility recommendation is being made, it should be captured in the recorder recommendation field with further explanation provided in the justification field.

Add multiple entries to the table as necessary.

Click the person icon button at the bottom of the window to automatically add your contact information. Click save to return to the main screen.
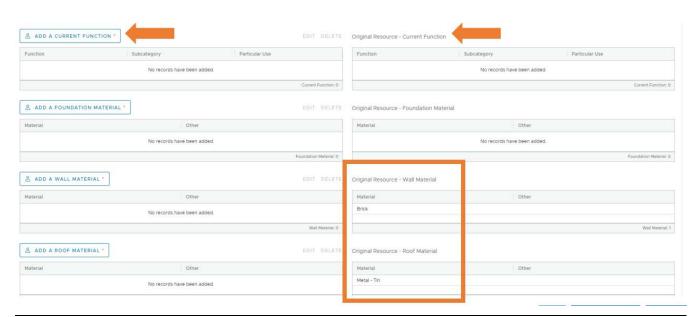
Updating Missing Fields

In this example, updating the record for the Joseph Barr House, the following information is required because the original field is blank:

- Current Function
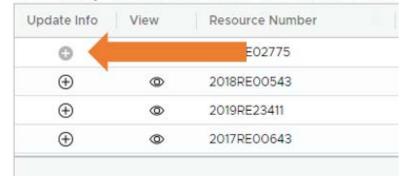- Historic Function
- Foundation Material

You would not be required to add a wall or roof material since those fields contain information. Only update these fields if there have been changes to materials.

Once you have updated the resource information, the Previously-Identified table will show the Update Info icon as greyed out.

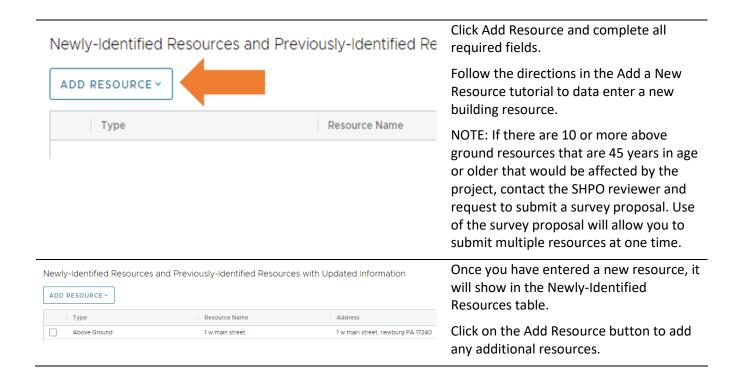## Newly-Identified Resources

If there are above ground resources in the APE that:

- are 45 years in age or older
- that could be affected by the project and
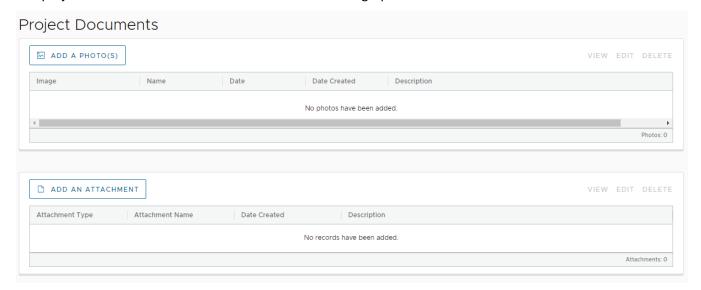- that do not appear in the Previously Identified Resources list

then you will need to add a new resource to your submission. You will need to enter each resource that could be affected.

Newly-Identified Resources and Previously-Identified Re ADD RESOURCE ⌄ Type Resource Name	Click Add Resource and complete all required fields. Follow the directions in the Add a New Resource tutorial to data enter a new building resource. NOTE: If there are 10 or more above ground resources that are 45 years in age or older that would be affected by the project, contact the SHPO reviewer and request to submit a survey proposal. Use of the survey proposal will allow you to submit multiple resources at one time.
Newly-Identified Resources and Previously-Identified Resources with Updated Information ADD RESOURCE ⌄ Type Resource Name Address ☐ Above Ground 1 w main street 1 w main street, newburg PA 17240	Once you have entered a new resource, it will show in the Newly-Identified Resources table. Click on the Add Resource button to add any additional resources.

Project Documents

Additional information can be uploaded and attached at the end of the screen in the Project Documents section.

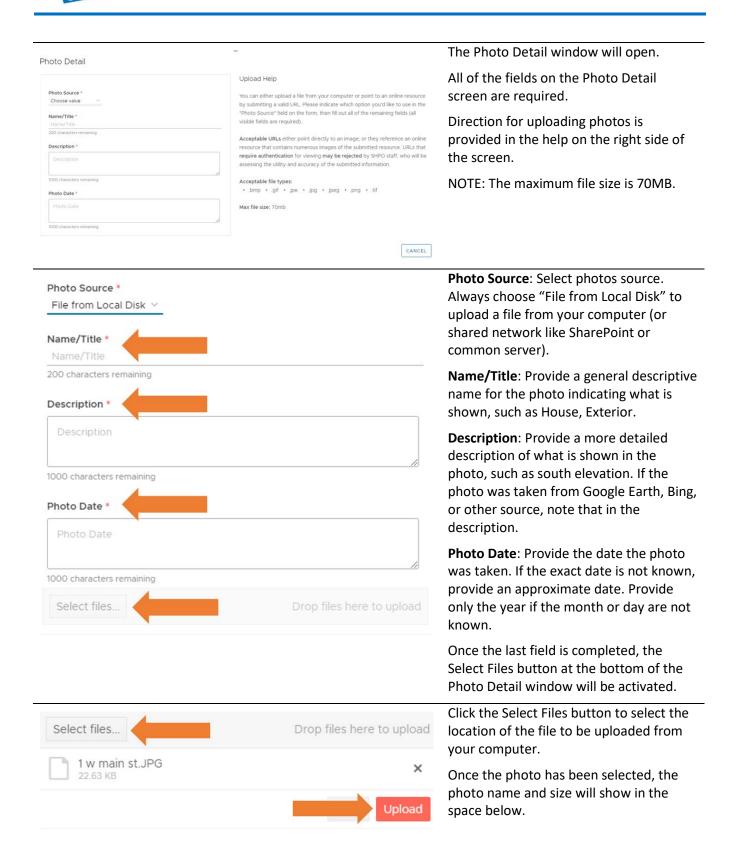The project documents section includes two tables: Photographs and Attachments.

Include information that would be useful to the review of the project such as:

- Photographs of the project location and surrounding area
- Photograph location map
- Architectural or engineering plans
- Specifications for proposed work, including methods and materials, if available
- If demolition is proposed, a structural assessment of condition
- The views of the public, Tribes, and other consulting parties (local government, historical societies, affected property owners, etc.), if available
- Survey reports or resource documentation, if available
- Alternatives
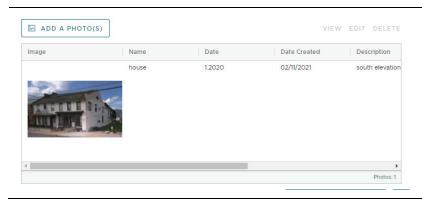- GIS shapefiles compiled in .zip format

Add a Photo

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

NOTE: If you would prefer to add photographs as a PDF of photo pages, use the Add an Attachment section instead.

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: 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. If the photo was taken from Google Earth, Bing, or other source, note that in the description.

Photo Date: Provide the date the photo was taken. If the exact date is not known, provide an approximate date. Provide only the year if the month or day are not known.

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

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.

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.

Add an Attachment

Click the "Add An Attachment" button to begin. Include any attachments that would be useful to the review of the project, as listed above and in the Project Documents Help.

For initial submissions, a project description, photos, and site plan should be provided as a single attachment.

If sufficient information on the project is not provided in the attachments, the submission will be returned.

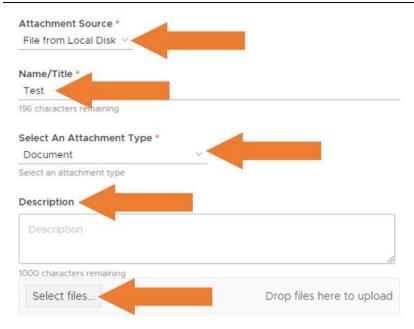PDFs of photo pages should be added here and not above under Add Photos.

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 descriptive name for the file such as Project Description, Photos or Site Plan.

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

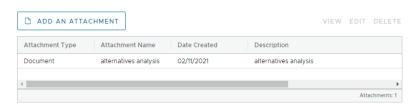**Description:** A description is not required unless more explanation is needed.

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

Select files...   Drop files here to upload

PA SHPO Annual Report 2020 FINAL.pdf   ✕
10.12 MB

Upload

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

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

Click "Upload" to add the attachment.

☐ ADD AN ATTACHMENT   VIEW   EDIT   DELETE

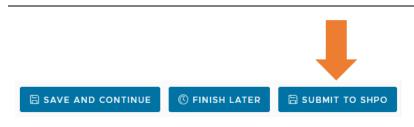| Attachment Type	Attachment Name	Date Created	Description
Document	alternatives analysis	02/11/2021	alternatives analysis

Attachments: 1

Once an attachment is uploaded, it will appear in the table with the type, name, date, and description.

Select the attachment to view, edit, or delete.

Repeat the same process to add additional attachments.

Submit Your Project to the SHPO

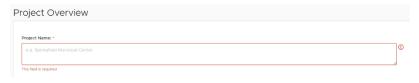|	
SAVE AND CONTINUE FINISH LATER SUBMIT TO SHPO	Once you have completed each section, send your submission to the PA SHPO. Click the Submit to SHPO button.
ⓘ Missing Required Fields: Project Name,Description,Present Land Use,Past Land Use ✕ SAVE AND CONTINUE FINISH LATER SUBMIT TO SHPO	If required fields 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 missing or incomplete fields before saving.
Project Overview Project Name: * e.g. Springfield Municipal Center 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.